

RIMBEY JUNIOR SENIOR HIGH SCHOOL COUNCIL CONSTITUTION & BYLAWS

1. The name of the school council shall be RIMBEY JUNIOR SENIOR HIGH (RJSH) SCHOOL COUNCIL.
2. MISSION- The RJSH school council supports the mission statement of RJSH School – “ We are committed to learn and grow to the best of our ability; thus, we all have the responsibility to initiate and maintain this endeavour in a safe and pleasant environment.” The school community works together to foster excellent learning opportunities within our school.
3. OBJECTIVES- The objectives of the council, in keeping with the School Act and the School Council’s Regulations are as follows:
 - A. To provide advice (input) to the staff and principal on issues such as the school philosophy, mission, school discipline policies, programs and directions, and budget allocations to meet the students’ needs.
 - B. To facilitate collaboration among all the concerned participants of the school community.
 - C. To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.
 - D. To facilitate a formal performance evaluation of our school and our school council and to communicate the results of the evaluation to the school board and the school community.
 - E. To keep the school board informed- in cooperation with the principal- of the needs of the school.
 - F. To support the school in its efforts to focus teachers’ time and school resources on the essential tasks of teaching and learning.
 - G. To cooperate with the fundraising activities in the school.
 - H. To facilitate communication with all educational stakeholders and the community.
4. MEMBERSHIP- The membership of the council shall consist of the following:
 - parents/guardians of the students at RJSH School
 - principal of the school
 - teacher(s) of the school
 - a student representative from the school
 - a community member

For the purposes of voting at the general meeting, the majority of voting members must be parents /guardians of students enrolled in the school.

5. OFFICERS- The council will elect from its membership the following officers: Chairman, Vice chairman, secretary, and treasurer. The officers will be elected at the Annual General Meeting for a two year term.
6. DUTIES OF THE OFFICERS
 - A. CHAIRMAN- shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council. The chairman shall serve as a representative and attend area meetings. The chairman will present the annual report to the school board.

- B. VICE CHAIRMAN- shall assist the chairman with duties as assigned and in the absence of the chairman assume the chairman's duties. Whenever possible, the vice chairman will move into the chairman's position if vacant.
 - C. SECRETARY- shall be responsible for keeping accurate minutes and records of the meetings, and taking care of all correspondence and communication including proper storage according to Bylaw #16. She/he will keep an accurate list of names and addresses of council members.
 - D. TREASURER- shall be responsible for keeping all financial transactions of the council and presenting an account of the funds to the members, and preparing the accounts for auditing.
7. VACANCIES- With the exception of the council position filled by the principal, the school council may appoint qualified persons to fill vacancies until the appropriate constituents are elected at the next annual general meeting.
8. COMMITTEES- The council may appoint committees consisting of members and others from the school community with either delegate or advisory responsibilities as needed.
9. MEETINGS- The first meeting of the school council shall be held within 30 days of the annual meeting. The council shall meet at least 5 times during the school year. Meetings will run as Town Hall Model. The meetings will take place at the school. The quorum for meetings shall be at least 4 members, one of whom is an officer, with the majority being parents. Items not brought to the agenda in advance of the meeting will be for discussion only.
10. VOTING PROCEDURES
- A. Decisions at council meetings will be made by consensus as much as possible. The decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
 - B. If a vote is taken, the motion must be moved and seconded and pass by a 51% majority.
 - C. There will be no voting by proxy.
 - D. The principal, staff and community member, if not parents, may express opinions and contribute to the discussion, but may not vote. All other members can vote.
 - E. Motions may be approved outside of a regular meeting by the officers and 2 parent council members. The motion will be ratified at the next school council meeting.
11. ANNUAL GENERAL MEETING
- A. The annual general meeting of the school council shall be held not later than 60 days after the first instructional day of the school year.
 - B. The meeting will be advertised throughout the school and the community at least 14 days in advance.
 - C. Elections of officers will take place at the annual general meeting. All parents/guardians of students attending the school are eligible for election.
 - D. All parents/guardians of students attending the school are eligible to vote.
 - E. The business of the annual general meeting shall include: election of officers, any proposed bylaw amendments, and financial statement of the previous year.
 - F. The quorum shall be 5 people.

12. ANNUAL REPORT- In accordance with School Councils Regulation, the school council, through the chairman, must prepare and provide the school board with an annual report with a summary of the council's activities for the year and a financial statement. The council shall make the report available to all concerned members of the school community.
13. AMENDMENTS TO THE BYLAWS- The bylaws remain in force from year to year unless amended by a two thirds majority at an annual general meeting of the council. Notice of proposed bylaw amendments must be posted with the notice of the meeting at least 14 days in advance of the meeting. Copies of proposed bylaw amendments will be available upon request.
14. CONFLICT OF INTEREST- Those people that stand to gain a direct financial benefit from a funding request must declare the conflict and abstain from voting on the funding request.
15. CONFLICT RESOLUTION PROCEDURES- in Accordance with s17.(71) School Act,1995, the school council will abide by the conflict resolution procedures outlined by the local school board.
16. COUNCIL DOCUMENTATION- As per the School Act, council minutes and correspondence must be kept on file for a minimum of seven years. The minutes will be stored at the school and must be accessible for viewing upon request.
17. AUDITING- The books, accounts and records of the Treasurer shall be audited at least once each year after year end by a qualified individual determined by the school council officers. The fiscal year shall be September 1 to August 31. The books and records may be inspected by any member upon request.
18. REMUNERATION- No officer or member shall receive any remuneration for his/her services.