

**ST. FRANCIS JUNIOR HIGH SCHOOL COUNCIL,  
LETHBRIDGE, ALBERTA  
BY-LAWS**

**1. NAME**

The name of the School Council shall be St. Francis Junior High School Council, Lethbridge, Alberta hereinafter referred to as the School Council.

**2. MISSION**

To support and enhance the learning and growth of the students and staff at St. Francis Junior High School to become the best they can become.

**3. VISION**

As a School Council, we support the vision statement of St. Francis Junior High School which states that St. Francis Junior High School is a Christ-centered learning community where all achieve their potential.

**4. OBJECTIVES**

The objectives of the School Council, in keeping with the policies, regulations and procedures set by the School Act, the School Councils Regulations and the Holy Spirit Roman Catholic Separate Regional Division No. 4, are as follows:

- a.) to develop and enhance a cooperative Christian relationship between home, school and community.
- b.) to continuously promote and facilitate community support.
- c.) to provide advice and support to the staff and principal on issues of importance such as the school, mission and vision: school discipline policies, programs and directions, and budget allocations to meet student needs.
- d.) to keep the School Board informed-in cooperation with the principal-of the needs of the school.
- e.) to enhance communication between the School Council and the School Board through the Council of Councils.
- f.) to encourage greater parent participation in and understanding of the education of their children.

## 5. RESPONSIBILITY OF COUNCIL

As a School Council we uphold the objectives as stated in number 4 above.

## 6. MEMBERSHIP

The membership of the St. Francis Junior High School, Lethbridge, Alberta (meeting the criteria set out by Alberta Education and the Holy Spirit Roman Catholic Separate Regional Division No. 4) shall consist of the following:

- a.) The membership of the School Council shall consist of the following:
  - (i) Parents/guardians of students enrolled in the school
  - (ii) The principal of the school
  - (iii) The past Chair of the School Council
  - (iv) At least one teacher elected by the teaching staff of the school
  - (v) At least one person from the community approved by the School Council who has an interest in the school
- b.) For the purpose of voting at the general meeting of the voting members must be parents/guardians of students enrolled at the school. Each parent/guardian is entitled to one vote. The quorum for any meeting is four members and the majority of members must be parents/guardians of students attending the school.
- c.) The membership of the executive committee shall consist of the following:
  - (i) The principal of the school
  - (ii) Three parents/guardians of students from the school elected by parents/guardians at a meeting for this purpose. The four positions will be Chair, Vice-Chair, Secretary and Treasurer.
- d.) Resignation of members must be done in writing to the Chair of the School Council. If the Chair wishes to resign, they will do so in writing to the Vice-Chair.

## 7. OFFICERS

The following four positions of the executive committee will be elected from its membership: a Chair, a Vice-Chair, Secretary and a Treasurer. No officer or member of the Council shall receive any remuneration for their services.

Any officer, upon a majority vote at a special meeting that has quorum, may be removed from office for any cause which the School Council may deem reasonable. The officer involved must be notified in writing 21-days in advance of the date of this special meeting by a hand delivered letter or registered mail.

- a.) Every member of the School Council is eligible to be elected as an officer of the School Council except those persons who are employed by St. Francis Junior High School, Lethbridge, Alberta.

- b.) Election of the Executive Officers shall be held each year at the Annual General Meeting, and terms shall be for a one-year period. An opportunity will be provided at the Annual General Meeting, and terms shall be for a one-year period. An opportunity will be provided at the Annual General Meeting for persons interested in serving on the School Council to indicate their willingness to hold those positions.
- c.) The terms of office shall run from 01 October to 30 September.
- d.) Members holding an executive position who wish to resign must do so in writing to the Chair of the School Council. If the Chair wishes to resign, they will provide their resignation in writing to the Vice-Chair of the School Council.

## 8. DUTIES OF THE EXECUTIVE OFFICERS:

### a.) The Chair

- The Chair shall call all annual, School Council and special meetings.
- Plans the agenda for the meetings.
- Convenes and presides at all meetings of the School Council.
- Acts as an ex-officio member of all committees.
- Ensures that all decisions of School Council are carried out.
- Prepares and submits an Annual Report as required by the School Act to School Council and the School Board.
- Designates, in their absence, the Vice-Chair or some other member, to assume their responsibilities.
- Assumes other duties and responsibilities as assigned by the School Council.

### b.) The Vice-Chair

- Assists the Chair in the discharge of their duties.
- Assumes the responsibilities of the Chair in absence of the Chair.
- Assumes other duties and responsibilities as assigned by the School Council.
- Continuity may be provided by the Vice-Chair extending their appointment to the following term by allowing their name to stand as Chair of the School Council.

c.) The Secretary

- Takes, keeps and distributes the minutes of the School Council. The minutes shall be distributed (posted) within ten days of the meeting via email, and to make sure it is on the school's website for anyone to read. They will also make copies available for distribution at the next meeting if requested.
- Is responsible for keeping an accurate record of the proceedings of all annual, School Council and special meetings.
- Looks after the outgoing correspondence of the School Council.
- Responsible for preparing and keeping minutes of all Executive Committee meetings.
- Ensures that the principal and school office are given a copy of all minutes where they will be filed and stored for seven years.

d.) Treasurer

- Has signing authority on the School Council account
- Ensure all funds of School Council are properly accounted for.
- Disburse funds as directed by the School Council.
- Ensure that proper financial records and books of account are maintained.
- Report on all receipts and disbursements at School Council meetings.
- Make financial records and books of account available to members upon request and ready for inspection or audit annually.
- Submit an annual financial report at the Annual General Meeting.

e.) Principal

- The principal shall have full voting privileges at School Council meetings.

f.) Past-Chair

- The Past-Chair remains a member of the School Council with full voting privileges at School Council meetings, irrespective of whether they have children at the school.

g.) Teacher Representatives

- There shall be a minimum of one teacher representative on the School Council.
- The teacher representative shall be elected by the teachers of the school.

- It shall be the responsibility of the teacher representative to uphold the aims and objectives of the School Council.
- It shall be the teacher's responsibility to represent the interests of the teaching staff objectively.
- It shall be the teacher's responsibility to communicate back to the rest of the teaching staff the proceedings from the School Council Meetings.
- They shall have full voting privileges at School Council Meetings.

## 9. VACANCIES

With the exception of the School 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, until the next Annual General Meeting where elections are held.

## 10. MEETINGS

School Council Meetings

- a.) The first meeting of the School Council shall be held within twenty-eight (28) days of the Annual General Meeting.
- b.) Members will be notified of School Council Meetings via the St. Francis School Newsletters, email and social media.
- c.) School Council meetings will be held on a specified date throughout the school year as determined by the School Council.
- d.) Individual parents/guardians attending a meeting of School Council, who have a child attending St. Francis Junior High School, Lethbridge, Alberta have a right to vote on an issue. Only parents/guardians in attendance are eligible to vote, there is no proxy voting.
- e.) The quorum for School Council Meetings shall be any four of the School Council members provided the majority consists of parents/guardians of students enrolled in the school.
- f.) The School Council Meetings shall have a Town Hall form of governance.
- g.) In all procedural matters not covered by these by-laws, Roberts "Rules of Order" shall be employed.

## 11. VOTING PROCEDURES

- a.) Decisions at School Council meetings will be made by consensus as much as possible.

- b.) If a vote is taken, the motion must be moved and seconded and passed by a 51 percent majority.

## 12. ANNUAL GENERAL MEETING

- a.) The principal shall give at least twenty-one (21) days notice to parents/guardians of all students of St. Francis Junior High School, Lethbridge, Alberta, of the annual general meeting and requesting volunteers to serve on the School Council. This annual general meeting will be held within the first twenty-eight (28) days of the start of the school year.
- b.) The St. Francis School Monthly email will be the written means by which all members of the council are notified of the Annual General Meeting and any Special Meetings.
- c.) The business of the Annual General Meeting shall include:
- The election of the executive
  - The presentation of the Chair's Annual Report
  - Any proposed by-law amendments
  - Discussion of any major issue in which all parents/guardians should have input such as: changes to the vision and mission statement of the school, new student evaluation or discipline policy, or other major items.
  - Any formal evaluation of the School Council
- d.) The quorum of all Annual General meetings shall be four (4) parents/guardians of students enrolled in the school, one (1) administrator and one (1) teacher. This meeting is intended to inform all parents/guardians of students of St. Francis Junior High School, Lethbridge, Alberta of all activities of the past year's School Council and elect a new Council Executive. Only members of the School Council (as detailed in item 6 above) who attend the Annual General meeting are entitled to vote on matters raised at the Annual General meeting.
- e.) In all procedural matters not covered by these by-laws, Roberts "Rules of Order" shall be employed.
- f.) The School Council Year will run 01 October to 30 September.

## 13. SPECIAL MEETINGS

Special meetings will be called by the Chair of the School Council as required and shall be governed by the same process as the Monthly General meetings. Written notice will be given to members via the St. Francis email or other means giving at least seven (7) days notice of any special meeting.

The quorum of all Special General meetings shall be four (4) parents/guardians of students enrolled in the school, one (1) administrator and one (1) teacher. Only members of the School Council (as detailed in item 6 above) who attend the Special meeting are entitled to vote on matters raised at the Special meeting.

In all procedural matters of the Special meeting not covered by these by-laws, Roberts "Rules of Order" shall be employed.

#### 14. ANNUAL REPORTS

- a.) In accordance with School Council Regulations, the School Council, through the outgoing chair, must prepare and provide the School Board with an Annual Report which includes:
  - a summary of Council's activities for the year
  - copies of the minutes for each meeting
  - such report is to be submitted to the board by September 30<sup>th</sup>
- b.) The School Council shall make the report available to all concerned members of the school community.
- c.) The records of the School Council are available for inspection by the membership and this may be done at the Annual General meeting of the School Council, or by making special arrangements with the Chair of the School Council.

#### 15. FINANCIAL PROVISIONS OF THE COUNCIL

- a.) There will be no financial remuneration for officers of the School Council.
- b.) For the purpose of carrying out its objectives, the School Council may not borrow money.
- c.) The financial obligations of the School Council will be met by the St. Francis Junior High School Fund Raising Committee which is run independently of the School Council itself. This independent committee will have a Chair, Vice-Chair, Secretary and Treasurer. Any motions arising from the minutes of St. Francis Junior High School Council, Lethbridge, Alberta that involve financial need will be referred to the St. Francis Junior High School Fund Raising Committee which is governed by its own by-laws.
- d.) An audit of the Fund Raising Committee books will be completed yearly by two of the Directors appointed by the Fund Raising Committee.
- e.) Members of the School Council have the right to inspect the books and records of the Fund Raising Committee in accordance with their by-laws.
- f.) It is the responsibility of the Fund Raising Committee Treasurer to ensure this audit is complete and that all financial records are kept up-to-date each year.

## 16. CHANGES TO THE BY-LAWS

- a.) The by-laws remain in force from year to year. In the future the by-laws can only be changed by special resolution of the members at any School Council meeting or the Annual General meeting or a Special meeting.
- b.) Notice of proposed by-law amendments must be circulated with the notice of meeting at least twenty-one (21) days in advance of the meeting.

## 17. CONFLICT RESOLUTION PROCESS

The School Council is responsible to the parents/guardians and to the community it represents. The School Council advises and consults with other school partners. School Councils must reflect the priorities and attitudes of the school's parents/guardians and the community at large. School Councils do not make unilateral decisions about what happens in our school. They are participants in the decision-making process along with teachers, the principals and the School Board. Ultimately the Principal and the School Board must ensure that decisions made are in the best educational interest of the students at the school. Therefore, the Principal, with the aid of the School Board, if necessary, will resolve any internal conflict that may arise among School Council members.

The School Board has an appeal process in place to resolve disputes between the Principal and the School Council.

In accordance with s.17 (7.1) of the SCHOOL ACT 1995, the School Council will abide by the conflict resolution procedure as set out therein.

These by-laws were approved at a special meeting held for that purpose on \_\_\_\_\_ at St. Francis Junior High School, Lethbridge, Alberta.

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Laurie Catonio, Chair  
Lethbridge, Alberta

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Michelle Fedorowich, Vice-Chair  
Lethbridge, Alberta



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Candy Stang, Secretary  
Lethbridge, Alberta

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Tokunbo Walter-Enudi, Treasurer  
Lethbridge, Alberta

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Devon Dempsey, Principal  
Lethbridge, Alberta