

Willow Creek Composite High School Council

By-laws

Established November 2011
Last Reviewed January 19, 2012

1. Mission:

to be created

2. Vision:

to be created

3. Purpose:

The objectives of the school council, in accordance to the School Act and the School Council Regulation, are to:

- A. Provide advice to the principal respecting issues of importance relating to the school such as school mission and vision, education planning, programs and directions, budget allocations and discipline policies
- B. Encourage and facilitate parent involvement in the school
- C. Communicate openly with all members of the school community
- D. Keep the school board informed of the needs of the school
- E. Make decisions based on the needs of all members of the school community
- F. Be a strong advocate for the school in the community
- G. Support the school in its efforts to focus teachers' time and school resources on student learning

4. Membership:

- A. The membership of the school council shall consist of the following:
 - 1. Any parent of students enrolled in WCCHS,
 - 2. The principal of the school
 - 3. One teacher representative
 - 4. A community member selected by the council

- B. School council officers, with the exception of the principal and the community member are elected for a one year term.

Officers:

The officers of the council shall consist of a chair, a vice-chair, and a secretary.

1. Every member of the council is eligible to be elected as an officer of the council.
2. Officers will be elected for a one-year term at the school council establishment meeting.

Duties of the Officers:

Chairperson:

1. With the principal, plan school council meeting agendas
2. Facilitate school council meetings
3. Act as a spokesperson for the school council
4. Serves as Alberta Home and School Councils' representative and attends regional meetings

Vice-Chair:

1. Shall assist the chairperson with duties assigned
2. In the absence of the chairperson, assumes the duties of the chairperson.

Secretary:

1. Keep accurate minutes and records of the meetings
2. Provide a copy of meeting minutes to the school to be published to the school community.

Vacancies:

The school council will hold nominations and a vote will be held to fill any vacant officer positions for the remainder of that calendar school year.

Committees:

School council may appoint committees that consist of school council members and/or other school community members. Committees generally report on their activities at school council meetings.

5. Annual meeting:

- A. The annual meeting of the school council will be held not later than 30 days after the first instructional day of the school year
- B. The meeting will be advertised throughout the school community at least 14 days in advance
- C. All parents of students attending the school are eligible to vote at the annual meeting
- D. The business of the annual meeting shall include:
 - 1. Election of Officers
 - 2. Proposed amendment to the bylaws
 - 3. Discussion of direction for the school council in the upcoming year.

6. Meetings:

The school council shall meet at least seven times during the school year.

Special meetings of the school council may be called by any of the elected officers or at the written request of 10 parents of the school community.

The quorum for meetings of the school council shall be a minimum of five representatives.

Voting Procedures:

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.

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

7. Amendments:

The bylaws remain in force from year to year unless amended at the establishment meeting.

The bylaws may be amended by a two-thirds majority at the establishment meeting.

Notice of proposed amendments must be published at least 14 days in advance of the establishment meeting.

8. Conflict Resolution:

In the case of conflict between a school council and the Principal, respecting disputes on policies proposed or adopted by the school, the Principal or the school council may appeal in writing to the Superintendent of Schools for assistance in resolving the dispute. The Superintendent shall inform the Board when an appeal from a Principal or school council has been received. If the Superintendent cannot resolve the dispute, the Superintendent shall refer the matter to the Board of Trustees, who may appoint an ad hoc committee to investigate and bring back to the Board recommendations for resolving the dispute.

9. Removal of School Council Members:

Officers, with the exception of the principal, may be removed from the school council should they:

1. Miss three consecutive meetings without notice,
2. Violate any of the objectives of the school council.

Removal must be supported by a two-thirds majority vote of the school council.