

Bylaw VI: MEMBERSHIP

**Proposed: A position be added to the School Council executive called Fundraising Coordinator**

**Proposed: Combine the positions of Communications and Events Coordinator**

**Proposed: Remove Past Chairperson from membership**

CURRENT MEMBERSHIP:

1. The Principal
2. Associate Principal
3. One teacher from the school, elected by the school staff
4. Chairperson
5. Associate-Chairperson
6. Past Chairperson
7. Secretary
8. Treasurer
9. Communications Coordinator
10. Community Events Coordinator
11. ESC Parent Representative

Elected members of School Council will conduct the day-to-day business of the council between regular and special meetings. School Council shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Past Chairperson, and Community Events Coordinator, Communications Coordinator, School Principal, Associate Principal, Teacher Representative and E.C.S. Parent Representative.

School Council will be elected each year during the June Annual General Meeting. Council members, other than the principal, will serve a one year term with the option of a second year term. No person other than the principal may serve more than two (2) consecutive terms in the same council position.

Council Responsibilities:

1. Chairperson shall be responsible for the following:
  - Call and preside over all General, Executive or Special meetings.
  - Cause the agenda to be prepared and circulated for all meetings.
  - Act as an ex-officio member of all committees.
  - Attend School Board Meetings as required.
  - Delegate any of the above noted duties to another member of council as necessary to ensure the Council's affairs are properly handled.
  - Prepare the annual report for the School Board.
2. Vice-Chairperson shall be responsible for the following:

- Assume the duties of the Chairperson in their absence.
- Assist the Chairperson as required.
- Maintain liaison with the School Board and District.
- Attend School Board Meetings as required.
- Chair the Bylaws committee.
- Serve on the Strategic Planning Committee.

3. Secretary shall be responsible for the following:

- Record and maintain an accurate record of all general, executive and special meetings.
- Cause this record to be typed into minute form and be distributed to all members of the Executive Committee and all members present at the meeting to which the minutes apply.
- Keep an accurate record of names and addresses of council members.

4. Treasurer shall be responsible for the following:

- Receive all monies paid to the School Council and deposit it in the Council's bank account(s).
- Make all disbursements for expenses incurred by the Council for its business, supported by appropriate invoices and receipts, by cheque bearing the signature of two (2) of Chairperson, Treasurer, and/or Principal.
- Maintain records of all financial transactions of the Council and present a written statement of same to be presented at each General Meeting.
- Ensure that each disbursement made is covered by a resolution no later than the General Meeting following the transactions.
- Prepare the books and records for the appointed auditor no later than July 31 of each year.

~~5. Past Chairperson shall be responsible for the following:~~

- ~~● Assist the Chairperson as required.~~
- ~~● Serve as a member of the Strategic Planning and Bylaws Committee.~~

~~6. School Events Coordinator shall be responsible for the following:~~

- ~~● Coordinating upcoming School events with Council.~~
- ~~● Set up committees with room representatives for each event and report progress to Council at general meetings.~~
- ~~● Assign room representatives events that their classes will be handling during the year.~~
- ~~● Keep and maintain complete files of each event the School Council handles.~~

~~7. Communication Coordinator shall be responsible for the following:~~

- ~~● All communication from council to the community regarding meeting dates.~~
- ~~● The School Council newsletter~~

**5. Communications and Events Coordinator shall be responsible for the following:**

- **All communication from council to the community regarding meeting dates.**
- **The School Council newsletter**
- **Coordinating upcoming School events with Council.**

- **Set up committees with room representatives for each event and report progress to Council at general meetings**
- **Assign room representatives events that their classes will be handling during the year**
- **Keep and maintain complete files of each event the School Council handles**

**6. Fundraising Coordinator shall be responsible for the following:**

- **Coordinate fundraising activities to raise money for the School Council**
- **Record and maintain an accurate record of all fundraising committee meetings**
- **Set up committees with interested parent and committee volunteers for each fundraising event and report their progress to Council at general meetings.**

**7. The Principal shall be responsible for the following:**

- Act as resource person to the council and the executive committee.
- Provide advice to the council as requested.
- Ensure that the policies of the District, Alberta Learning, the School Act, and that of the council are not being violated.
- Act as the ex-officio member of all committees. This responsibility may be delegated to other staff members as required.

**8. Associate Principal shall be responsible for the following:**

- Act as resource person to council and the executive committee.
- Provide advice to the council as requested.
- To report school activities to council.

**9. Teacher Representative shall be responsible for the following:**

- Attend all general meetings and if not able to attend, provide a replacement to attend in their place.
- Act as a liaison between School Council, teachers and staff.

**10. E. C.S. Representative shall be responsible for the following:**

- Attend all general meetings and if not able to attend, to provide a replacement to attend in their place
- Act as a liaison between School Council, Teachers and staff