

**Roland Michener Secondary School**  
**School Council Constitution and Operating Procedures**  
**September, 2009**

**NAME**

1. The name of the school council shall be *The Roland Michener Secondary School Council*.

**MISSION**

2. Through a co-operative partnership, the school council will work through actively supporting staff, students, programs, facility, parents, school events, and the School Division.

**VISION**

3. The school council will assist RMSS in providing the best possible education for our children. The school council will involve parents in collaborative decision-making regarding policies, programs, and services.

**OBJECTIVES**

4. The objectives of the council, in keeping with the **School Act** and the **School Councils Regulation**, are as follows:
  - a) To provide advice on any matter relating to the school, to the principal and/or school board
  - b) To provide advice (input) to the staff and principal on issues of importance such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions, and budget allocations to meet student needs
  - c) To stimulate continuous improvement in meaningful involvement by all members of the school community
  - d) To facilitate collaboration among all the concerned participants of the school community
  - e) To support an approach to schooling in which decisions are made collaboratively and whenever possible at the school and classroom level
  - f) To facilitate the development of a common vision for our school
  - g) To keep the school board informed - in cooperation with the principal - of the needs of the school

facilitating the meetings, acting as spokesperson for the council, and generally supervising the council. The chair shall serve as Alberta Schools Councils' representative. The chair will present the annual report to the school board.

**b) THE VICE-CHAIR**

The vice-chair shall assist the chair with duties assigned and, in the absence of the chair, assume the duties of the chair and communicates with 'Friends For Learning Fundraising Society'.

**c) THE SECRETARY-TREASURER**

The secretary-treasurer shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of the names and addresses of council members. The secretary-treasurer shall also be responsible for keeping all financial transactions of the council, presenting an account of the funds to the members, and preparing the accounts for auditing whenever necessary.

## **VACANCIES**

8. a) With the exception of the council position filled by the principal, the school council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or, in the case of new officers, are determined at the next Annual General Meeting.

## **COMMITTEES**

9. a) A school council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

## **MEETINGS**

10. a) Regular meetings will be held once per month at least seven times during the school year as determined by the executive committee. Regular meetings will be advertised on the monthly school calendar.
- b) Special meetings of the school council may be called by the executive.

## **QUORUM**

11. a) The quorum will be met when the majority of people present at the meetings are parents of students enrolled at the school.

## **DECISION-MAKING**

12. a) Decisions at council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b) If a vote is taken, the motion must be moved and seconded and passed by a majority of RMSS council members present.

### **REPORTING**

13. a) Suggestions for improvement, change, and responses to policies, school events, etc. will be communicated to the principal via the written minutes of regular meetings. These suggestions as well as details not included in the minutes, shall be given in written form to the principal who in turn, shall communicate the information to staff members who in turn, shall communicate in written form back to school council.

### **ANNUAL MEETING**

14. a) The Annual General Meeting of the school council shall be held not later than 40 days after the first instructional day of the school year.
- b) The meeting will be advertised throughout the school and the community at least 14 days in advance.
- c) Election of officers will take place at the Annual General Meeting. All parents of students attending the school are eligible for election.
- d) All parents of students attending the school are eligible to vote at the Annual General Meeting.
- e) The business of the Annual General Meeting shall include:
  - . the election of officers
  - . any proposed bylaw amendments
  - . financial statement of the previous year for school council
  - . plans and budget of the council for the upcoming year
  - . discussion of any major issue in which all parents should have input such as: changes to the vision or mission statement of the school; new student evaluation or discipline policy; or other major changes in the school program or focus
  - . present annual report from previous chair

### **ANNUAL REPORT**

15. a) In accordance with School Council Regulation, the school council, through the chair, must prepare and provide the school board with an annual report

which includes:

- a summary of councils' activities for the year
- a financial statement
- copies of the minutes available to the board on request

#### **AMENDMENTS TO THE BYLAWS**

16. a) The bylaws continue in force from year to year unless they are amended and approved by the majority of parents attending at a special meeting of the school council called for that purpose.
- b) A special meeting to amend bylaws may be called in conjunction with a regular meeting of school council, however, notice of the proposed bylaw amendment must be circulated with the notice of the meeting at least 14 days in advance of the meeting.

#### **CONFLICT RESOLUTION PROCEDURES**

17. a) In accordance with s.17(7.0) School Act, 1995, the school council will abide by the conflict resolution procedures outlined by the local school board.

#### **CODE OF ETHICS**

18. All school council members shall:

- consider the best interests of all students
- endeavor to be familiar with school policies and operating practices and act in accordance with them
- encourage a positive atmosphere in which individual contributions are encouraged and valued
- accept accountability for decisions

#### **PRIVACY**

19. a) School council shall adhere to the Personal Information Protection Act (PIPA).
- b) School council shall not share personal information for purposes other than those of school council business.

#### **SCHOOL COUNCIL FUNDRAISING**

20. a) School council will work collaboratively with the Friends for Learning Fundraising Society.