

Sacred Heart Academy School Council By-Laws 2017-2018

ARTICLE 1 NAME

- 1.1 The name shall be "**The Sacred Heart School Council**", hereafter referred to as "**The Council.**"

ARTICLE 2 MISSION STATEMENT AND VISION STATEMENT

- 2.1 The Council will act as a means to facilitate cooperation among all the concerned participants of the school.

The Council will serve in an advisory, supportive role through working with the school principal, school staff, students, parents, parish, and community representatives to promote the well being and effectiveness of the entire school community.

The vision of the Council is: **Working Together; Family, Church and School.**

ARTICLE 3 OBJECTIVES

- 3.1 The objectives of the Council in keeping with the School Act and the School Council Regulations are as follows:
- a) To provide advice to the staff and principal on issues of importance such as school philosophy, mission and vision; school discipline policies; programs and direction to meet student needs;
 - b) To promote community support for and participation in the school's activities;
 - c) To foster a spirit of partnership between parents and teachers in the Catholic education of the students of Sacred Heart Academy;
 - d) To coordinate any fundraising activities in the school;
 - e) To keep the Ward and the School Board informed – in cooperation with the principal(s) - of the needs of the school.

ARTICLE 4 COUNCIL MEMBERSHIP

- 4.1 The Council will operate primarily on an a Representative Model of governance, where the Council acts like a board of directors to conduct the day to day business and reports back to the wider school community two or more times a year.
- 4.2 Council will consist of the following members:
- a) the principal of the school
 - b) one (1) person who is a teacher at the school, elected by the teachers
 - c) four (4) parents of students enrolled in the school, elected to the following: Executive officer positions; Chairperson, Vice-Chairperson, Secretary and Treasurer
 - d) One Non- Parent Parish Community Member appointed by Executive Council.

- 4.3 If vacancies occur during the year, the school administration jointly with the Council shall appoint replacements.

ARTICLE 5 EXECUTIVE OFFICERS

5.1 The officers of the Executive School Council will consist of:

- A) Four (4) SHA Parents elected by General Council
 - B) SHA Administration
 - C) One Community Member appointed by Executive Council
 - D) One SHA teacher elected by school staff
- a) Chairperson and Treasurer will be elected to a two-year term.
 - b) Vice-Chairperson and Secretary, will be elected to a one-year term in the Inaugural year only, subsequently, they will be elected to a two-year term. This will ensure continuity on Council each year.
 - c) A maximum term as executive officer is 2 terms with a 1-year leave before seeking re-election.

5.2 Duties of Officers

- a) The Chairperson shall;
 - Prepare (in consultation with the Principal) meetings agenda, circulate to Executive Council members and post on the school bulletin board (Approximately 1 week prior to each meeting)
 - Facilitate/preside over meetings
 - Ensure that decisions taken by the Council are appropriately dealt with
 - Represent the Council at Ward Meetings
 - Present an annual report to the School Board
 - Preside over the first general meeting in the fall
- b) The Vice-Chairperson shall;
 - Assist the Chairperson as assigned
 - In absence of Chair preside over meetings in the event of the Chairperson's resignation fulfil the Chair's duties
 - Will represent Sacred Heart Academy School Council on the Fundraising Committee
- c) The Secretary shall;
 - Record and be custodian of the minutes of the Council meetings
 - Maintain a school-located accumulated document
 - Maintain and have available at all meetings a record of the minutes for the current school year
 - Distribute minutes to the executive officers, the principal, the trustee and post a copy on the school bulletin board
 - Address Council's correspondence and communications.
- d) The Treasurer shall;
 - Be responsible for the deposits of all monies paid to the Council
 - Be responsible for the payment off all expenses and disbursements Approved by the Council
 - Have joint signing authority with at least one other officer of Council or as required by the banking institution of the Council
 - Maintain accurate and up-to-date records of financial transactions of the Council and submit a brief report at each general meeting

- Annually prepare and provide at the end of the school year a Financial Report of the Council's financial activities

ARTICLE 6 COMMITTEES

- 6.1 Committees are formed to perform a particular function and they are dissolved when the task is completed. Council must approve all committees.
- 6.2 All committees must report to the Council as requested.
- 6.3 The Council must manage all funds raised or required by any committee.
- 6.4 Executive Council has authority to spend up to and including \$200.00 without approval at a general council meeting.
- 6.5 Any expenditure over \$200.00 must be approved at a general council meeting.

ARTICLE 7 MEETINGS

- 7.1 Council shall meet at Sacred Heart Academy at dates and times set by the Council at the first fall meeting. Meetings will be held August, October, February, April and June.

General membership and Council shall meet September and May at Sacred Heart Academy at dates and times set by the Council at the first fall meeting. The dates and times of these meetings must be advertised in the council email.
- 7.2 The establishment meeting of the Council must be held not later than 30 days.
- 7.3 The Chairperson may call a meeting of the executive Council alone if required.
- 7.4 In June Committee Heads will be invited to review and evaluate years activities, establish goals and create plans and timelines to be reported at the September General Meeting.
- 7.5 Other general Council meetings can be called as necessary at the discretion of the Executive Council.
- 7.6 To constitute a quorum at general Council meeting there must be at least five (5) members in the attendance.

ARTICLE 8 CONFLICT RESOLUTION

- 8.1 Decisions of the membership shall be arrived at as much as possible through consensus. The decision made by consensus must be clearly stated and recorded as such in the minutes of the meeting.
- 8.2 Should consensus not be arrived at, then an individual may request a motion on any issue on the agenda, in which case after suitable discussion, the Chairperson shall call for a vote. The motion must be moved and seconded and when a vote is taken, a 75% majority must pass it.

ARTICLE 9 ANNUAL REPORTS

- 9.1 Each committee shall provide to Council a brief report summarizing the activities of the committee at its conclusion.
- 9.2 The Treasurer shall provide the annual financial report to Council.
- 9.3 The Chairperson must provide the Board by September 30 of each year a report summarizing the activities of the School Council in the school year including a financial statement.
- 9.4 Council must retain copies of the minutes for each meeting of the Council for at least 7 years.

ARTICLE 10 FUNDS

- 10.1 Council Monies; such funds are generally raised through joint projects of the school and the Council. Expenditures of these funds require Council approval and are accounted for through a bank account administered by the Council. Any two signatures of Chairperson, Vice- Chairperson, Secretary and/or Treasurer are required on all cheques.
All funds will be used to directly benefit the children of Sacred Heart Academy.

ARTICLE 11 AMENDMENTS

- 11.1 Executive suggests amendments to by-laws and makes proposal to present to general council meetings.
- 11.2 School staff, students and community members do not vote on by-law amendments.