



Westbrook School

Westbrook School Council Constitution and Bylaws

I. PURPOSE

The School Council Shall:

1. work together with the school staff, parents and community to create a stimulating learning environment that challenges students to reach their potential,
2. foster an atmosphere at Westbrook School which encourages the development of each child – academically, emotionally, and physically, to the best of his or her ability.
3. inform, advise and collaborate with the principal and the school community
4. advocate on behalf of the school community,
5. provide opportunities for parent professional development,
6. effectively communicate with the school community.

II. ROLES AND RESPONSIBILITIES

A. School Policies and Programs

The School Council Shall:

1. assist in developing the school's overall purpose, policies and objectives, and assist in the development of the school goals,
2. provide feedback and/or advice on all matters brought forth to the School Council,
3. review and recommend policies regarding standards of conduct for students, staff and parents within the local school.
4. provide feedback on school achievement exam results.

B. Financial

The School Council Shall:

1. review the school budget(s),
2. provide feedback and/or advice on the school budget(s),
3. plan and provide advice and/or feedback on fund raising, allocation and monitoring of school raised funds

C. Community Relations

The School Council Shall:

1. develop and implement school promotional strategies in the community

D. Communications

The School Council Shall:

1. provide feedback and information to the school community

E. School Jurisdiction

The School Council Shall:

1. provide an annual report to the School Board on School Council activities as per Rocky View School Division policy.
2. maintain contact with the elected local school trustee
3. attend joint School Board/Council meetings

III. MEMBERSHIP

School Council operates under a "Town Hall Model". Membership of the School Council consists of Officers and all other parents of students enrolled in the school.

A. Officers of the School Council shall consist of:

1. the principal of the school,
2. a teacher of the school,
3. one community representative,
4. six (6) elected Officers comprised of parents of students enrolled in the school
5. all other parents of students enrolled in the school

- B. **The Officers will be elected for a one-year term at the Annual General meeting, except for the community representative.**
 - 1. the community representative will be appointed by the members for a one-year term,
 - 2. this appointment will be made at the first Council meeting following the Annual General Meeting.
- C. **For the purpose of voting at the Council meetings, all members will have a vote, with the exception of the Principal, Teacher Representative, and the Community Representative.**

IV. OFFICERS

- A. **Every parent of a student enrolled in the school is eligible to be elected as an Officer**
- B. **The Officers of the School Council shall consist of a Chairperson, Secretary, Treasurer, and three (3) Members at Large,**
- C. **Officers shall serve a maximum of three (3) consecutive one-year terms.**

V. DUTIES OF THE OFFICERS

- A. **The Chairperson is responsible for:**
 - 1. planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the Council and generally supervising the Council,
 - 2. presenting the annual report to the School Board,
 - 3. liaising with other School Council Chairs within the school jurisdiction,
 - 4. attending the two joint School Board/Council Meetings or delegating a representative in their absence,
 - 5. performing other duties as required.
- B. **The Secretary is responsible for:**
 - 1. keeping accurate minutes and records of the meetings, distributing minutes as required, taking care of all correspondence and communication, keeping an accurate list of names, addresses and e-mail addresses of the members.
- C. **The Treasurer is responsible for:**
 - 1. keeping all financial transactions of the Council and presenting an account of the funds to the members at regularly scheduled meetings.
- D. **Members at Large are responsible for:**
 - 1. acting as a voice in absence of members of Council as requested,
 - 2. assuming other duties as assigned by the chairperson.

VI. VACANCIES

With the exception of the Council positions filled by the Principal and a Teacher, School Council may fill vacancies until such vacancies can be filled by election at the next Annual General Meeting.

VII. TASK FORCE – COMMITTEES

The School Council may form task groups or committees or refer appropriate issues to the Site Based Decision Making team.

VIII. MEETINGS

- A. The School Council shall meet a minimum of four times a year, in addition to the Annual General Meeting.
- B. The quorum for meetings of the School Council shall be set at two-thirds of the School Council Officers membership.
- C. Special meetings of the School Council may be called by the Officers, or at the request of ten (10) parents of the school community.

IX. VOTING PROCEDURE

- A. **Decisions at the Council meetings will be made by a two-thirds majority vote.**
 - 1. All motions must be moved and seconded.
 - 2. All decisions made must be stated clearly and recorded in the minutes of the meeting.

X. ANNUAL GENERAL MEETING

- A. **The Annual General Meeting of the School Council shall be held within May or June of each school year.**
 - 1. the meeting shall be advertised throughout the school and the community at least twenty-one (21) days in advance.
- B. **Elections will take place at the Annual General Meeting.**
 - 1. all parents of students enrolled in the school are eligible for election
 - 2. all parents of students enrolled in the school are eligible to vote at the Annual General Meeting.

- C. **Nominations for a position on the Council shall open the day of the public announcement of the Annual General Meeting.**
1. nominations can be volunteered by an individual, or by a second party, with the consent of said individual,
 2. nominations will be open for sixteen (16) days,
 3. nominations will also be accepted from the floor at the AGM.
- D. **The business of the Annual General Meeting shall include:**
1. the election of representatives
 2. any proposed bylaw amendments,
 3. a year to date financial statement
 4. the presentation and review of the School education plans including the School preliminary budget for the upcoming year,
 5. discussion of any major issues in which all parents should have input, such as changes to the vision or mission statement of the school; student's evaluation or discipline policy; or other major changes in the school program or focus,
 6. the results of an assessment of the School Council.

XI ANNUAL REPORT

- A. **In accordance with School Councils Regulation, the School Council, through the Chairperson, must provide the School Board with an annual report which includes:**
1. summary of Council's activities for the year,
 2. a financial statement,
 3. copies of the minutes of each meeting.

These reports must be remitted by the end of June.

XII AMENDMENTS TO THE BYLAWS

- A. **The bylaws remain in force from year to year unless amended at the Annual General Meeting.**
1. the bylaws of the School Council may be amended by a two-thirds majority at an Annual General Meeting,
 2. notice of proposed bylaw amendments must be circulated with the notice of meeting at least twenty-one (21) days in advance of the meeting.

XIII CONFLICT RESOLUTION PROCEDURES

In accordance with the School Act, the School Council will abide by the conflict resolution procedures outlined by the School Board.