

LAMONT HIGH SCHOOL COUNCIL BYLAWS

NAME

The name of the School Council shall be The Lamont High School Council of Lamont, Alberta.

MISSION

The mission of our School Council is to foster the well-being and effectiveness of our school community by being an active partner in student learning.

VISION

Parents actively involved as Partners in Learning.

OBJECTIVES

The objectives of the council:

- To provide a forum for School Principals, Teachers and Trustee to actively engage with Parents/Guardians and Community Stakeholders in providing the best educational experience for the children in our community.
- To provide advice (input) to the Principal on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and the School Education Plan.
- To work with local government and organizations to provide a community approach to meeting the educational needs of our children.

MEMBERSHIP

All Parents/Guardians of Students attending Lamont High School as well as Principals, Teachers and Staff of Lamont High School are welcome members of the Lamont High School Council.

The Lamont High School Council will be managed by an executive committee. The Executive Committee shall consist of the School Principal, a Teacher Representative and Four Officers consisting of Parents/Guardians of children attending the Lamont High School.

The Membership will elect Four Officers at the annual general meeting to sit on the executive committee for the Lamont High School Council.

OFFICERS

- The officers will be elected for a one-year term at the first regular meeting of the School Council in the school year to a maximum of two years.
- The terms of office shall run from Annual Meeting to Annual Meeting.

DUTIES OF THE OFFICERS

- **THE CHAIR**

The chair shall be responsible for planning the agendas for meetings, facilitating the meetings, acting as a spokesperson for the council, and generally supervising the council. The chair will present the annual report to the school board. The chair will assign a member to attend COSC meetings and be responsible for forwarding the School Council plan to the Foundation.

- **THE VICE-CHAIR**

The vice-chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the chair.

- **THE SECRETARY**

The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the executive members.

- **FOUNDATION REPRESENTATIVE**

The Foundation representative shall be responsible for reporting all financial transactions of the Foundation, presenting an account of the funds to the members and preparing the accounts for auditing.

VACANCIES

With the exception of the council position filled by the Principal, the School Council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or, in the case of new officers, are elected at the next annual school community general meeting.

COMMITTEES

The School Council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

THE LAMONT HIGH SCHOOL FOUNDATION

The Lamont High School Foundation is a body separate from the School Council. The School Council will ask the Lamont High School Foundation to raise any funds necessary to achieve School Council goals.

This committee shall present the annual budget, shall be responsible for preparing the annual financial report and shall coordinate the fundraising activities of the Council.

MEETINGS

- The School Council shall meet at least five times during the school year.
- Regular meetings will be held as deemed necessary by the executive committee.
- Plans and budget finalized for the upcoming year no later than the end of November notwithstanding emergent items which are formally brought forward in a written letter to be voted on at the next School Council meeting.
- School personnel concerns shall not be discussed at School Council meetings. Parents with concerns are encouraged to present their concerns directly to the teacher/Principal.
- Meetings will take place at the school.
- Special meetings of the School Council may be called by the executive or at the written request of 10 Parents of the school community to be held in five days.
- Four members shall constitute a quorum with the majority being parents.

VOTING PROCEDURES

- Decisions at council meetings will be made by motions and votes.
- When a vote is taken, the motion must be moved and seconded and pass by a 51 percent majority.
- The majority of voting members must be parents of students enrolled in the school.
- The Principal, in accordance with the School Act, reserves the right to table any vote pending ' further consultation.

ANNUAL MEETING

- The annual meeting of the School Council shall be held not later than 30 days after the first instructional day of the school year.
- The meeting will be advertised throughout the school and the community at least 10 days in advance.
- All Parents/Guardians of students attending the school are eligible to vote at the annual meeting.
- The business of the annual meeting shall include:
 - Annual Report of the previous year
 - review of bylaws

ANNUAL REPORT

In accordance with School Councils Regulation, the School Council, through the chair, must prepare and provide the school board with an annual report which includes:

- a summary of Council's activities for the year
- a financial statement
- copies of the minutes of each meeting by the end of September at the latest.

The School Council shall make the report available to all concerned members of the school community,

AMENDMENTS TO THE BYLAWS

- The Constitution and Bylaws may be amended at any regular council meeting.
- Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

CONFLICT RESOLUTION PROCEDURES

In accordance with 8.17 (7.1) School Act, 1995, the School Council will abide by the conflict resolution procedures outlined by the local school board.

EFFECTIVE DATE OF BYLAW AMENDMENTS

These Bylaws are certified to be in force effective the 20th day of June, 2017.

Lamont High School Foundation

Chair

Secretary