

Bylaws for Breton High School Council

1. NAME

The name of the school council shall be Breton High School Council (BHSC) of Breton Alberta.

2. MISSION

The mission of the School Council is to assist the school community to provide a positive and supportive learning environment.

3. OBJECTIVES

- a) To provide input to the staff and principal on issues of importance. Issues may include school philosophy, mission and vision, school policies, programs and directions, and budget allocations to meet student needs.
- b) To promote involvement by all members of the school community
- c) To facilitate collaboration among all the concerned participants of the school community
- d) To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level
- e) To support the school in its efforts to focus teachers time and school resources on the essential tasks of learning
- f) To provide help with school activities when needed
- g) To facilitate communication with all educational stake holders and the community

4. MEMBERSHIP

The membership of the council shall consist of the following:

- a) All parents/guardians of students of students enrolled at BHS
- b) The principal of BHS
- c) 1 teacher from BHS, elected by school staff
- d) At least 1 student from High School and possibly 1 from Jr. High elected by BHS students
- e) 1 community member selected by council

5. OFFICERS

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

- a) Every member of the council that is a parent/guardian of a BHS student is eligible to be elected as an officer of the council
- b) The officers will be elected for a one year term at the first regular meeting of the school council in the school year
- c) The terms shall run from election meeting to election meeting
- d) A position may be held, by the same person, for a maximum of 2 years

6. DUTIES OF OFFICERS

- a) The Chair- The chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council. The chair will compile the annual report to the school board.
- b) The Vice Chair-The vice chair shall take the place and duties of the chair in that persons absence.
- c) The Secretary-The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members.

7. VACANCIES

With the exception of the 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, are elected at the next annual school council general meeting.

8. COMMITTEES

A school council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

9. MEETINGS

- a) Regular meetings will be held monthly or as deemed necessary by the officers
- b) Meetings will take place at Breton High school
- c) The quorum for school council meetings will be at least 5 members in good standing
- d) There will be 1 yearly general meeting to be held no later than 30 days after the first instruction day for classes

10. VOTING PROCEDURES

- a) 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.
- b) If a vote is taken, the motion must be moved and seconded and pass by a 51% majority
- c) Pursuant to AB School Act sec. Staff of Wild Rose School Division when acting as staff do not have voting privileges on School Council

11. ANNUAL MEETING

- a) The annual meeting of the school council shall 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 and the community.

- c) Election for the representatives of the parent community will take place at the annual meeting. All parents of students attending BHS are eligible for election.
- d) All parents of students attending BHS are eligible to vote at the annual meeting as well as teachers, students and community members on the previous school council.
- e) The business of the annual meeting shall include:
 - the election of representatives
 - any proposed bylaw amendments
 - major activities from the previous year
 - discussion of any major issue in which all parents should have input

12. ANNUAL REPORT

- a) In accordance with School Council Regulations, the school council, through the 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 of each meeting
- b) The school council shall make the report available to all concerned members of the school community.

13. AMENDMENTS TO THE BYLAWS

- a) The bylaws remain in force from year to year unless amended at a general meeting.
- b) A two-thirds majority at an annual meeting of the school council may amend the bylaws of the school council.
- c) Notice of the proposed bylaw amendments must be circulated with the notice of meeting in advance of the meeting.

14. CONFLICT RESOLUTION PROCEDURES

In accordance with sec.22 (8) School Act, 2000, the school council will abide by the conflict resolution procedures outlined by the local school board.