

Olds High School Council Constitution

1. NAME: The name of this School council is *Olds High School Council*.
2. PURPOSE: The School Council is a collective association of parents; the principal; and representatives from teachers, students, and the community. The goals are: to promote the well-being and effectiveness of the entire school community, to enhance student learning, to maintain cost effectiveness, and to facilitate cooperation among all the stakeholders in the school.

To fulfill the purpose of the Council the following guiding principles will be used:

- Encourage, support, and nurture a positive school spirit,
 - Promote a positive image of the School within the community,
 - Advise the Principal and the Chinook's Edge School Board on school matters. Open access to policy, program, budget and school activity information which will be provided to the Council, subject to Section 9.1,
 - Assist in developing policy and program priorities
 - Select a member to serve on the School Budget committee, and
 - Serve as a liaison with the Board regarding educational interests.
 - Serve as a liaison with the Community Learning Campus Governance Committee.
3. MEMBERSHIP: The School Council will consist of the following members at large:
 - a) A minimum of 5 parents or guardians of students attending Olds High School,
 - b) 1 teacher,
 - c) 1 student representing the Student Leadership,
 - d) 1 community member (Optional)
 - e) Principal or designated Administrator.

3.1 QUORUM: A quorum for School Council meetings will consist of 50% of Council members.

Membership will include: Chair, Vice-Chair, Secretary, Principal, Teacher representative, Student Representative, and 5 parents. A minimum of 6 members must be present.

3.2 Term of Office: All officers are elected for a one year term. Officers are limited to two consecutive terms at the discretion of the Council. Ideally the Chair position should be for a two year term.

3.3 All parents or guardians of students attending Olds High School are eligible to hold office.

4. OFFICERS: All 3 elected Council members are officers. The Chair and Vice-Chair and Secretary will be elected and must be parents or guardians of a student attending Olds High School. At the organizational meeting the Council will select its Officers and assign liaison positions and standing committee responsibilities for the coming year.

5. DUTIES OF THE OFFICERS:

5.1 The Chair will:

- Facilitate the development of a three year plan of the Council's role with subsequent reviews and adjustments.
- Convene and preside at all meetings of the council, including special meetings and the annual general meeting.
- Designate another member of the Council to act as Chair when the Chair and the Vice-Chair cannot be present.
- Ensure that all decisions of the council are carried out,
- Handle the correspondence of the Council.
- Represent the Council to the School Board and the Community Learning Campus Governance Board as needed or provide a designate.
- Prepare and submit an annual report to the Council and the School Board.
- Establish and monitor committees as needed to provide support for school programs.
- Assume a communication liaison position with the school and the community.

5.2 The Vice-Chair will:

- Assist the Chair.
- Assume the responsibilities of the Chair when the Chair is not present.
- Assume other duties and responsibilities as assigned by the Council.

5.3 The Secretary will:

- Take minutes of Council meetings.
- Hold the minutes.
- Arrange the distribution of the minutes.
- Assume other duties and responsibilities as assigned by the Council.

5.4 The Members at large will:

- Assume duties and responsibilities as assigned by the Council.

5.5 The Principal:

- Will act as a liaison between the school administration and the Council.
- May assume other duties and responsibilities as assigned by the Council.

5.6 The Teacher:

- Will act as a liaison to staff members and to Council members.
- May assume other duties and responsibilities as assigned by the Council.

5.7 The Student:

- Will act as a liaison between the student body and the Council.
- May assume other duties and responsibilities as assigned by the Council.

6. COMMITTEES:

6.1 There may be adhoc committees when needed.

6.2 The Chair is an ex-officio member of all committees.

6.3 Committees may involve as many non-Council staff, parents and community members as are needed.

7. LIAISONS:

Members of the council may be appointed to liaison positions with other community groups and provincial organizations.

8. COUNCIL BYLAWS:

8.1 The Council will obey all laws and regulations of the province, the policies of the School Board, and the collective agreements that the School Board has with the ATA and other staff organizations.

8.2 Meetings:

a) The Council will meet monthly at a minimum and will meet more frequently when necessary excluding July and August.

b) Electronic Meetings. Olds High School Council may conduct meetings and distribute materials to be considered by electronic means. Members of the Council may similarly participate in meetings they are unable to attend in person. Council members may conduct discussions of and with the consent of one half of the members vote on reports or proposed council resolutions by electronic means.

c) Meetings will be open to the public, anyone wishing to add an agenda item must make a written request to the Chair three days before the meeting. When necessary, the three day requirement can be waived by the Chair,

c) One annual general meeting will be held each year in May whenever possible.

8.3 Elections: Elections will be held at the spring general meeting. Elected positions will be held from June 1 to May 31.

8.4 Voting Privileges:

a) The chair is entitled to vote when the vote is by secret ballot and in all other situations where that single vote will change the result. For example, the chair may vote with the minority if this action will prevent adoption of the motion. The chair also may vote with the minority if this action will produce a tie vote and cause the motion to fail. The chair cannot vote twice (i.e., first to create the tie and then to give the casting vote).

b) All items will be decided by a simple majority with the exceptions of amendments to the constitution and removal of officers.

c) No proxies are allowed.

d) Any parent or guardian attending an annual general meeting may vote.

8.5 Agenda: An agenda, prepared by the Chair and the Principal, will be available at the school 48 hours before the meeting, and emailed to all Council members.

8.6 Conflict resolution: Conflicts will be resolved using School Board policy.

8.7 PERSONAL INFORMATION PROTECTION ACT (PIPA) POLICY

The Olds High School Council shall use all reasonable means to comply with the Personal Information Protection Act (PIPA).

GUIDELINES

1. The Olds High School Council Officers shall be responsible for personal information. (This responsibility includes: responding to questions about personal information and ensuring all personal information is accurate, protected from unauthorized access and destroyed once it is no longer needed)
2. The council shall collect only personal information that is required to fulfill its role as a council to communicate with parents or guardians of students enrolled at the school.
3. The council shall indicate the purpose for which the information is being collected and how it will be used when acquiring consent.
4. Personal information shall be used only for the purpose stated when it was collected unless consent is obtained for an alternative use.
5. The council shall disclose an individual's personal information, held by the council, to that individual upon request.

9. REMUNERATION:

Expenses of a Council member on Council business may be paid, if

- a) There is money available, and
- b) The Principal determines that it is justified.

10. AMENDMENTS TO THE CONSTITUTION AND BYLAWS:

The constitution and/or bylaws can be amended at the Spring Annual General Meeting. Amendments will be available to the stakeholders 2 weeks prior to the AGM. Amendments may be made with a two thirds majority of Olds High School student's parents or guardians attending the AGM. Proposed amendments will be circulated to the school community through the school newsletter and, where appropriate the local media, and school website.

11. REMOVAL OF COUNCIL OFFICERS:

The Council will have the authority to remove an officer by holding an election with a two thirds majority vote.

12. GOVERNANCE:

School council meetings will follow Robert's Rules of Order.