

McCoy School Council CONSTITUTION & BYLAWS

A. Our Mission:

Our School Council mission is to provide McCoy High School with the necessary support to give each student the highest quality education and learning experience while incorporating strong Christian values.

B. Our Vision:

Our Catholic school has a unique mandate to ensure that all students are inspired to learn and practice the gospel of Jesus Christ. Our Council will facilitate communication among all school and community partners. We will work in the spirit of the Catholic Church's teachings, and together work to provide an environment that enables our students to achieve their spiritual, intellectual and social potential. We believe in "Simply the best...and nothing less"!

C. Our Guiding Principles:

The shared principles and values, which will guide all activities of our School Council are as follows:

1. We believe that our students are most likely to be successful when all of the school community works together as equal and effective partners.
2. We believe that each of these partners has a distinct and different role to play in educating our children.
3. We believe that effective partnerships are built on understanding, trust and mutual respect.
4. We believe that our school's common vision and decision-making must focus on the collective needs of all the students in our school.
5. We believe our School Council must communicate to our school community the reasons and justification for any decisions made by our School Council.
6. We believe that our school community will have full and open access to all school, district and Alberta Education information on all aspects of education while giving due regard to the necessity for confidentiality of information regarding individuals.
7. We understand that the Principal has the authority to determine which advice from the School Council will be implemented at our school. We believe that the Principal, as far as is reasonably practicable, should inform our School Council of the reasons and justifications for any decisions made contrary to the advice from the School Council.

8. We believe that it is the responsibility of each member of our School Council to base all of his or her deliberations in the interest of the common good of all the students in our school.

Together we face the task of developing our school into a community of faith in which the requirements of good citizenship will be learned in a vital way, from the perspective of the message of the Gospel and the teachings of the Church.

D. Our Governance Model:

Our School Council will adopt the Representative Governance Model.

E. Membership:

Any interested person of the school community may attend the Regular Meetings of the School Council and, at the discretion of the Chairperson, may be granted the privilege to address the meeting.

The membership of the McCoy School Council will consist of the following:

- Six parents or legal guardians (hereafter referred to as “parents”) of students presently attending McCoy High School, consisting of the four executive positions and two elected parent representatives
- The Principal of the school,
- Two teachers from the school, elected by the school staff,
- One student from the school,

The term of office shall be one year for all positions.

F. Voting Privileges:

The voting membership, for the purpose of an Annual General Meeting shall be the parents of students presently attending McCoy High School, the principal, the two teacher representatives, and the student representative.

The following shall be entitled to vote at a regular meeting of the School Council:

- The six parent representatives
- The Principal
- The two teacher representatives
- The student representative

G. Voting Procedures:

At each Annual General Meeting, voting members elect four executive positions (Chairperson, Vice-Chairperson, Secretary, Treasurer) and two parent representatives, each serving a one year term.

Elections of the parent representatives for the School Council will be conducted by secret ballot or by a show of hands, and by a majority of votes cast by the membership present at the meeting.

Business shall be decided by voting in person with a show of hands, or secret ballot upon request, and by a simple majority of votes cast.

The Chairperson does not have a second or casting vote in the case of a tie vote. A tie vote shall mean that the motion is defeated.

H. Elections:

1. Elections for the School Council shall take place prior to October 10 of each school year at the Annual General Meeting of the McCoy School Community.

Notice must be given at least 21 days before the date of the Annual General Meeting.

The Principal or Vice Principal shall chair the election process.

2. In the event that a resignation from the School Council takes place during a term of office, at the discretion of the School Council, a Special General Meeting will be called to replace that member for the remainder of that term of office. School Council will call a Special General Meeting within 21 days of the resignation, at which time all persons eligible to vote at the Annual General Meeting will be allowed to vote on the replacement to fulfill the term of office.

I. Executive Members:

The executive members of the School Council shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer.

The officers shall be elected for a one-year term at the Annual General Meeting of the School Council.

In addition to the four executive members, there shall be one volunteer to act as a representative of McCoy High School on the Parent Association Committee. This is

a non-voting position.

J. Roles of the Executive:

1. The Chairperson shall:
 - a) Prepare the agenda for all meetings of the School Council,
 - b) Preside at, and participate in, all meetings of the School Council,
 - c) Have general supervision of all activities of the School Council,
 - d) Act as the official spokesperson of the School Council,
 - e) Prepare and provide to the Board annually, a report, including: a financial statement (prepared by the treasurer), a copy of the minutes of each meeting for the School Council held in the year, and a summary of the activities of the School Council for the school year just completed. This report shall be completed by June 15 of the school year, and no later than October 15 of the following school year.

2. The Vice-Chairperson shall:
 - a) Aid the Chairperson and undertake tasks assigned by the Chairperson,
 - b) In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council,
 - c) In the event of resignation, incapacity, or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities.

3. The Secretary shall:
 - a) Record accurate minutes of all School Council meetings and proceedings, and arrange for minutes to be posted on the school web site.
 - b) Have charge of all correspondence and official records of the School Council,
 - c) Post notice of all School Council meetings

4. The Treasurer shall:
 - a) Cause accurate tracking of all financial transactions of the School Council,
 - b) Present an accounting of the funds to the members,
 - c) Prepare all accounts for auditing, and secure volunteers to complete an annual audit of the books.

K. Meetings:

There shall be a minimum of one Annual General Meeting of the McCoy School Community in the school year.

The School Council shall meet at least five times during the school year.

Regular meeting dates will be determined annually by the School Council.

Meetings will take place at the school.

L. Conflict Resolution:

The School Council will abide by the conflict resolution procedures outlined by the School Board. Every effort shall be made to resolve issues at the School Council level.

M. Quorums:

A quorum for an Annual General Meeting, Regular Meeting, or Special Meeting shall be four elected members.

N. Rules of Order:

All meetings shall be conducted in accordance with Robert's Rules of Order.

O. Amendments to the Constitution & Bylaws:

The Constitution & Bylaws remain in force from year to year unless amended at an Annual General Meeting.

A majority of members, at the Annual General Meeting, may amend the Constitution & Bylaws of the School Council.

Notice of a vote to accept amendments to the Constitution & Bylaws must be given at least 21 days prior to the Annual General Meeting.

P. Annual Reports:

The School Council, through the Chairperson, must prepare and provide the School Board with an annual report by October 15th of each year:

1. Summarizing the activities of the School Council for the previous year;
2. Including a financial statement relating to money handled by the School Council for the previous year.
3. Including a copy of the minutes for each meeting of the School Council for the previous year.

The School Council shall make the annual report available to all participants of the school community, upon request.

Q. Effective Date:

This Constitution & Bylaws or amendments to this Constitution & Bylaws shall come into force when approved by a majority of parents of students enrolled in the school, who vote at the Annual General Meeting of the School Council.

This Constitution is certified to be in force effective this 8th day of October, 2008.

Shelly Mayer, Chairperson

Clyde Pudwell, Principal