1. The name of the school council shall be E.E. Oliver Elementary School Council.

**MISSION**

2. To foster the well-being and effectiveness of our school community and to enhance student learning.

**VISION**

3. Our vision is a community of parents whose values and concerns have real impact on the policies and decisions of their school.

**GOALS/OBJECTIVES**

4. The goals/objectives of the school council, in keeping with the *School Act* and the *School Councils Regulation*, are to:

a. to be advised and provide advice (i.e., input) to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions and budget allocations to meet student needs.

b. stimulate continuous improvement in meaningful involvement by all members of the school community

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

d. facilitate the development of a common vision for our school

e. keep the school board informed in cooperation with the principal of the needs of the school

f. support the school in its efforts to focus teachers’ time and school resources on the essential tasks of teaching and learning

g. co-ordinate fund raising activities through the E.E. Oliver Parents’ Society sub-committee

h. facilitate communication with educational stakeholders and the community.

i. support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level

**GOVERNANCE and MEMBERSHIP**

5. the membership of the school council shall consist of:

a. the parents/guardians of students enrolled in E.E. Oliver Elementary School and they represent all of the school community

b. the principal of E.E. Oliver Elementary School

c. one or more teachers from E.E. Oliver Elementary School, appointed or elected by E.E. Oliver Elementary School teachers

d. a community member, selected by the council (optional)

e. the executive committee elected by parents at the annual general meeting

f. the school board representative (trustee for Ward 6 acts as an advisor/mentor)

5. (d) The member of the community will be invited by the council to sit as the community member on council. A prioritized list of potential community members will be formulated at the annual meeting.

6.  **BOARD OF DIRECTORS**

(a). Board of Directors, Executive Committee or Board, shall mean Board of Directors of the Council.

(b). Board of Directors shall consist of the President, Vice-President and Secretary

(c) Every parent/guardian of the council is eligible to be elected as a director of the council.

(d) The directors will be elected for a one-year term at the first annual meeting of the school council in the school year.

(e) The terms of office shall run from Annual Meeting to Annual Meeting.

(f) The teacher representative may be elected annually or designated on a monthly basis as the staff sees fit.

**7. DUTIES OF THE DIRECTORS**

***PRESIDENT***

A). The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the council and of the Board. In his/her absence, the Vice-President shall preside at any such meetings, and in, the absence of both, a chairperson may be elected at the meeting to preside thereat.

The President is responsible for planning the agenda for meetings, facilitate meetings, act as a spokesperson for council and generally supervise council, present Annual Report to School Board.

***VICE PRESIDENT***

B). The Vice President shall attend all meetings of the council. In the absence of the President, the Vice-President shall preside at all meetings of the council and of the Board. In the absence of both, a chairperson may be elected at the meeting to preside thereat.

Assists the President with duties as assigned.

***SECRETARY/PUBLIC RELATIONS***

C). It shall be the duty of the secretary to attend all meetings of the council and of the Board, and to keep accurate minutes and records of the same, taking care of all correspondence and communication and keeping an accurate list of names and addresses of council members. In case of the absence of the Secretary, his/her duties shall be discharged by such director as may be appointed by the Board.

Publicizes activities of the council as required.

**COMMITTEES**

8. Parents’ Council Society is the Fundraising Committee. This committee will consist of the same committee members as the school council if membership cannot be filled by two separate Boards. The Parents’ Council Society will have the addition of a Treasurer and Fundraising Chair Person elected at the annual meeting.

**VACANCIES**

9. Any member wishing to withdraw from membership may do so upon a notice in writing by letter or email to the Board through its Secretary.

Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

Any member will automatically be expelled upon conviction, in a court of law, of a criminal offense.

**MEETINGS**

***Calling of Annual General Meeting***

10. This council shall hold an annual general meeting on or before **September 30th** in each year, of which meeting due notice shall be given to all members by email, phone, fax and/or written notice ***at least 7*** days prior to the date of the meeting.

At this meeting there shall be elected a Board of Directors to include a President, Vice-President and Secretary. All parents/guardians of students registered at the school are eligible to vote at the annual meeting.

The business at the annual meeting shall include any proposed bylaw amendments and financial statement of the previous year.

***Calling of General Meetings***

11. General meetings of the council will occur monthly during the school year and the dates will be determined at the Annual General Meeting. At least 2 directors must be present at a general meeting, if 2 directors cannot be present, meeting must be rescheduled and notice must be given to all members of cancellation and seven (7) days notice must be given to all members for new meeting date.

***Calling Special Meetings***

12. A special meeting shall be called by the President or Secretary upon receipt by him/her of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be delivered by email, phone, fax and/or written letter to the last known address of each member at least seven (7) days prior to the meeting.

***Quorum at Annual General/General/Special Meetings***

13. Four (4) members in good standing (must include principal or designate) shall constitute a quorum at any general, annual general or special meeting of the council. Parents must constitute a majority of the vote.

***Voting Rights’***

14. Any member who has not been suspended or expelled as herein provided shall have the right to vote at any meeting of the council. Such votes must be made in person or by proxy with written documentation containing an original signature.

If a vote is taken, the motion must be moved and seconded and passed by a quorum.

***Expulsion of Members***

15. Any member upon a majority vote of all members of the council in good standing may be expelled from membership for any cause which the council may deem reasonable.

Any member will automatically be expelled upon conviction, in a court of law, of a criminal offense.

**ANNUAL REPORT**

16. In accordance with *School Councils Regulation*, the school council, through the president, prepares and provides the school board with an annual report that includes:

* a summary of school council’s activities of the previous year
* a financial statement

The school council will make the annual report available to all members of the school community.

**BYLAWS**

17. The by-laws remain in force from year to year

The Bylaws may be amended by a two-thirds majority at general meeting of the school council.

Notice of proposed by-law amendments must be circulated to membership at least 21 days in advance of the meeting.

The Bylaws may be rescinded, altered or added to by a “Special Resolution” as defined below.

**SPECIAL RESOLUTION**

18. Special Resolution means a resolution passed at a general meeting or special meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy.

**REMUNERATION OF SCHOOL COUNCIL MEMBERS**

19.No member of a school council shall receive any remuneration for acting as a member of the council.

**PRIVACY**

16. (a) School council shall adhere to the Personal Information Protection Act (PIPA).

(b) School council shall not share personal information for purposes other than those of school council business.

**POLICIES**

17. (a) School council may develop policy for the duration of their term.

(b) The policies of school council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new school council and its term.

**CODE OF ETHICS**

18. All School Council Members shall:

* abide by the legislation that governs them
* be guided by the mission statement of the school and school council
* endeavor to be familiar with school policies and operating practices and act in accordance with them
* practice the highest standards of honesty, accuracy, integrity and truth
* recognize and respect the personal integrity of each member of the school community
* declare any conflict of interest
* encourage a positive atmosphere in which individual contributions are encouraged and valued
* apply democratic principles
* consider the best interests of all students
* respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
* not disclose confidential information
* limit discussions at school council meetings to matters of concern to the school community as a whole
* use the appropriate communication channels when questions or concerns arise
* promote high standards of ethical practice within the school community
* accept accountability for decisions
* not accept payment for school council activities.

**FUNDRAISING SOCIETY**

18. (a) School council will communicate regularly with the Parents’ Council Society to support their activities and to solicit support for school council activities.

(b) School council can develop policy to promote a productive open and transparent relationship with the Parents’ Council Society.

**SCHOOL COUNCIL FUNDRAISING**

19. (a) School council will, where possible, encourage the Parents’ Council Society to do the fundraising for the school and the school community.

(b) School council can fundraise and funds can be kept in a school council bank account or given to the school.

(c) School council‘s funds given to the school will be subject to the school board’s policy on school council fundraising.

**CONFLICT RESOLUTION PROCEDURES**

As per Board Regulations.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: President

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: Vice President

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: Secretary

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: School Principal

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: School Teacher Representative

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_