

# Covenant Christian School School Council Bylaws

**Covenant Christian School Mission Statement:** Together parents and staff are committed to providing a uniquely Christ-centred education that promotes academic, social and spiritual growth.

**School Council Mission Statement:** Recognizing that God is the giver of all good things, the School Council aims to both celebrate the blessing of Covenant Christian School and also to intentionally foster Christian community by positively exchanging information and resources between the community at large, the Leduc Society for Christian Education (LSCE) Executive, the Black Gold Regional Division (BGRD) School Board, parents, and the school staff.

## 1. OBJECTIVES

The objectives of the School Council, in keeping with the *School Act* and the School Councils Regulation, are as follows:

- ◆ to provide advice (input) to the staff, principal, and LSCE Executive on issues of importance such as school discipline policies; programs and directions; and budget allocations to meet student needs
- ◆ to stimulate opportunity for meaningful involvement by parents and the community at large
- ◆ to facilitate collaboration and communication among all the concerned participants\* of the school community
- ◆ to uphold and support the common vision for our school
- ◆ to develop and facilitate a self evaluation of the performance of the School Council
- ◆ to ensure the LSCE Executive and BGRD School Board are kept informed of the needs of the school
- ◆ to support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
- ◆ to facilitate communication between the concerned participants

\* concerned participants include parents, school faculty and staff, LSCE Executive, BGRD School Board, and the community at large.

## **2. OFFICERS**

- a. Personal qualifications of eligible Council officers will include evidence of personal salvation by faith in Jesus Christ and a daily walk with God.
- b. The officers, elected from eligible parents of children attending Covenant Christian School, shall consist of Chair, Vice-Chair, and Secretary/Treasurer.
- c. The officers shall be elected to serve a one-year term, to a maximum of four successive terms.
- d. The term of office shall run from Annual Meeting to Annual Meeting.

## **3. MEMBERSHIP**

The School Council shall follow the 'Representative' model, and Council membership must consist of a majority of parents of students attending the school. The School Council shall consist of a minimum of 7 members, which must include all of the following:

- ◆ the principal of the school
- ◆ 1 teacher representative, to be selected by the teachers of the school,
- ◆ 1 LSCE Executive representative, to be selected by the LSCE Executive
- ◆ 1 parent representative from kindergarten to grade 3
- ◆ 1 parent representative from grades 4-6
- ◆ 1 parent representative from grades 7-9
- ◆ 1 parent representative from kindergarten or a community member
- ◆ the officers mentioned above (officers may also serve as parent representatives)

#### **4. DUTIES OF THE OFFICERS**

##### **a. The Chair**

The Chair shall be responsible for planning the agenda for School Council meetings, facilitating the meetings, acting as spokesperson for the Council, and generally supervising the Council. The Chair shall attend the BGRD "Council of Councils" meeting. The Chair will present the annual report to the BGRD School Board.

##### **b. Vice-Chair**

The Vice-Chair may assist the Chair with duties as assigned and, in the absence of the Chair, assume the duties of the Chair.

In the event of the Chair vacating the position before the end of his/her term, the Vice-Chair may be asked by the School Council officers to fulfill the responsibilities of the Chair for the remainder of the term.

##### **c. Secretary/Treasurer**

The Secretary/Treasurer shall be responsible for recording, maintaining, and distributing accurate minutes of School Council meetings and taking care of all correspondence and communication.

The Secretary/ Treasurer shall also be responsible for monitoring all financial transactions of School Council funds, regularly presenting an account of the funds, and preparing an annual report of financial transactions for the school community and for submission to the BGRD School Board.

#### **5. VACANCIES**

With the exception of the School Council positions filled by the principal, teacher representative, and the LSCE Executive representative, the School Council officers may appoint qualified persons to fill vacancies until the vacancies can be filled at the next Annual Meeting.

#### **6. COMMITTEES**

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

## **7. MEETINGS**

- a. The Annual Meeting of the School Council shall be held within thirty days of the start of each school year.
- b. The School Council shall meet at least seven times during the school year.
- c. Special meetings of the School Council may be called by the School Council officers.
- d. Notice of meetings will be published in the school newsletter and meetings will be open to concerned participants.

## **8. VOTING PROCEDURES**

- a. Decisions at School Council meetings will be made by consensus of the Council membership as much as possible. Motions approved by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. If consensus is not possible, a decision will be made by a vote of School Council officers. The motion must be moved and seconded and pass by a 51% majority of the officers. If all the officers are not present, the motion will be forwarded to a special meeting of the School Council officers.

## **9. ANNUAL MEETING**

- a. The Annual Meeting of the School Council, called by the Principal, shall be held no later than thirty days after the first instructional day of the school year.
- b. The Annual Meeting will be advertised throughout the school and/or the community at least 21 days in advance.
- c. All parents of students attending the school are eligible to vote at the Annual Meeting.
- d. The business of the Annual Meeting shall include, but not necessarily be limited to:
  - ◆ review of School Council's mission and vision
  - ◆ review of the role and responsibilities of School Council members and officers
  - ◆ election of officers
  - ◆ appointment of members
  - ◆ any proposed bylaw amendments
  - ◆ plans for the upcoming year

- ◆ discussion of major issues in which parents should have input
- ◆ presentation of the annual report.

## **10. ANNUAL REPORT**

- a. In accordance with School Council Regulations and by September 30<sup>th</sup>, the School Council, through the Chair, must prepare and provide the BGRD School Board with an annual report which includes:
  - ◆ a summary of the Council's activities for the previous year
  - ◆ a financial statement for the previous year
  - ◆ a list of School Council officers
- b. The School Council shall make the report available to all concerned members of the school community

## **11. AMENDMENTS TO THE BYLAWS**

- a. The bylaws of the School Council remain in force from year to year, however; they may be amended by a majority of those in attendance at the Annual Meeting of the School Council or at a special meeting called by the School Council to deal with bylaws.
- b. The School Council will be the sponsoring body of all amendments. The School Council must receive proposed changes before its last regular meeting prior to the twenty-one-day notice period listed in 11 c.
- c. Notice of proposed bylaw amendments must be circulated with the notice of meeting at least twenty-one days in advance of the Annual Meeting or the special bylaw meeting.

## **12. CONFLICT RESOLUTION PROCEDURES**

In accordance with s.17(7.1) *School Act*, 1995, the School Council shall abide by the conflict resolution procedures outlined by the BGRD School Board.

Adopted January 8, 2009