

WES HOSFORD SCHOOL COUNCIL BY-LAWS

1 MISSION

The mission of the Council is to foster the well-being of all students, assist in providing opportunities for the greatest possible development of each student and enhance student learning.

2 ROLE OF THE COUNCIL

- A. The Council, in an advisory capacity role, will assist the school to help foster student learning in the school.

- B. In accordance with the Alberta School Act, the Council will:
 - 1. advise the principal respecting any matter relating to the school;
 - 2. provide advice on the development of the school's mission, vision and philosophy, policies, annual education plan, annual report and budget;
 - 3. provide a forum that permits issues to be brought forward by parents/guardians, and other members of the school community;
 - 4. establish special committees as it deems necessary.

3 DEFINITIONS

- A. In the school By-Laws:
 - 1. "the school" means Wes Hosford Elementary School.
 - 2. "school staff" means the principal, assistant principal(s) and teachers employed at the school.
 - 3. "school community" means parents/guardians whose children are enrolled at the school, school staff members, and other community members who have an interest in the school.
 - 4. "parent" means parent/guardian of registered students attending Wes Hosford Elementary School ("the school")
 - 5. "Board" means the Elk Island Public School Board.
 - 6. "Regulation" means the School Councils Regulation, Alberta Regulation 113/2007.
 - 7. "Council" means the Wes Hosford School Parent Council.

4 MEMBERSHIP OF THE COUNCIL

- A. The Council will consist of the following members:
 - 1. parents/guardians of children attending the school;
 - a) all parents of registered students attending the school are members of the Council.
 - b) parents not wishing to be members shall provide in writing a declaration to the Council.
 - 2. the principal of the school; and,
 - 3. at least one teacher representative and/or assistant principal employed at the school.

- B. The governance model that the Council will follow an "assembly/town hall" model where decisions are made at regular, open meetings of the Council, in which elected officers of the Council assist only to carry out wishes of the collective body.

5 EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of elected officers: Chair, Vice-Chair, and Secretary.

The officers shall, subject to the operating procedures given by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Council.

- B. Elected Officers Term of Office

1. Officers will be elected for a one year term. Officers will be elected at the election meeting held in May or June.
2. Officers shall serve their positions until their successors are elected. Any vacancy occurring during the school year shall be filled by a member of the Council at the next Council meeting for the balance of the unexpired term.

- C. Duties of the Officers of the Executive Committee

1. The Chair shall:
 - a) preside when present at and participate in all meetings of the Council.
 - b) call regular meetings of the Council.
 - c) plan agenda.
 - d) communicate with the principal on a regular basis.
 - e) prepare and provide a report to the Board of Trustees of the Elk Island Public School Board by September 30 of each school year in compliance with section 12(1) of the School Councils Regulation.
2. The Vice-Chair shall:
 - a) in the absence of the chair, be prepared to chair meeting.
 - b) assist the Chair with duties as assigned.
 - c) prepare to assume position of Chair for the following year.
3. The Secretary shall:
 - a) record the minutes of the meetings of Executive and the Council.
 - b) maintain record of and distribute minutes for all meetings
 - c) give notice of meetings upon direction of chair
 - d) keep accurate records of Council information
 - e) act on Council correspondence as appropriate
4. The Chair of the Society shall:
 - a) serve as liaison between the Society and Council. The duties of the Society Chair and the committee's officers are defined in the by-laws of the same.

6. NON-ELECTED POSITIONS

- A. Non-elected positions include Classroom Representatives, Program Coordinators, Teachers and past Chair.

- B. Duties of Non-Elected Positions

1. Classroom Representatives
 - a) volunteer to communicate the views of the school parents of their homeroom to the Council.
2. Program Coordinators

- a) shall act as Chair of their respective committee and undertake tasks as assigned by the Council.
 - b) provide a summary of activities, events and pertinent information regarding their program.
3. Teacher(s)
- a) shall communicate the views of the staff to the Council and,
 - b) communicate the activities of the Council to the staff
 - c) The number of teacher representatives shall be determined by the principal.
4. Past Chair
- a) shall serve in an advisory role to the present Council.
 - b) shall attend the first meeting of the new school year following the end of their old term.

7. MOTIONS AND VOTING

- A. Any member of the Council may make a motion at any meeting. If another member seconds the motion, the Chair will put the motion before the Council for discussion.
- B. Any officer of the Executive Committee may table a motion without majority support for future consideration.
- C. A majority vote of members shall cause a motion to be carried provided quorum has been met.
- D. Each member of the Council will have one vote on every motion with privilege of abstaining.
- E. Votes by proxy are not permitted
- F. In the event of an extraordinary circumstance, where it is not feasible or possible to wait until the next meeting, as determined by the Principal and the Chair together, the officers may be polled to vote by proxy. Results must be made available at the next Council meeting.

8. MEETINGS OF THE COUNCIL

- A. Annual General Meeting of the Council shall be held in no later than November 30th of each year.
- B. Regular Meetings of the Council
 - 1. A minimum of four (4) meetings shall be held by the Council between September and June of each year.
 - 2. After each regular meeting, the Chair, with input from Council members in attendance at the meeting, will set a time and date for each next scheduled regular meeting of the Council.
- C. Special Meetings of the Council
 - 1. Special meetings shall be held as often as the business of the Council shall require and shall be called by the chair.

D. Quorum will consist of 6 votes including a minimum 2 executives.

E. Meetings shall be conducted in accordance with Robert's Rules of Order.

9. AUDITING

A. All expenses are covered by the Wes Hosford School Parent Fundraising Society thus there will not be any books or records to be audited.

10. CONFLICT RESOLUTION

The Council will apply the Elk Island Public School District conflict resolution procedure to address any disputes on by-laws proposed or adopted by the Council.

11. REMUNERATION

No office or member of the Council shall receive any remuneration for acting as a member of the Council.

12. COUNCIL BY-LAWS

A. Approval Process

1. Beginning with the 2013-14 school year, the Council By-Laws do not come into force unless it is approved by a majority of parents in attendance at a meeting of the Council as per voting procedure (see Section 7). Once the By-Laws are approved, the Chair will declare the By-Laws in force.
2. The By-Laws will continue to be in force from year to year unless they are amended at any meeting by the Council.

B. By-Laws Amendment Process

1. Amendments to the By-Laws shall be raised at any meeting.
2. By-Laws amendment approval process will follow procedure as outlined in Section 7.

The Wes Hosford School Parent Council By-Laws are approved by a majority of parents who are present and eligible to vote at a meeting of the Council on this _____ day of _____ at Sherwood Park, Alberta.

| Name | Position | Signature |
|----------------|-----------------|------------------|
| Deb Giguere | Chair | _____ |
| Joanne Wood | Vice-Chair | _____ |
| Vanessa Wilson | Secretary | _____ |
| Patti Berry | Principal | _____ |
| Andrea Moniz | Past Chair | _____ |