



**F.P. WALSHE SCHOOL COUNCIL**

**CONSTITUTION and BYLAWS**

**&**

**CODE OF ETHICS**

September 2011

## F.P. WALSH SCHOOL COUNCIL CODE OF ETHICS

A member shall be guided by the mission statement of his or her council.

A member shall endeavour to be familiar with school policies and operating practices and act in accordance with them.

A member shall practise the highest standards of honesty, accuracy, integrity and truth.

A member shall recognize and respect the personal integrity of each member of the school community.

A member shall encourage a positive atmosphere where individual contributions are encouraged and valued. All concerns and issues shall be treated with fairness and without bias.

A member shall apply democratic principles.

A member shall consider the best interests of all students.

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

A member shall not disclose confidential information.

A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.

A member shall use the appropriate communication channels when questions or concerns arise.

A member shall promote high standards of ethical practise within the school community.

A member shall accept accountability for decisions.

A member shall declare any conflict of interest.

A member shall accept no payment for school council activities.

A member shall make a commitment to attend all school council meetings.

# F.P. Walshe School Council

## Constitution and Bylaws

September 2011

### 1.0 NAME

The name of the School Council is the F.P. Walshe School Council.

### 2.0 POWERS AND DUTIES

A school council may discuss or involve itself in the following during a school year:

1. Writing of a mission statement or a statement of philosophy for the School Council.
2. Review of the bylaws of the School Council.
3. Enabling of School Board policy.
4. Assisting in creating a positive school experience for the school students and staff.
5. May advise the principal and the Board (Livingstone Range School Division #68) respecting any matter relating to the school.
6. May consult with the principal, who is ultimately responsible, concerning matters on students having the opportunity to meet educational standards or on matters which ensure that the fiscal management of the school is in accordance with board requirements.
7. May develop a common vision for the school and work to implement that vision by facilitating communication, planning, and resource allocation regarding priorities and programs that are needed to meet the expectations of the local school community.
8. Work to develop an understanding and respect for the roles of the school staff within the parameters that School Councils do not govern the school nor involve themselves directly in determining professional practices and that only School Boards hire and fire school staff.

### 3.0 VISION

Learning and Growth Through Teamwork

### 4.0 MISSION

The mission of the F.P. Walshe School Council is to create an atmosphere where parents, students, staff and community interact to enhance the educational environment for individual success.

### 5.0 MEMBERSHIP

5.1 There shall be from 10-15 members of the School Council as follows:

- a) the principal of the school;
- b) a teacher at the school, elected by the teachers at the school;
- c) a minimum of 5 parents to a maximum of 10 parents of students enrolled at the school, elected at the general meeting in accordance with section 7.3 (referred to

as parent members); Of the parents elected, a minimum of one shall be from First Nations.

- d) 2 persons appointed in accordance with section 5.2 (referred to as the community members);
  - i) One member representing the community at large
  - ii) One member representing the native community
- e) one person who is a student enrolled in the school, elected by the students enrolled in the school (School Council President)
- f) the Chair of F.P. Walshe Fundraising Foundation  
(Amended at Annual General Meeting of F.P. Walshe School Council, Sept 30, 2008)

5.2 At the June regular meeting the School Council shall establish a committee of members to seek nominations for community members who have an interest in the school, review the nominations, contact the nominees for their consent to be a member.

5.3 Appointment of 2 members at large for the ensuing Council term will occur at or prior to the General Meeting.

5.4 Any School Council member may serve for as many consecutive one year terms on the School Council as desired providing they meet the criteria for Council membership.  
(Amended at the Annual General Meeting of F.P. Walshe School Council, Sept 21, 2010)

#### 5.5 Vacancies

- a) Vacancies on the School Council occurring during the first semester of a school year and after the General Meeting may be filled by appointment at the discretion of the Council members.
- b) Vacancies occurring during the second semester of a school year will not be filled until elections are held at the General Meeting.

#### 5.6 Current School Council

The current School Council membership and term of office will continue until the General Meeting the following year is held. At this time all other stated bylaws relating to elections, membership and appointments will then be in force. Vacancies on the current School Council will be filled by appointment at the discretion of the council members.

### 6.0 OFFICERS

6.1 The officers of the School Council shall be the chair, vice-chair, and secretary.  
(Amended at the Annual General Meeting of F.P. Walshe School Council, Sept. 30, 2008, removed Treasurer)

#### 6.2 Election of Officers

- a) Every member of the School Council is eligible to be elected as an officer of the School Council.
- b) Elections of officers shall be held immediately following the general meeting.
- c) The term of office for all officers is one year.
- d) Any School Council officer may serve a maximum of three consecutive terms in one executive position.

(Amended at the Annual General Meeting of F.P. Walshe School Council, Sept. 30, 2008)

#### 6.3 Duties of Officers

- a) Chair – the Chair of the School Council:

- i) calls and chairs meetings of the School Council and prepares the agenda for meetings;
- ii) is responsible for the overall functioning of the School Council;
- iii) shall prepare and provide to the Board annually a report setting out the activities of the school council in the year including a financial statement relating to money handled by the school council in the year and including a copy of the minutes for each meeting of the School Council held in the year;
- iv) provides liaison with the Board;
- v) represents School Council at external functions;
- vi) is an ex-officio member of all committees.

b) Vice-Chair – shall assist the Chair and assume the duties of the Chair in his or her absence. (Other responsibilities could be assigned to the Vice-Chair such as annual review of bylaws, etc.)

c) Secretary – shall record and be the custodian of the minutes of the School Council and shall prepare and file correspondence of the School Council as required by the Chair.

(Amended at the Annual General Meeting of F.P. Walshe School Council, Sept. 30, 2008, removed Treasurer)

## 7.0 MEETINGS AND VOTING

7.1 The first regular meeting in any school year of the School Council shall be held within 40(forty) days of the first day of school each year.

(Amended at Annual General Meeting of F.P. Walshe School Council, Sept 27, 2011)

7.2 The School Council shall have a minimum of 8 regular meetings in each year.

(Amended at Annual General Meeting of F.P. Walshe School Council, Sept 27, 2011)

### 7.3 General Meetings

a) A general meeting shall be held within 40(forty) school days of the first day of school each year.

(Amended at the Annual General Meeting of F.P. Walshe School Council, Sept. 30, 2008)

b) All parents of children enrolled at the school are entitled to vote at the general meeting.

7.4 A special meeting of the School Council may be called as necessary at the discretion of the Chair and shall be called by the Chair upon the request of 3 members of the School Council. Notice of 48 hours must be given.

7.5 All School Council members shall be given notice of all meetings and agenda of meetings.

7.6 A quorum for regular and special meetings shall be 50% + 1 School Council members.

7.7 Decisions of the School Council will be arrived by consensus.

7.8 Meeting times and dates for the School Council shall be set at the first regular meeting of the council after the Annual General Meeting. A designated place to meet shall be set at that time also.

7.9 All meetings of the School Council are open unless otherwise specified in the agenda or unless Council wishes to “go in camera”. Individuals or groups wishing to address the Council shall do so only after contacting the Chair for a specific time and time allocation on the agenda.

## 8.0 COMMITTEES

8.1 The School Council may appoint ad hoc committees to perform particular non-continuing functions. The School Council shall designate the powers and terms of the committees.

## 9.0 GENERAL

9.1 No member of a School Council shall receive any remuneration for acting as a member of the School Council.

9.2 Where an internal School Council dispute arises, the school council may establish an ad hoc committee to review the dispute and report to the School Council with recommendations.

9.3 In these bylaws “parents” shall include the guardians of the student enrolled in the school.

9.4 These bylaws shall come into force upon approval by a majority of parents of students enrolled in the school who vote at a special meeting of the School Council called for that purpose.

9.5 These bylaws shall continue in force from year to year unless amended at the Annual General Meeting, or at a special meeting of the School Council called for that purpose, and the amendment is approved in accordance with Section 9.4.

(Amended at the Annual General Meeting of F.P. Walshe School Council, Sept 21, 2010)