



FLCA School Council Bylaws

Governing Statement

The FLCA School Council Policy is the governing document for the School Council and takes precedence over these bylaws. If there is any inconsistency between the policy and these bylaws, the policy shall prevail.

Table of Contents

1. Article I: Name
 2. Article II: Purpose
 3. Article III: Membership
 4. Article IV: Members' Code of Conduct
 5. Article V: Executive Committee
 6. Article VI: Decision-Making
 7. Article VII: Responsibilities of Officers
 8. Article VIII: Meetings
 9. Article IX: Committees
 10. Article X: Parent Fundraising Committee
 11. Article XI: Communication
 12. Article XII: Reports and Documentation
 13. Article XIII: Privacy Policy
 14. Article XIV: Amendments
 15. Article XV: Dissolution
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Article I: Name

The name of this organization shall be FLCA School Council, as required under Section 5 of the FLCA School Council Policy.

Article II: Purpose

The purpose of the School Council is to serve as an advisory body and to:

- a. Provide advice to the Principal, Superintendent, and Board on matters affecting the school, excluding staffing or operational management decisions.
 - b. Promote open communication and collaboration among parents, teachers, and the school administration.
 - c. Support the school's vision, mission, values, and educational goals.
 - d. Facilitate continuous improvement through meaningful involvement from the school community.
 - e. Enhance communication between the school and the greater community.
 - f. Act in accordance with all relevant sections of the Education Act and the FLCA School Council Policy.
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Article III: Membership

1. Composition:
 - a. A majority of members must be parents of students enrolled at FLCA.
 - b. Members include:
 - At least five parents elected at the Annual General Meeting (AGM).
 - The Principal(s) of FLCA.
 - At least one teacher elected or appointed by FLCA staff.
 - At least one high school student from grades 10-12, elected or appointed by the student body.
 - Community representatives or other members, as approved by the Council, who demonstrate an interest in the school.
 2. Additional Requirements: FLCA employees may not serve as signing officers of the School Council for the school where they work.
 3. Vacancies: The School Council may temporarily appoint members to fill vacancies that arise mid-term, until the appointments can be formalized at the next AGM. at the next AGM.
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Article IV: Members' Code of Conduct

All School Council members are expected to:

1. Act in Good Faith:
 - Represent the interests of all students in the school.
 - Act in the best interest of the school community.
 2. Respect Confidentiality:
 - Avoid discussing individual students, staff, or parents outside the Council's advisory role.
 - Refrain from disclosing sensitive information acquired during Council activities.
 3. Engage Constructively:
 - Treat others with respect and dignity.
 - Collaborate openly and respectfully with other members and stakeholders.
 4. Adhere to FLCA Policies:
 - Follow all applicable laws, regulations, and the FLCA School Council Policy.
 5. Avoid Conflicts of Interest:
 - Declare any personal or professional conflicts of interest before participating in decision-making.
 6. Foster a Positive Environment:
 - Encourage open communication and respect diverse perspectives.
 - Promote an atmosphere of inclusion and collaboration.
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Article V: Executive Committee

1. Roles and Eligibility:
 - a. Chair, Vice-Chair (or Co-Chair), Secretary, Treasurer, and additional roles such as Communications Director, Fundraising Director, and Social Events Director.
 - b. The Chair must be a parent of a student enrolled in the school, unless no parent is willing, in which case another member may fill the role temporarily.
 - c. All executive roles must align with FLCA guidelines.
2. Term:

Executive roles are held for one year, from one AGM to the next.

3. Election:

Elections are held at the AGM, with all parents/guardians of enrolled students eligible to vote.

Article VI: Decision-Making

1. Decisions will be made by consensus whenever possible and recorded in the meeting minutes.
 2. If consensus cannot be reached, decisions will be made by a majority vote of voting members present.
 3. Quorum requires at least 50% of the Council Executive and the majority of voting members to be parents.
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Article VII: Responsibilities of Officers

1. Chair:
 - a. Chairs all meetings of the School Council.
 - b. Coordinates with the Principal to establish meeting agendas.
 - c. Ensures compliance with FLCA policies and bylaws.
 - d. Prepares an annual report by September 30 summarizing activities and financial statements for the previous year.
 2. Vice-Chair (or Co-Chair):
 - a. Assists the Chair and assumes responsibilities in their absence.
 3. Secretary:
 - a. Maintains accurate minutes and ensures they are accessible for seven years, as required by policy.
 4. Treasurer:
 - a. Keeps accurate financial records.
 - b. Prepares and presents financial statements for the AGM.
 - c. Coordinates annual financial reviews with at least two non-Executive members.
 5. Fundraising Director:
 - a. Serves as Chair of the Parent Fundraising Committee.
 - b. Coordinates with other Committee members to ensure successful planning and execution of fundraising activities.
 - c. Reports regularly to the School Council on Committee activities and financial matters.
 - d. Ensures all fundraising efforts comply with FLCA policies and regulations.
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Article VIII: Meetings

1. General Guidelines:
 - a. Meeting dates and times must be publicly available on the school's website before the start of the school year.
 - b. Changes to any meeting should only occur when necessary, with at least 14 days' notice by email to all members.
 2. Annual General Meeting (AGM):
 - a. Held once each fall, with at least 21 days' notice to the school community.
 - b. Open to all parents/guardians of enrolled students, who are eligible for election and voting.
 - c. AGM business includes:
 - o Election of School Council Executive Members.
 - o Presentation of financial statements.
 - o Review of School Council activities.
 - o Consideration of amendments to bylaws or policies.
 3. General Meetings:
 - a. May be called by the School Council Executive at any time, with at least 14 days' notice.
 - b. All voting members have the right to participate.
 4. Agendas:
 - a. The Chair will collaborate with the Principal to establish meeting agendas.
 - b. Agenda item requests must be submitted to the Chair for consideration.
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Article IX: Committees

1. Committees may be formed to address specific tasks or projects and report back to the School Council.
 2. Each committee must operate within a clear mandate established by the School Council.
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Article X: Parent Fundraising Committee

1. Purpose

The purpose of the Parent Fundraising Committee is to organize and execute fundraising events in alignment with the goals of the FLCA School Council and work directly with the Council to enhance school community initiatives.
2. Leadership

The Fundraising Director of the School Council will serve as the Chair of the Parent Fundraising Committee and oversee the planning, coordination, and execution of fundraising activities.

3. Roles
 - a. Chair (Fundraising Director): Oversees the planning and execution of fundraising events.
 - b. Treasurer: Must be a separate individual from the School Council Treasurer and works closely with them to manage finances.
 - c. Secretary: May serve for both the School Council and the Parent Fundraising Committee, recording minutes and updates.
 4. Meetings
 - a. Conducted independently of School Council sessions, as needed.
 - b. Meeting schedules must be shared with the School Council to ensure alignment.
 5. Accountability
 - a. All funds raised must be deposited into the designated School Council account.
 - b. Activities must comply with FLCA policies and receive School Council approval.
 6. Reporting
 - a. Regular updates and financial reports must be provided to the School Council.
 - b. Activities and finances must be summarized in the School Council's annual report.
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Article XI: Communication

1. The School Council may communicate through FLCA-approved channels, such as newsletters, websites, or social media, provided the information complies with FLCA policies and Administrative Regulations.
 2. All communications require the prior approval of the school Principal.
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Article XII: Reports and Documentation

1. The Chair must prepare and provide an annual report to the FLCA Board, Superintendent, and Principal by September 30. This report must include:
 - a. A summary of School Council activities during the previous school year.
 - b. A financial statement relating to money handled by the School Council and its usage.
 2. The School Council must maintain the following records on the FLCA Shared Drive for at least seven years:
 - a. A copy of the bylaws.
 - b. The annual report.
 - c. Financial statements.
 - d. Minutes of all meetings.
 3. The Treasurer of FLCA or their designate may request an audit of the School Council's financial accounts.
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Article XIII: Privacy Policy

1. The School Council will comply with applicable privacy legislation, including the Personal Information Protection Act (PIPA).
 2. Personal information will only be used for School Council business and will not be disclosed without prior consent unless required by law.
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Article XIV: Amendments

1. Subject to provincially or Charter Board-mandated policies and regulations, and with approval from the Charter Board, the School Council may create, amend, and implement its own bylaws and policies.
 2. All policies of the School Council will be reviewed at the beginning of each new School Council term to determine whether they will continue to be implemented.
 3. The Charter Board reserves the right to strike down policies that conflict with Board policies or provincial regulations.
 4. Proposed amendments to these bylaws or policies must be shared at least one meeting prior to a vote.
 5. Amendments require a two-thirds majority vote of members present.
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Article XV: Dissolution

In the event of dissolution, remaining funds will be allocated to FLCA for educational purposes.



Approved by Board Jan 14 2025