

OLYMPIC HEIGHTS SCHOOL COUNCIL

CONSTITUTION

I. Name

The name of the Council shall be Olympic Heights School Council.

II. Mission of Olympic Heights School Council

To contribute to the development of healthy, happy children capable of contributing to the world in a responsible, balanced fashion.

III. Mandate

- The principal and the School Council will consult on issues of planning, communications and community relations and school programming as described on page 4 of the School Councils' Handbook (June, 1995) and any other possible future issues related to regulations that would come under School Council responsibilities as defined by the Calgary Board of Education and the Alberta Department of Education policies. (Appendix I)
- It is further recognized that the Council will not deal with personal issues which affect individual staff members, students or Council members.

IV. Objectives

The objective of the council, in keeping with the School Act and the School Council's Regulation are as follows:

- To provide advice (input) to the staff and principal on issue of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs.
- To stimulate continuous improvement in meaningful involvement by all members of the school community.
- To facilitate collaboration among all the concerned participants of the school community.
- To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.

- To facilitate the development of a common vision for our school.
- To contribute to the School Improvement Plan by completing an accountability report on council activities.
- To support programs to benefit parents and students socially and educationally.
- To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- To ensure that fundraising activities, organized by the Olympic Heights School Parent Association, support school educational and developmental objectives through funding of additional materials, programs and events, etc.
- To facilitate communications with all educational stakeholders and the community.

V. Membership

- Any person who is the parent, guardian, or legal custodian of a child registered at Olympic Heights School.
- Any member of the staff of Olympic Heights School.
- Community representative(s) appointed by the School Council.

VI. Executive

Members of the Executive shall consist of

Principal	Parent Volunteer Coordinators
Teacher Representative(s)	Special Events Coordinator(s)
Chairperson	Newsletter Editor(s)
Vice Chairperson	Historian(s)
Secretary	School Community Liaison
Treasurer	Home & School Representative(s)
Key Communicators	Community Representative(s)
Technology Representative	Green Committee Representative

Duties and Responsibilities of The Executive

1. All members of the executive shall attend all regularly scheduled meetings of the School Council or send a replacement.
2. All School Council activities will be made in consultation with the Principal.

3. To read posted copy of previous meeting minutes prior to attending the next meeting.
4. Each member of the Executive shall have only one vote, even though that person may be filling more than one position.

Principal

- To serve as a liaison between the school and the School Council.
- To coordinate an agenda for meetings with the Chairperson.
- To present a report on school activities and issues at each meeting.
- To act as an advisor to the executive and all committees.
- If the principal does not use the advice provided by the School Council, the principal will inform the Council on what basis the decision was made.

Teacher Representative(s) {one or more people}

- To act as liaison between the teachers and the School Council.
- More than one teacher representative may attend the meetings and/or may attend on a rotating basis. Representative(s) to be elected by their peers.

Chairperson {one person}

- To act as the official liaison between the School Council and the school.
- To act as a co-signing authority on the School Council bank account.
- To act as the spokesperson for the School Council.
- Shall plan the agenda for meetings in consultation with the principal.
- Shall facilitate the meetings of School Council.
- Shall have general supervision of all activities of the School Council.
- To prepare and provide to the board annually, a report:
 - a) setting out the activities of the School Council in the year,
 - b) including a financial statement relating to money handled by the School Council in the year, if any, and
 - c) including a copy of the minutes for each meeting of the School Council held in the year.

Vice Chairperson {one person}

- To assume all responsibilities of the Chairperson in his/her absence during the current term.
- To act as a co-signing authority on the School Council bank account.
- To assist on any committees as required.
- To be responsible to contact all new families to welcome them and to inform them of ongoing School Council activities.

Past Chairperson(s) {if available}

- Served as chairperson during the immediately preceeding school year
- Provides advice and support to chairperson(s) as required

Secretary {one person}

- To take minutes at all School Council meetings, duplicate and distribute them as follows:

- file
 - Principal
 - Chairperson
 - post on the Parent Bulletin Board
 - copies to be available at the next School Council meeting
- To carry out any correspondence as required by the executive of the School Council.
 - To maintain a file for minutes and correspondence and to oversee the files of any committee paperwork in a central filing cabinet.
 - In May, to summarize outstanding motions

Treasurer {one person}

- To represent, monitor and control all monetary transactions of the School Council.
- To keep an accurate accounting of all finances of the School Council.
- To prepare an updated report at each School Council meeting including current status, as well as any outstanding or expected expenditures and incomes.
- To ensure all debts of School Council activities are paid on time.
- To receive and deposit all monies collected by the School Council.
- To act as a cheque signing authority.
- To prepare an annual financial report at the end of the school year.
- To arrange with the School Council for an annual audit of all financial transactions.

Key Communicators {2 minimum}

- To attend (or send alternate to) Area and System Key Communicator meetings and workshops and to share this information with the School Council.
- To post current issues of the C.B.E. publication on the Parent Bulletin Board.
- To provide an article relating new information to the Newsletter Editor for the School's monthly newsletter.
- To provide parental input as requested by the Calgary Board of Education.

Parent Volunteer Coordinators {2 minimum}

- Identifies program needs with school administrative team.
- Develops with administration a recruitment letter which is sent out to all parents in early September.
- Collects and collates information from the volunteer request forms.
- Post calendars for volunteers which is given to each teacher.
- Coordinates with the school personnel an orientation session in September.
- Provides name tags for all volunteers to ensure a system of security and recognition within the school.
- Provides a report to the School Council at all regular meetings.
- Coordinates parent Room Representatives for each class room. Provide the representatives with a complete class list and instructions on phoning for "Special Days" volunteers.

Special Events Coordinator(s)

- To work with parent volunteer coordinators, focusing on special events as they arise during the year. (e.g. staff dinners during interview weeks and events during teacher/staff appreciation week)

Newsletter Editor {1 minimum}

- To provide an up-to-date School Council report for the monthly school newsletter.
- Will take minutes at meetings if secretary is not able to be in attendance.

Historians {1 minimum}

- To coordinate photography of school-wide events
- To help with the up-keep of photo albums new and old.
- Establish and maintain archives for the school.

School - Community Liaison

- To make contact with the Community Associations and community groups to help to avoid conflict of dates of activities.
- To write a report for the community newsletters.
- To serve on the board of the Strathcona-Christie Community Association as Olympic Heights School liaison.
- To liaise with the City of Calgary and City of Calgary Parks & Recreation Department.

Calgary Council of Home and School Association Representative(s) {1 minimum}

- To attend Calgary Council of Home and School Association monthly meetings.
- To act as liaison between the Calgary Council of Home and School Association and Olympic Heights School.
- Provide a monthly written report of Home and School activities for inclusion in the School Council minutes.
- To post publications from the Home & School Association on the Parent Bulletin Board.

Community Representative(s) {1 minimum to be appointed}

- Has an interest in both the school and the community.
- Is a member of the community or representative of a business that has a link with the school.
- Should not be a parent of a child currently attending Olympic Heights School.
- Promote ideas and activities of mutual benefit

Technology Representative

- The technology representative acts as a liaison between the school and the School Council/Parent Association by updating the School Council on the directions technology is taking in the school and offering input back to the Discovery Centre Committee from the School Council.

Green Committee Representative

- The green committee representative acts as a liaison between the Green Committee and the School Council by staying current on environmental issues pertaining to the Olympic Heights School community and reporting at monthly School Council meetings.

VII. Committees

1. A school council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.
2. Each committee is required to submit a verbal report to the School Council as needed and a written accountability report to the School Council in May each year.
3. The OHS Parent Association is the fund raising committee for Olympic Heights School. The School Council will ask the Parent Association to raise any funds necessary to achieve School Council goals.

VIII. Election of Executive

1. A Nominating Committee consisting of Chairperson, Vice Chairperson, Principal and one Council Member will advertise in the School's Spring Newsletter that nominations for executive positions will be accepted. This committee will also advertise that elections will be held, if necessary, at the May meeting.
2. Any member of the executive may extend his/her current position past one year providing that person is re-nominated and he/she is re-elected (except that of principal, which may be longer).
3. Candidates for the position of Chairperson who have served a minimum of one year on the executive shall be nominated and voted on first. In the absence of such candidates, other candidates may be nominated for this position.
4. The representative(s) from the teaching staff is (are) elected by their peers.
5. The Chairperson shall receive further nominations from the floor at the May Meeting.
6. A secret ballot vote will be accepted for each nomination. Any member in attendance may vote.
7. Positions will be elected by a simple majority vote.
8. In the event of a tie for any position, a run-off ballot will be held immediately.
9. Term of office begins at the June Council meeting and goes until the following June meeting. (During June meeting new executive will attend joint meeting with outgoing executive.)
10. Executive members may be elected, if necessary, at any regular Council meeting.
11. If a School Council cannot be formed, the principal may establish an advisory committee

for that year. Another establishment meeting must be called within 60 days of the next school year (and in subsequent years if a School Council cannot be formed).

12. Any member of the Executive who misses three (3) consecutive meetings may be replaced at the discretion of the Executive.

IX. Meetings and Voting Procedures

1. OHS School Council will use a Town Hall Model of Governance. Meetings shall be held at least eight times a year at the school. Meetings are to be held during the evening or during the day as deemed appropriate for each meeting as it is scheduled. Meetings are open to the general membership and any interested members of the community.
2. Voting Procedures: only the members defined in (Section V.) are eligible to vote. In the case of a tie vote with no way to break the tie vote, the motion is lost. If the chairperson has not voted, that vote can be used to either break a tie vote or to determine the outcome of a vote requiring the majority of two thirds. The chairperson cannot vote twice (as a member and as the presiding officer).
3. The dates for all Council meetings will be given in the School's Newsletter.
4. One general meeting shall be held during each school year in May. At this general meeting the objectives of the Council shall be reviewed and the election of the executive positions will take place.
5. The Chairperson is responsible for the preparation and distribution of an agenda for each meeting. Items for the agenda should be submitted to the Chairperson for review with the Principal at least one week prior to the meeting.
6. Meetings will be conducted according to Roberts Rules of Order.
7. A quorum shall consist of fifteen (15) members of which one-third (1/3) must be the executive or their designated representatives. A quorum must be present to determine the outcome of a vote. A quorum is not necessary to adjourn a meeting.
8. The General Membership (refer to Section V.) may call an extra-ordinary meeting upon written request of ten percent (10%) of the total number of families enrolled at the school. Fourteen (14) days' notice of meeting must be formally given. Quorum for an extra-ordinary meeting shall consist of 25 members.
9. Committee meetings shall be held as required.
10. Approval of Council decisions will require a motion supported by a simple majority vote by all members in attendance. A majority of two-thirds (2/3) is required for disbursement of funds other than operating expenses. All motions must be approved by a seconder and must be preceded by a debate before a vote is taken.

X. Conflict Resolution

The following procedure will be followed should any conflict arise which cannot be resolved by the School Council:

1. Each party will prepare a statement of their position.
2. A meeting between the parties and a mediator (who is agreeable to all parties) will be held and the discussion and any resolution will be documented.
3. If the conflict has not been resolved after step 2 (to the satisfaction of all parties), a committee of individuals (agreeable to all parties) will arbitrate a solution to the conflict.
4. If agreement has still not been reached after step 3 has been completed, the conflict will be referred to the Calgary Board of Education for resolution.

XI. Amendment to the Constitution

1. The bylaws remain in force from year to year unless amended at an amendment meeting.
2. Notice of Motion to amend the Constitution and the proposed amendment shall be made available to members of the Council a minimum of two (2) weeks prior to the date of an amendment meeting.
3. The Constitution may be amended by a two-thirds (2/3) majority vote of those present at the meeting.

XII. Auditing Of Financial Statements

1. Financial statements are to be audited at least once a year, usually at the end of the school year.
2. The audit will be completed by a duly qualified accountant or by two members of the Council elected for that purpose at the May meeting.
3. The books and records of the Council may be inspected by members at regular Council meetings.

XIII. Suspension of the School Council

1. If a quorum is not available for a meeting of a school council and the meeting has been rescheduled on two or more occasions, the school council executive may suspend the

operation of the school council until the following year.

2. If the operation of a school council is suspended, the principal may establish an advisory committee to carry out the duties of the school council until a new school council is established.
3. A new school council must be established not later than 60 days after the start of the next school year in accordance with sections 2 to 7 (of the Appendix to the School Act: School Council Regulation).

XIV. Definitions

1. “OHS” is the abbreviation for Olympic Heights School.
2. “Simple Majority Vote” shall mean more than half of the members voting favour the motion. Members must be present to vote.
3. “Majority of Two Thirds” shall mean a minimum of two thirds of the members voting favour the motion. Members must be present to vote.

XV. Resignation or Expulsion of Members and Executives

1. Any Executive may withdraw as a member of the School Council by notice in writing to the Chairperson. An Executive’s resignation is effective at the time it is sent to the Chairperson or at the time specified in the resignation, whichever is later.
2. The School Council can remove an Executive from office (other than the principal) with a two-thirds (2/3) majority vote of those present at a special meeting. Notice of the special meeting must be given to that Executive and the Membership at least 21 days prior to the meeting. Prior to any vote being taken on a motion to remove an Executive, that individual must be given the opportunity to be heard at the meeting. Any vacancy created by the removal of an Executive may be filled at the meeting at which the Executive is removed.

These Bylaws are certified to be in force effective the _____ day of _____, 200__.

Olympic Heights School Council

Helen Koziol, School Council Chairperson

Tracy Sutherland, Secretary

Barbara Bannon, Principal