

# HOLY SPIRIT CATHOLIC SCHOOL COUNCIL BY - L A W S

## 1) DEFINITIONS

*In these by-laws:*

- 'School' means Holy Spirit Catholic School.
- 'Parent' means parents/legal guardians of students attending Holy Spirit Catholic School.
- 'ECS Parents' means parents/legal guardians of children attending the Early Childhood Services program at Holy Spirit Catholic School.
- 'School Council' means all parents of students attending Holy Spirit Catholic School including ECS (Kindergarten) are members of the Holy Spirit School Council.
- 'Executive Committee' means the elected executive for the Holy Spirit School Council, consisting of a Chair, Vice-Chair, Secretary, Treasurer, CSPCC member and 2 Auditors.
- 'School Community' means persons (other than Parents, ECS Parents and members of the School Staff) who have, in the opinion of the majority of the members of the Council, an interest in the School.
- 'Regulation' means the School Councils Regulation under the School Act.
- 'CSPCC' means the Catholic School Parents Communication Committee.
- 'LAC' means the Local Advisory Committee (Kindergarten)

## 2) NAME

- The name of the School Council will be 'HOLY SPIRIT CATHOLIC SCHOOL COUNCIL'

## 3) MISSION

- *We the Holy Spirit Catholic School Council are committed to the development and enhancement of quality education, personal and spiritual growth of our children in a faith-filled environment.*

## 4) OBJECTIVES

The Holy Spirit Catholic School Council will consult with and advise the administration and staff of Holy Spirit Catholic School and the Sherwood Park Catholic Separate School District on any subject dealing with school affairs within the limits allowed under the School Act of Alberta.

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

4a) To support and encourage the school in its efforts to ensure that the Catholic faith is a priority in the everyday teaching of our students.

4b) To stimulate continuous improvement and meaningful involvement by all members of the school community.

4c) To facilitate collaboration among all the concerned participants of the school community.

4d) To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.

4e) To facilitate the development of a common vision for our school council and review as desired.

4f) To facilitate an evaluation of our school council and to communicate the results of this evaluation to the school and the school community.

4g) To support the school in its efforts to provide the essential elements of teaching and learning.

4h) To provide parents an organization through which they can express support for education.

4i) To receive reports from the principal on the school program, general policies and organization of the school

4j) To receive reports and suggestions from parents and community groups on school related matters.

4k) To encourage greater parent participation in the education of their children,

4l) To enhance communication between home and school.

4m) To co-ordinate fundraising activities in accordance with the Alberta Education Handbook.

## **5) MEMBERSHIP**

5a) All parents of students attending Holy Spirit Catholic School including ECS parents are members of the Holy Spirit Catholic School Council.

5b) The School Council will also include the Principal and/or the Assistant Principal, at least one teaching staff member elected by his/her peers, one parent classroom

representative (or one alternate) and may include at least one community representative (as selected by the council).

5c) There will be no membership fee.

5d) No member of the Council is, in his/her capacity, liable for a debt or liability of the Council.

5e) Members will abide by the Holy Spirit Catholic School Council Code of Ethics. (attached)

5f) Any member who continues to violate the Code of Ethics may, after a verbal, then written memo from the Executive Committee, be expelled from the membership of the School Council at a special meeting called for this purpose by a 2/3 vote of those in attendance.

5g) An expelled member may ask for re-instatement, in writing to the Executive Committee anytime in the next school year following expulsion.

## **6) DUTIES**

### **6a) Chair**

- Chair all meetings of the Council.
- The Chair will decide all matters relating to rules of order at meetings.
- The Chair will ensure that all decisions of the Council are carried out.
- The Chair will prepare an annual report in conformance of the Regulation.
- The Chair will have signing authority.

### **6b) Vice-Chair**

- The Vice-Chair will assume the duties of the Chair in his/her absence.
- The Vice-Chair will have signing authority

### **6c) Secretary**

- The Secretary will keep accurate minutes and records of School Council meetings.
- The Secretary will be in charge of all correspondence and communication under the direction of the Chair and the Council.
- The Secretary will keep an accurate record of addresses and phone numbers of all Executive Committee members
- The Secretary will keep a record of attendance at all School Council meetings.
- The Secretary will send all notices of the various meetings as required.
- The Secretary will have a copy of the minutes from the previous meeting to the Chair 2 weeks before the next meeting.

6d) Treasurer

- The treasurer will be responsible for keeping all financial transactions of the Council.
- The treasurer will present a financial report of Council books at all regular meetings.
- The treasurer will prepare all accounts for auditing.
- The treasurer will ensure that all cheques/money orders will be made payable to 'Holy Spirit Catholic School Council' and that any cheques dispersed by the treasurer must have 2 signatures.
- The treasurer will have signing authority.

6e) CSPCC Representative

- The Catholic Schools Parent Communications Committee representative and/or designate will attend and represent the Holy Spirit Catholic School Council at its' meetings.
- The CSPCC representative will report activities of the Catholic Schools Parent Communications Committee at School Council meetings.

6f) Auditors 1 and 2

- The Auditors will be responsible for auditing the books, accounts and records of the Council annually to be presented at the Annual General Meeting.

6g) Principal

- The Principal will represent the School Administration to the Council at all meetings.
- The Principal will respond to issues raised by the Council at large.
- The Principal will provide a Principal's Report at each meeting.

6h) Assistant Principal

- The Assistant Principal will assume the duties of the Principal in his/her absence.

6i) Teacher Representative

- The Teacher Representative will represent the teaching staff at Holy Spirit Catholic School to the Council at all meetings.
- The Teacher Representative will respond to issues raised by the council at large.
- The Teacher Representative will bring to Council issues raised by the teachers at Holy Spirit Catholic School.

6j) Parent Classroom Representative(s)

- The Parent Classroom Representative (or alternate) is encouraged the attend Council Meetings.
- The Parent Classroom Representative will facilitate communication between the classroom and School Council.

## 7) ELECTIONS

- 7a) Elections for the position of Chair, Vice-Chair, Treasurer, Secretary, CSPCC member

and 2 Auditors will take place in September of each school year.

7b) The Chair will advertise for nominations prior to each vote for all positions at the election meeting.

7c) Contested positions will be voted for in the absence of the nominees by a show of hands. Votes must be made in person and not by proxy or otherwise.

7d) Terms of all offices will be for one school year to a maximum of three consecutive years.

7e) If an officer resigns his/her post, an election will be called as soon as possible to fill that vacant position. If a resignation occurs close in time to a regular election, the Executive Committee may, at its discretion, delay filling the vacant position until a regular election is held.

7f) Vacant positions due to an expulsion will be filled as soon as possible with an election. If an expulsion occurs close in time to a regular election, the Executive Committee may, at its discretion, delay filling the vacant position until a regular election is held.

7g) Refer to 'Robert's Rules of Order' (or any other resource that deals with the structure or governance of Council)

## **8) MEETINGS**

### **Regular Meetings**

8a) Meetings will be held at Holy Spirit Catholic School.

8b) Members of the Council may submit agenda items to the Secretary or Chair, 5 days prior to meeting.

8c) Individuals or groups wishing to make a presentation at a meeting, will be required to submit their request by written memo or phone call to the Chair a minimum of 3 working days in advance of the next scheduled meeting.

### **Special Meetings**

8d) The Executive Committee may at any time give notice of a special meeting of the Council. Notice will be given by a newsletter to all parents with children registered at Holy Spirit Catholic School at least 5 days before the meeting. The notice will state the time, date and place of meeting and describe the matters to be dealt with.

8e) A special meeting may be called by the Chair at any time by the request of any nine members. This request will be in writing to the Chair or Secretary and state the business to be brought before the meeting.

## **9) COMMITTEE**

9a) The School Council may form committee(s) to research and deal with issues as necessary.

9b) Committees will report to the School Council as a whole.

## **10) VOTING**

10a) All members have the right to vote at any meeting of the Council. Votes on issues will be by a show of hands.

10b) The majority needed to pass a motion is 51%.

10c) In the case of a tie vote, the motion is lost.

10d) Votes must be made in person and not by proxy or otherwise.

## **11) QUORUM**

11a) The Quorum for any meeting will consist of at least 2 Executive Committee members, the Principal or Assistant Principal, a Teacher and 5 voting members.

## **12) ANNUAL GENERAL MEETING**

12a) The Council will hold an annual general meeting at least 21 days prior to the end of the school year.

12b) Notice of the annual general meeting will be given to Parents, ECS Parents and the School Community not less than 21 days before the date of the meeting.

12c) Notice will be given by the newsletter to all parents with children registered at Holy Spirit Catholic School and will describe the matters to be dealt with at the annual general meeting.

## **13) ANNUAL REPORT**

13a) In accordance with the School Councils Regulation, the school council, through the Chair, must prepare and provide the School Board with an Annual Report which includes:

- i) a summary of the Council's activities for the year prepared by the Chair,
- ii) an audited financial statement prepared by the Treasurer,
- iii) copies of the minutes of each meeting prepared by the Secretary

to be forwarded to the School Board by the School Principal.

13b) The School Council will make the report available to all members of the School Community.

#### **14) AMENDMENTS TO BY-LAWS**

14a) Any members of the School Council may propose an amendment to a by-law to be made at the Annual General Meeting or a Special Meeting set for that purpose.

14b) Amendment proposals must be made in writing to the Secretary or Chair at least 5 days prior to the above meeting.

14c) A by-law will be amended by a favorable 2/3 vote of the members present at the meeting where it is proposed and debated.

#### **15) CONFLICT RESOLUTION**

When an irresolvable dispute arises among School Council members, between the School Council and the wider Community and/or between the School Council and the School Principal, the following procedures will apply:

15a) Each party to the dispute must submit the nature of the dispute in writing to the Superintendent of the School Board.

15b) The Superintendent of the School Board or designate will attempt to resolve the dispute.

15c) If the Superintendent or the designate cannot resolve the issue, he/she will convene a resolution committee consisting of a Principal from another school, a School Council member from another school and a Chair appointed by the Superintendent.

15d) The resolution committee will convene a hearing and attempt to resolve the issue.

15e) A representative selected from the School Council and Principal will be invited to present the nature of the dispute at the hearing.

15f) The resolution committee will make recommendations to resolve the dispute.

15g) Costs associated with the activity of the resolution committee will be assessed equally to the School and the School Council.

15h) If the dispute remains unresolved, the Superintendent will make a report to the Board of Trustees.

15i) The decision of the Board of Trustees will be binding on all parties.

15j) All dispute activity will be carried out in accordance to the School Council Regulation.

#### **16) DISSOLUTION**

16a) If the Council is dissolved, the Principal will establish an advisory committee to perform the duties of the Council until the next annual general meeting, and the Principal will perform the duties of the Chair and recording secretary with respect to notification of the next annual general meeting.

16b) If the Council is dissolved, the assets of the Council will be held in trust by the Elk Island Catholic School Regional District No. 41 until a new Council is formed.



## **History**

**By-law amendments accepted October 20, 2004.**

# CODE OF ETHICS

## HOLY SPIRIT CATHOLIC SCHOOL COUNCIL

---

- A member shall be guided by the mission statement of his/her school district.
- A member shall endeavor to be familiar with school policies and operating procedures and act in accordance with them.
- A member shall practice the highest standards of honesty, accuracy, integrity and truth.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
- A member shall apply democratic principles.
- A member shall consider the best interests of all students.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall use the appropriate communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall accept accountability for decisions.
- A member shall declare any conflict of interest.
- A member shall accept no payment for school council activities.

4a) To support and encourage the school in its efforts to ensure that the Catholic faith is a priority in the everyday teaching of our students.

4b) To stimulate continuous improvement and meaningful involvement by all members of the school community.

4c) To facilitate collaboration among all the concerned participants of the school community.

4d) To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.

4e) To facilitate the development of a common vision for our school council and review as desired.

4f) To facilitate an evaluation of our school council and to communicate the results of this evaluation to the school and the school community.

4g) To support the school in its efforts to provide the essential elements of teaching and learning.

4h) To provide parents an organization through which they can express support for education.

4i) To receive reports from the principal on the school program, general policies and organization of the school

4j) To receive reports and suggestions from parents and community groups on school related matters.

4k) To encourage greater parent participation in the education of their children,

4l) To enhance communication between home and school.

4m) To co-ordinate fundraising activities in accordance with the Alberta Education Handbook.

## **5) MEMBERSHIP**

5a) All parents of students attending Holy Spirit Catholic School including ECS parents are members of the Holy Spirit Catholic School Council.

5b) The School Council will also include the Principal and/or the Assistant Principal, at least one teaching staff member elected by his/her peers, one parent classroom

representative (or one alternate) and may include at least one community representative (as selected by the council).

5c) There will be no membership fee.

5d) No member of the Council is, in his/her capacity, liable for a debt or liability of the Council.

5e) Members will abide by the Holy Spirit Catholic School Council Code of Ethics. (attached)

5f) Any member who continues to violate the Code of Ethics may, after a verbal, then written memo from the Executive Committee, be expelled from the membership of the School Council at a special meeting called for this purpose by a 2/3 vote of those in attendance.

5g) An expelled member may ask for re-instatement, in writing to the Executive Committee anytime in the next school year following expulsion.

## **6) DUTIES**

### **6a) Chair**

- Chair all meetings of the Council.
- The Chair will decide all matters relating to rules of order at meetings.
- The Chair will ensure that all decisions of the Council are carried out.
- The Chair will prepare an annual report in conformance of the Regulation.
- The Chair will have signing authority.

### **6b) Vice-Chair**

- The Vice-Chair will assume the duties of the Chair in his/her absence.
- The Vice-Chair will have signing authority

### **6c) Secretary**

- The Secretary will keep accurate minutes and records of School Council meetings.
- The Secretary will be in charge of all correspondence and communication under the direction of the Chair and the Council.
- The Secretary will keep an accurate record of addresses and phone numbers of all Executive Committee members
- The Secretary will keep a record of attendance at all School Council meetings.
- The Secretary will send all notices of the various meetings as required.
- The Secretary will have a copy of the minutes from the previous meeting to the Chair 2 weeks before the next meeting.

6d) Treasurer

- The treasurer will be responsible for keeping all financial transactions of the Council.
- The treasurer will present a financial report of Council books at all regular meetings.
- The treasurer will prepare all accounts for auditing.
- The treasurer will ensure that all cheques/money orders will be made payable to 'Holy Spirit Catholic School Council' and that any cheques dispersed by the treasurer must have 2 signatures.
- The treasurer will have signing authority.

6e) CSPCC Representative

- The Catholic Schools Parent Communications Committee representative and/or designate will attend and represent the Holy Spirit Catholic School Council at its' meetings.
- The CSPCC representative will report activities of the Catholic Schools Parent Communications Committee at School Council meetings.

6f) Auditors 1 and 2

- The Auditors will be responsible for auditing the books, accounts and records of the Council annually to be presented at the Annual General Meeting.

6g) Principal

- The Principal will represent the School Administration to the Council at all meetings.
- The Principal will respond to issues raised by the Council at large.
- The Principal will provide a Principal's Report at each meeting.

6h) Assistant Principal

- The Assistant Principal will assume the duties of the Principal in his/her absence.

6i) Teacher Representative

- The Teacher Representative will represent the teaching staff at Holy Spirit Catholic School to the Council at all meetings.
- The Teacher Representative will respond to issues raised by the council at large.
- The Teacher Representative will bring to Council issues raised by the teachers at Holy Spirit Catholic School.

6j) Parent Classroom Representative(s)

- The Parent Classroom Representative (or alternate) is encouraged the attend Council Meetings.
- The Parent Classroom Representative will facilitate communication between the classroom and School Council.

**7) ELECTIONS**

- 7a) Elections for the position of Chair, Vice-Chair, Treasurer, Secretary, CSPCC member

and 2 Auditors will take place in September of each school year.

7b) The Chair will advertise for nominations prior to each vote for all positions at the election meeting.

7c) Contested positions will be voted for in the absence of the nominees by a show of hands. Votes must be made in person and not by proxy or otherwise.

7d) Terms of all offices will be for one school year to a maximum of three consecutive years.

7e) If an officer resigns his/her post, an election will be called as soon as possible to fill that vacant position. If a resignation occurs close in time to a regular election, the Executive Committee may, at its discretion, delay filling the vacant position until a regular election is held.

7f) Vacant positions due to an expulsion will be filled as soon as possible with an election. If an expulsion occurs close in time to a regular election, the Executive Committee may, at its discretion, delay filling the vacant position until a regular election is held.

7g) Refer to 'Robert's Rules of Order' (or any other resource that deals with the structure or governance of Council)

## **8) MEETINGS**

### **Regular Meetings**

8a) Meetings will be held at Holy Spirit Catholic School.

8b) Members of the Council may submit agenda items to the Secretary or Chair, 5 days prior to meeting.

8c) Individuals or groups wishing to make a presentation at a meeting, will be required to submit their request by written memo or phone call to the Chair a minimum of 3 working days in advance of the next scheduled meeting.

### **Special Meetings**

8d) The Executive Committee may at any time give notice of a special meeting of the Council. Notice will be given by a newsletter to all parents with children registered at Holy Spirit Catholic School at least 5 days before the meeting. The notice will state the time, date and place of meeting and describe the matters to be dealt with.

8e) A special meeting may be called by the Chair at any time by the request of any nine members. This request will be in writing to the Chair or Secretary and state the business to be brought before the meeting.

## **9) COMMITTEE**

9a) The School Council may form committee(s) to research and deal with issues as necessary.

9b) Committees will report to the School Council as a whole.

## **10) VOTING**

10a) All members have the right to vote at any meeting of the Council. Votes on issues will be by a show of hands.

10b) The majority needed to pass a motion is 51%.

10c) In the case of a tie vote, the motion is lost.

10d) Votes must be made in person and not by proxy or otherwise.

## **11) QUORUM**

11a) The Quorum for any meeting will consist of at least 2 Executive Committee members, the Principal or Assistant Principal, a Teacher and 5 voting members.

## **12) ANNUAL GENERAL MEETING**

12a) The Council will hold an annual general meeting at least 21 days prior to the end of the school year.

12b) Notice of the annual general meeting will be given to Parents, ECS Parents and the School Community not less than 21 days before the date of the meeting.

12c) Notice will be given by the newsletter to all parents with children registered at Holy Spirit Catholic School and will describe the matters to be dealt with at the annual general meeting.

## **13) ANNUAL REPORT**

13a) In accordance with the School Councils Regulation, the school council, through the Chair, must prepare and provide the School Board with an Annual Report which includes:

- i) a summary of the Council's activities for the year prepared by the Chair,
- ii) an audited financial statement prepared by the Treasurer,
- iii) copies of the minutes of each meeting prepared by the Secretary

to be forwarded to the School Board by the School Principal.

13b) The School Council will make the report available to all members of the School Community.

#### **14) AMENDMENTS TO BY-LAWS**

14a) Any members of the School Council may propose an amendment to a by-law to be made at the Annual General Meeting or a Special Meeting set for that purpose.

14b) Amendment proposals must be made in writing to the Secretary or Chair at least 5 days prior to the above meeting.

14c) A by-law will be amended by a favorable 2/3 vote of the members present at the meeting where it is proposed and debated.

#### **15) CONFLICT RESOLUTION**

When an irresolvable dispute arises among School Council members, between the School Council and the wider Community and/or between the School Council and the School Principal, the following procedures will apply:

15a) Each party to the dispute must submit the nature of the dispute in writing to the Superintendent of the School Board.

15b) The Superintendent of the School Board or designate will attempt to resolve the dispute.

15c) If the Superintendent or the designate cannot resolve the issue, he/she will convene a resolution committee consisting of a Principal from another school, a School Council member from another school and a Chair appointed by the Superintendent.

15d) The resolution committee will convene a hearing and attempt to resolve the issue.

15e) A representative selected from the School Council and Principal will be invited to present the nature of the dispute at the hearing.

15f) The resolution committee will make recommendations to resolve the dispute.

15g) Costs associated with the activity of the resolution committee will be assessed equally to the School and the School Council.

15h) If the dispute remains unresolved, the Superintendent will make a report to the Board of Trustees.



15i) The decision of the Board of Trustees will be binding on all parties.

15j) All dispute activity will be carried out in accordance to the School Council Regulation.

#### **16) DISSOLUTION**

16a) If the Council is dissolved, the Principal will establish an advisory committee to perform the duties of the Council until the next annual general meeting, and the Principal will perform the duties of the Chair and recording secretary with respect to notification of the next annual general meeting.

16b) If the Council is dissolved, the assets of the Council will be held in trust by the Elk Island Catholic School Regional District No. 41 until a new Council is formed.

**History**

By-law amendments accepted October 20, 2004.

# **CODE OF ETHICS**

## **HOLY SPIRIT CATHOLIC SCHOOL COUNCIL**

---

- A member shall be guided by the mission statement of his/her school district.
- A member shall endeavor to be familiar with school policies and operating procedures and act in accordance with them.
- A member shall practice the highest standards of honesty, accuracy, integrity and truth.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
- A member shall apply democratic principles.
- A member shall consider the best interests of all students.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall use the appropriate communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall accept accountability for decisions.
- A member shall declare any conflict of interest.
- A member shall accept no payment for school council activities.