



St Gabriel School Council By-Laws

The following By-Laws have been passed during the 2015/2016 school year.

1. To establish the criteria for being considered a member of St Gabriel School Council with voting privileges;
 - a. Potential member has attended at least 50% of the prior year's council meetings.
 - b. Potential new members must attend three meetings during the year to be considered voting members
2. Profit generated from the school lunch program (eg. Pizza, Lunch Lady, etc) be split equally between council (designated as the school council account) and school generated funds. This allows the school to make discretionary spending without the need for approval from council. This by-law takes effect in the 2016/2017 school year.
3. A member of council is expected to either:
 - a. Hold a formal position (chair, treasurer, secretary, etc), and or,
 - b. Be a participant in a committee, and or,
 - c. Participate in a Council lead school event
4. School council may either have a single Chair, or Co-Chairs.

The following By-Law has been passed during the 2018/2019 school year.

5. Council has approved the creation of a new position

Position Title: St Gabriel School Council Communication Officer

Role: The St Gabriel School Council Communication Officer is the primary person responsible to maintain and monitor communication between School Council and the general community in accordance with the Mission and Vision statement. An expectation of the role is a commitment to regular attendance at council meetings.

Responsibilities:

1. Be the primary administrator for the St Gabriel School Council Social Media accounts. Backup administrators include the chair/co-chairs for each given year.
2. Follow all required guidelines of the Catholic School Council Handbook .
3. Promote Council Meetings to the school community through Social Media accounts.
4. Provide any feedback received through Social Media accounts at the school council meetings.

4. Provide a summary of the key discussions following each council meeting within one week.
 5. Maintain the school council membership list and contact information.
 6. Assist with Marketing / Promotional material supporting school council activities for the purpose of consistency and clarity.
 7. Promote volunteer requests in the community for school council activities and events.
- This role is an elected position voted at the same time as Chair, Treasurer and Secretary.

6. Rules governing elections

1. Elections shall take place within the first 30 days of the school year.
2. Nomination forms and notification of election shall be sent to every parent in the school a minimum of 14 days prior to the election.
3. Each parent/guardian seeking election of an officer position must indicate their interest via the self nomination form.
4. Candidates for elected positions shall summarize in writing their reasons for running for the school council, as well as the skills and qualities they possess to assist them in the role for which they seek to be elected.
5. Completed nomination forms shall be submitted to the principal.
6. Each parent/guardian shall be entitled to one vote for each vacant position.
7. If the number of declared candidates are less or equal to the number of vacancies, the candidates will be acclaimed.
8. The election day proceedings shall be supervised by the principal. The election is held at the start of the first school council meeting of the year.
9. Elections for school council shall be conducted by secret ballot. Voters must be present at the school on the election day. There will be no proxy or absentee voting for elections.
10. The ballots shall be counted by the principal (and/or vice principal).
11. The existing school council shall communicate with the principal by no later than June 20 of the school year prior to the elections, to set a provisional date for the elections. The school council shall communicate the provisional date for the election with the school, prior to the end of the school year preceding the elections.
12. By-elections shall follow the same process as regular elections.
13. Members of Parent Council may serve no more than two consecutive one year terms in any given elected position. Following two terms, they would be eligible for re-election following a minimum of a one year break in service from the elected position.