

BY-LAWS OF
JACK JAMES HIGH SCHOOL COUNCIL OF CALGARY

ARTICLE I -NAME

The name of the School Council will be Jack James High School Council of Calgary.

ARTICLE II – MISSION

The mission of our school council is to foster the well-being and effectiveness of our school community and to enhance student learning. The school council is also to promote the “School’s Mission”, which is:

At Jack James High School our mission is to prepare students to enter the world of work with confidence and purposeful direction. We know that

- Our students are capable learners
- Many have specific social, emotional and learning needs.

Therefore, we commit to

- Treating every student with dignity and respect
- Provide a safe, secure and tolerant environment for all students and staff
- Develop a caring, respectful community of learners
- Find effective ways to develop and deliver curriculum and to address the diverse learning needs of our students
- Provide opportunities for fresh starts and extra chances while fostering student responsibility

ARTICLE III – VISION

As a school council we concur with and support the school’s vision statement which is:

We see Jack James High School as

- A place where success is a result of teamwork amongst students, staff, parents and the community
 - A safe and tolerant place where students are engaged in self-discovery and individual growth
 - A community where students are involved in purposeful learning activities
 - An environment where teachers provide flexible and creative programs based on student need
 - An energetic setting that provides positive social interaction amongst students and staff
 - A school that provides programs leading to meaningful employment and recognized credentials
 - A supportive environment that fosters students’ confidence in their future
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ARTICLE IV-OBJECTIVES

The objectives of the council, in keeping with the School Act and regulations, are as follows:

- 4.1 To provide advice (input) to the staff and principal on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs.
- 4.2 To keep the school board informed - in cooperation with the principal -of the needs of the students, parents, staff and school.
- 4.3 To promote communication and collaboration with all educational stake holders and the community.
- 4.4 To help in the preparation and communication of any reports of the school council's activities as required under C.B.E. or Alberta Education
- 4.5 To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.

ARTICLE V- MEMBERSHIP

- 5.1 The membership of the council shall consist of the following:
 - (a) the parents/guardians of students enrolled in Jack James High School
 - (b) students of Jack James High School
 - (c) the principal of the school
 - (d) teachers of the school
 - (e) members of the community
 - 5.2 For the purpose of voting at the annual general meeting the majority of voting members must be parents/guardians of students enrolled in the school
 - 5.3 The membership of the executive committee shall consist of the following:
 - (a) the principal of the school
 - (b) a staff representative
 - (c) parents/guardians of students from the school
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ARTICLE VI – OFFICERS

- 6 The executive committee will elect from its membership the following officers: a chair, a co-chair, a secretary, and one member at large.
- (a) The officers will be elected for a one-year term at the annual general meeting within the first 90 days of the school year
 - (b) The terms of office shall run from the annual general meeting to the annual general meeting.

ARTICLE VI 1- DUTIES OF THE OFFICERS

- (a) The Principal will communicate the agenda for the general meetings and circulate minutes of the same.
 - (b) The executive committee will carry out the day-to-day operation of the school council.
 - (c) Members of the council should not hold more than one executive position.
- 7 (a) THE CHAIR
- The chair shall be responsible for planning and preparing the agenda for meetings, facilitating the meeting acting as spokesperson for the council, and generally supervising the Council. The chair will present the annual report to the school board.
- (b) THE CO-CHAIR
- The co-chair shall assist the chair with duties as assigned and, in the absence of the Chair, assume the duties of the chair.
- (c) THE SECRETARY
- The secretary shall be responsible for keeping accurate minutes and records of the meetings, assisting in all correspondence and communication, and keeping an accurate list of names of attending members.
- (d) THE MEMBER AT LARGE
- The Member at Large shall attend meetings, contributing to decisions and representing the council or as asked by the chair.
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ARTICLE V111- VACANCIES

- 8 (a) Any executive wishing to withdraw, may do so at any time upon written notice to the executive.
- (b) 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 a qualifying member or, in the case of new officers, are elected at the next annual school general meeting.

ARTICLE IX- COMMITTEES

- 9 (a) School Council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities

ARTICLE X- MEETINGS

- 10 (a) The first meeting of the school council shall be held within 60 days from the start of the school year.
- (b) The school council shall meet at least 7 times per year, preferably monthly.
- (c) Regular meetings will be set by the incoming council at the Annual General Meeting
- (d)** Meetings will take place at the school, unless deemed otherwise by the executive.
- (e) Special meetings may be called by the executive or at the written request of 5 parents of the school community.
- (f) The quorum for meetings of the school council shall be set at a minimum of 4 members where the parents/guardians form the majority.

ARTICLE XI- VOTING PROCEDURES

- 11 (a) Decisions at 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.
- (b) If a vote is taken, the motion must be moved and seconded and pass by a 50% + 1 majority of those in attendance.

- (c) Only those members present are eligible to vote. This may include virtual attendance or proxy vote by regular/active member when required.

ARTICLE XII- ANNUAL MEETING

- 12 (a) The annual meeting of the school council shall be held not later than 90 days after the first instructional day of the school year.
- (b) The meeting will be advertised throughout the school and the community at least 10 days in advance.
- (c) Election for the representatives of the parent/guardians community will take place at the annual general meeting. All parents/guardians of students attending the school are eligible for election.
- (d) All members attending are eligible to vote at the annual general meeting,
- (e) The business of the annual meeting shall include any or all:
 - the election of representatives
 - any proposed bylaw amendments
 - School plans and budget for the upcoming year
- (f) discussion of any major issue in which all parents should have input such as: changes to the vision or mission statement of the school; discussions of school and/or CBE policies; or other major changes in the school program or focus
- (g) any formal evaluation of the school council

ARTICLE X111- ANNUAL REPORT

- 13 (a) In accordance with School Councils Regulation, the school council, through the chair, must prepare and provide the school board with the annual report by September 30 of each year which will include
 - a summary of council's activities for the year
 - copies of the minutes of each meeting, if requested
- (b) The school council shall make the report available to all concerned members of the school community.

ARTICLE XIV- AMENDMENTS TO THE BYLAWS

- 14 (a) The bylaws remain in force from year to year unless amended at the annual meeting.
- (b) The bylaws of the school council may be amended by a two-thirds majority at an annual meeting of the school council.
- (c) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 10 days in advance of the meeting.

ARTICLE XV - CONFLICT RESOLUTION PROCEDURES

- 15 (a) In accordance with s.55 (8) Education Act, 2019, the school council will abide by the conflict resolution procedures outlined by the local school board.

16 ARTICLE XV1 - EFFECTIVE DATE

These by-laws or amendments to these by-laws shall come into force when approved by a majority of parents of students enrolled in the school who vote at a meeting of the School Council called for that purpose.

These by-laws are certified to be in force effective the 27th day of October, 2022

Jack James High School

Debra Spaven

CHAIR

Rebecca MacMillan

SECRETARY

Others in attendance:

Douglas Delegard, Jennifer Gorkoff, April Fisher, Jeanetta Hynes, Hejdi Hodson
