

SJ-AJA School Council Bylaws

NAME

1. The name of the school council shall be SJ-AJA School Council, representing Stanley Jones (SJ) school and the Alice Jamieson Girls' Academy (AJA) program within it.

MISSION

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

GOALS

3. The goals of the SJ-AJA School Council, in keeping with the *School Act* and the *School Councils Regulation*, are to:
 - a. provide advice (i.e., input) to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs,
 - b. stimulate continuous improvement through meaningful involvement by all members of the school community,
 - c. facilitate collaboration among concerned participants of the school community, including both SJ and AJA, and
 - d. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.

GOVERNANCE

4. (1) The membership of the SJ-AJA School Council shall consist of the:
 - a. parents or guardians of students enrolled in SJ school, including the AJA program, and
 - b. principal of SJ school, including the AJA program.
4. (2) The membership of the SJ-AJA School Council should consider adding a:
 - a. teacher representative who is an employee of SJ school, including the AJA program, and/or
 - b. community member, though his function may be served by one of the positions noted above.

MEMBERSHIP

5. (1) The positions of the executive committee shall consist of:
 - a. a Chair, Vice-Chair, Secretary, and Key Communicator;
 - b. all Executive positions must be filled by parents or guardians of students enrolled at SJ school, including the AJA program;
 - c. every member of the SJ-AJA School Council and/or parent of a student enrolled at SJ school, including the AJA program are eligible to be elected to an executive position on the SJ-AJA School Council,
 - d. the terms of office are from the annual general meeting one year to the next annual general meeting the following year, and
 - e. the executive of the SJ-AJA School Council will be elected by parents of students enrolled at SJ school, including the AJA program attending the annual general meeting or by the third SJ-AJA School Council meeting by SJ-AJA School Council members in the new school year (September through August).

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DECISION MAKING

6. (1) Decisions at SJ-AJA School Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
6. (2) If a decision is made by a vote, the motion must be moved, and seconded and passed by the majority of SJ-AJA School Council members.

QUORUM

7. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in SJ school, including the AJA program. If this first criterion cannot be met, then alternatively quorum may be met with a majority of the Executive present.

DUTIES OF THE EXECUTIVE

8. (1) The Chair
 - a. The Chair plans meetings and prepares agendas, facilitates SJ-AJA School Council meetings, acts as spokesperson for the SJ-AJA School Council (unless otherwise delegated) and supports the SJ-AJA School Council. The Chair serves as the Board of Trustees' Council of School Councils representative. The Chair ensures the school board receives an annual report from SJ-AJA School Council. The Chair or Vice-Chair is encouraged to attend the majority of Association meetings.
8. (2) The Vice-Chair
 - a. The Vice-Chair assists the Chair with duties, as assigned, and in the absence of the Chair, assumes the duties of the Chair. The Vice-Chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of the SJ-AJA School Council and manages personal information in compliance with PIPA. The Vice-Chair assumes responsibility in consultation with the SJ-AJA School Council, for communicating with the fundraising society. The Vice-Chair or Chair is encouraged to attend the majority of Association meetings.
8. (3) The Secretary
 - a. The Secretary keeps accurate minutes and records of SJ-AJA School Council meetings, documents and files all correspondence and communications. The Secretary keeps an accurate list of names and addresses of SJ-AJA School Council members in compliance with the Personal Information Protection Act (PIPA). The Secretary ensures all material relating to the SJ school, including the AJA program Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in SJ school, including the AJA program.
8. (4) The [Key Communicator](#)
 - a. [The Key Communicator Council Liaison works with community associations, school councils, and related organizations to learn about their initiatives and provide feedback on the SJ-AJA School Council's objectives. They also prepare communications for distribution to SJ-AJA School Council members with approval from the Chair.](#)

VACANCIES

9. With the exception of the SJ-AJA School Council positions filled by the principal and the teachers, the SJ-AJA School Council may appoint SJ-AJA School Council members and/or community members to fill vacancies until the election at the next annual general meeting.

COMMITTEES

10. SJ-AJA School Council may appoint committees that consist of SJ-AJA School Council members and/or school community members. Committees report on their activities at SJ-AJA School Council meetings and meet outside of SJ-AJA School Council meetings to complete their assigned tasks.

ASSOCIATIONS

11. The SJ-AJA School Council obtains funding through the school association. Separate bylaws are established by the SJ Parents Association and the AJA Parent Association. Additional funding associations may be supported by the SJ-AJA School Council.

MEETINGS

12. (1) The SJ-AJA School Council meetings:
- are held within 60 school days or after the annual general meeting,
 - will meet a minimum of seven times during the school year,
 - will have regular meetings scheduled by the SJ-AJA School Council members attending the first meeting and/or the executive of the SJ-AJA School Council, and
 - will take place virtually or at the school unless indicated with a 20 school day notice to change the location,
12. (2) Special meetings of the SJ-AJA School Council may be called by the executive or at the written request of 20 parents of students enrolled at SJ school, including the AJA program.

ANNUAL GENERAL MEETING (AGM)

13. (1) The annual general meeting of the SJ-AJA School Council:
- will be held in May of the school year,
 - advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date,
 - will consist of an election of SJ-AJA School Council members and/or executive positions, where all parents of students attending SJ school, including the AJA program are eligible:
 - For election, and
 - to vote at the AGM.
13. (2) The business of the AGM shall include:
- election of SJ-AJA School Council members and/or executive members,
 - proposed bylaws/operating procedures amendments,
 - motion to accept a financial statement of the previous year,
 - plans and budget for the upcoming year,
 - discussion of any major issues in which parents should have input, such as:
 - changes to the vision or mission statement of the school, and
 - major changes in the school program or focus, and
 - formal evaluation of the SJ-AJA School Council.

ANNUAL REPORT

14. (1) In accordance with the *School Councils Regulation*, the school council, through the Chair, prepares and provides the school board with an annual report submitted by June 15, 20XX that includes, a:
- summary of the SJ-AJA School Council's activities of the year, and
 - copy of the minutes of each meeting.
14. (2) The SJ-AJA School Council will make the annual report available to all members of the school community.

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AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

15. (1) The bylaws remain in force from year to year, unless amended at the AGM.
15. (2) The bylaws of the SJ-AJA School Council may be amended by a majority vote of the SJ-AJA School Council at an AGM.
15. (3) Notice of proposed bylaw amendments must be circulated with the notice of the AGM.

EFFECTIVE DATE

16. (1) These By-Laws were approved by a Special Resolution of the Members of the SJ-AJA School Council on the _____ day of **November**, 2023.

President

Secretary

