

**SCHOOL COUNCIL BYLAWS**

**FOR**

**BANDED PEAK SCHOOL**

# **ORGANIZATIONAL DOCUMENTS**

**The following organizational documents collectively make up the :**

## **Banded Peak School Council Constitution.**

- 1. Certification of Establishment**
- 2. Statement of Philosophy**
  - A. Mission**
  - B. Vision**
  - C. Guiding Principles**
  - D. Objectives**
- 3. Bylaws**

**1. CERTIFICATION OF ESTABLISHMENT**

**SCHOOL -----**

**ESTABLISHMENT DATE -----**

**NAME OF SCHOOL COUNCIL -----**

**The Principal and Chair or Secretary by their signatures certify the establishment of a School Council, formed by way of a properly constituted Establishment Meeting held of the Establishment Date at which:**

- 1. a Chair and Recording Secretary were selected;**
- 2. seven or more Parents were in attendance and a majority of Parents voting:
  - a. decided upon the size of our School Council**
  - b. decided upon an annual term of office for each Member of the School Council; and**
  - c. elected Parents of Students enrolled in our School to become Officers of the School Council.****

**DATED as of the Establishment Date and certified to be true and correct by our signatures.**

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**Principal**

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**Recording Secretary or Chair  
(Strike out inappropriate title)**

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**Print Name**

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**Print Name**

## **2. STATEMENT OF PHILOSOPHY**

### **A. MISSION**

The mission of Banded Peak School Council, in partnership with home, school and community, is to enhance student learning within a positive and dynamic environment, by taking initiative, as well as advising and supporting the School Community.

### **B. VISION**

Our vision is to be a dynamic School Council working in partnership with the School Community with our energy focused on student learning in the broadest sense.

### **C. GUIDING PRINCIPLES**

The shared principles and values which will guide all activities of our School Council are as follows:

We believe:

1. The success of our School is dependent upon the School Community sharing a common vision.
2. It is the responsibility of each member of School Council to participate and act in a manner that is in the interest of the common good of all students.
3. Students are most likely to successful learners when the School Community works together as partners to support, enable and promote a positive and effective school environment.
4. Effective partnerships are built on understanding, trust and mutual respect and these are best fostered by open and respectful communication.
5. Each partner has a distinct role to play and the best possible education of the Student can be attained when all partners work together to honour, support and facilitate each other's role; and
6. Effective communication will be the cornerstone upon which our School Council is built.

### **D. OBJECTIVES**

1. To stimulate meaningful involvement by members of our School Community.
2. To encourage a collaborative relationship among members of our School Community.
3. To participate as advisors and consultants in planning and resource allocation regarding matters that relate to our School Community.
4. To initiate School activities for the benefit of students.

### **3. BYLAWS**

#### **ARTICLE 1 – PREAMBLE**

1.01 The name of the School Council shall be BANDED PEAK SCHOOL COUNCIL.

1.02 The following articles set forth the Bylaws of the Banded Peak School Council.

#### **ARTICLE 2 – DEFINITIONS**

2.01 In all Bylaws of the School Council, unless the context otherwise specifies or requires:

a) *Community Representative* means a person appointed by the Executive Committee in consultation the Principal. A Community Representative shall not have children attending the School and shall not be an employee or official of the Rocky View School Division;

b) *Executive Committee* means the Chair, Vice-Chair, Secretary and Treasurer;

c) *Parents* means parents, guardians or legal custodians of a student or students registered at the School;

d) *Regulation* means the School Councils' Regulation, An Alberta Regulation 125/95;

e) *School Act* means the **School Act**, found in the Statues of Alberta, 1988, as amended in 1996;

f) *School Board* means the Board of Trustees of the Rocky View School Division (RVSD);

g) *School Community* means Parents, Teachers, the Principal, Administrator(s), Support Staff, Students and interested persons in the Community at large;

h) *School Council* means Banded Peak School Council formed by way of a properly constituted Establishment Meeting;

i) *Support Staff* means persons other than Teachers and Administrators who are employed at the school.

## **Article 3 – GOVERNANCE**

- 3.01 The School Council acts as a democratic organization which is administered by an elected executive.
- 3.02 The School Council shall ensure that each participant of the School Community has a reasonable opportunity to express views for consideration.
- 3.03 Subject to the School Act, the Regulation and these Bylaws, the School Council shall have the power to manage the activities of School Council and to make and implement policies in the School that the School Council considers necessary to carry out its functions.
- 3.04 The School Council may delegate to its appointed person(s) or committees any of the School Council's powers.
- 3.05 With reference to Section 17 of the School Act (Appendix 3), the School Council may, at its discretion:
- a) advise the Principal and School Board respecting any matter relating to the School;
  - b) perform any duty or function delegated to it by the School Board in accordance with delegation;
  - c) consult with the Principal so that the Principal may ensure the Students have the opportunity to meet the standards of education set by the Minister of Education;
  - d) consult with the Principal so that the Principal may ensure that the fiscal management of the School is in accordance with the requirements of the School Board and the Superintendent; and
  - e) do anything it is authorized under the Regulations to do.

### **3.06 The School Council shall:**

- a) coordinate School Council fundraising activities; except those fundraising to be conducted by the Friends of Banded Peak Society, a society incorporated under the Societies Act of Alberta specifically for raising funds for initiatives identified for the benefit of the Banded Peak School and whose officers and memberships are the same as the officers and memberships of the School Council;
- b) direct all monies raised by School Council to the School Council bank account;
- c) ensure School Council monies are administered in a responsible manner;
- d) maintain a reasonable portion of the School Council account for the management of School Council activities; and
- e) work together with the School Community to ensure funds are allocated to deserving projects and programs.

### **3.07 Parliamentary Authority**

All meetings of the School Council shall be governed by Roberts' Rule of Order unless they conflict with these Bylaws in which case these Bylaws shall govern.

### **3.08 Voting**

Council meetings voting shall occur as follows:

- a) The Chair shall not vote except in the case of a tie;
- b) All other Members in attendance shall have one vote, however, Parent Members shall constitute a voting majority;
- c) A Member may not vote by proxy;
- d) To vote, a motion must have been made and seconded;
- e) A simple majority vote of those members present and entitled to vote will be conclusive (refer to article 3.08)
- f) Special resolutions shall be passed by 2/3 majority of those members present and entitled to vote will be conclusive (refer to Article 10)

### **3.09 Quorum**

- a) The quorum for any meeting of the School Council shall be seven members, with the voting majority being Parents.
- b) The quorum for a decision at a meeting of the Executive Committee shall be four.

### **3.10 Conflict Resolution**

- a) During a meeting:
  - i) if the membership is seriously divided on an issue, that issue may be tabled or referred to a special committee chaired by a member of the Executive, and
  - ii) if the Executive believe the vote did not represent the wishes of the School Community, a Special Meeting may be called according to Article 10.
- b) In the event of a dispute between the School Council and the Principal on policies proposed or adopted for the School, the School Council or the Principal may appeal to the School Board according to Rocky View School Division Policy B-14. (Appendix 1)
- c) With reference to the School Act, Section 17 (8), the School Board can request and the Minister may, upon request, dissolve School Council without notice at any time if the Minister is of the opinion School Council is not carrying out its responsibilities in accordance with the School Act and the Regulation. (Appendix 3)

## ARTICLE 4 – MEMBERS

- 4.01 Membership in the School Council includes:
- a) all Parents of Students attending the School;
  - b) the Principal;
  - c) all Teachers, Administrators and Support Staff at the School; and
  - d) the Community Representative(s).
- 4.02 As regulated through the School Act, School Council must include:
- a) the Principal;
  - b) at least one (1) Teacher Representative;
  - c) at least one (1) Community Representative; and
  - d) a minimum of seven (7) members.
- 4.03 At each meeting Parent Members shall constitute the required voting majority.
- 4.04 It shall be the duty of each Member of School Council to act in a manner consistent with the statement of philosophy and in the best interests of the School, the Students, and according to these bylaws.
- 4.05 An elected or appointed Member may withdraw by notice in writing to the Chair and if the withdrawing Member is the Chair, by notice in writing to the Vice-Chair and the Principal.
- 4.06 **Vacancies**
- a) In the event of a permanent vacancy of an Officer, the Vice-Chair shall fill the office on an interim basis until School Council can fill the office through an election. If the vacant office is the office of the Chair, the Vice-Chair shall fill the office until the next Annual General Meeting.
  - b) For all other permanent vacancies (with the exception of the Teacher Representative) the Executive Committee may appoint a person(s) to fill that position until an election can be held.
  - c) For permanent vacancies of the Teacher Representative, the Teacher constituency shall appoint an interim replacement until such time as an election can be held.



## **ARTICLE 5 – DUTIES OF THE EXECUTIVE COMMITTEE**

### **5.01 Duties of the Executive Committee shall include, but not be limited to:**

- a) managing the business of School Council;
- b) making long range plans for School Council consideration;
- c) collecting and reviewing information and making recommendations to School Council;
- d) having general supervision of all School Council activities;
- e) authorizing urgent financial decisions;
- f) establishing ad-hoc committees;
- g) attending Executive and School Meetings;
- h) consulting with the Principal and Teacher and community Representatives on issues involving the School and School Council;
- i) overseeing the finances of School Council; and
- j) providing a monthly summary for the School Newsletter.

### **5.02 The Chair shall:**

- a) promote a collaborative, collegial approach to decision making;
- b) preside when present, and participate in, all meetings of School Council;
- c) be the official spokesperson for the School Council;
- d) serve as an ex-officio member on all committees;
- e) prepare the agenda for all meetings;
- f) ensure the proposed agenda and monthly summary of School Council Meetings is included in the School Newsletter;
- g) ensure the Vice-Chair is apprised of the current School Council business; and
- h) ensure an annual report is submitted to Rocky View School Division as per Article 13.

### **5.03 The Vice-Chair shall:**

- a) preside at all School Council and Executive Meetings during the absence of the Chair;
- b) assume all duties and responsibilities of the Chair if he or she is unable to do so;
- c) assist the Chair and the School Council;
- d) assume any vacated Executive office on an interim basis, with the exception of the Chair, which the Vice-Chair shall fill until the next AGM;
- e) serve as Chair of a nominating committee should a committee be required; and
- f) have the intent to advance to the position of Chair.

### **5.04 The Secretary shall:**

- a) keep accurate minutes of all School meetings and proceedings;
- b) ensure copies of the minutes of each meeting are available;

- c) inform the School Community of any changes to time or place of School Council meetings as per Article 14
- d) keep the School Council bulletin board current; and
- e) carry out all correspondence as directed by the executive.

**5.05 The Treasurer shall:**

- a) properly account for School Council funds and keep such books as may be directed;
- b) monitor and control all financial transactions of School Council;
- c) ensure appropriate bank accounts have been set up for all School Council funds;
- d) receive and deposit all monies raised through School Council;
- e) act as a joint signing authority on the School Council's bank account(s) along with one other Executive member;
- f) submit a Treasurer's Report at School Council Meetings;
- g) submit an annual financial statement for inclusion in the annual report as per Article 13;
- h) submit an annual financial statement at the AGM; and
- i) prepare a full detailed account of receipts and disbursements to be made available whenever directed to do so by the Chair.

## **ARTICLE 6 – DUTIES OF ELECTED OR APPOINTED MEMBERS**

- 6.01 The Teacher Representative shall:
- a) be elected by Teachers at the school prior to the first School Council meeting in the fall;
  - b) communicate the views of the Teachers to the School Council;
  - c) communicate the views and the activities of the School Council to the Teachers;
  - d) attend all School Council meetings;
  - e) provide written reports and brief updates as needed at School Council meetings; and
  - f) submit a written report to the AGM.
- 6.02 The Community Representative shall:
- a) be appointed by the Executive Committee in consultation with the Principal;
  - b) act as a liaison with the wider School Community;
  - c) assist on any special committees, if required;
  - d) attend all Council meetings;
  - e) provide written reports and brief updates as needed at regular School Council meetings; and
  - f) submit a written report to the AGM.
- 6.03 The Springbank West Educational Link (SWEL) Committee Representatives shall:
- a) be one Member appointed from the Executive committee;
  - b) be one member elected at the AGM;
  - c) attend all SWEL committee meetings;
  - d) report to the Chair and the School Council; and
  - e) submit a written report to the AGM.

## **ARTICLE 7 – THE PRINCIPAL**

- 7.01 **The Principal shall:**
- a) promote a collaborative, collegial approach to decision making;
  - b) promote the activities of School Council;
  - c) assist the School Council in its operation;
  - d) serve as a liaison between School Council, RVSD, Alberta Education and the other educational associations;
  - e) attend all School Council Meetings;
  - f) present a Principal's report at all School Council meetings;
  - g) advise and consult with the School Council and Executive Committee;

- h) consult with the School Council and receive advice on matters related to the operation of the School; and
- i) consult with School Council and receive advice on the draft and finished copy of the School Business Plan.

7.02 As set out in the School Councils' Handbook, dated June 1995, if the Principal decided not to follow the advice provided by School Council, the Principal should inform School Council on what basis the decision was made.

## **ARTICLE 8 – COMMITTEES**

8.01 The School Council may use committees to facilitate certain tasks.

8.02 Committees shall submit their plans to School Council for approval before any work is undertaken or monies spent.

8.03 The following Standing Committees shall include but not be limited to:

**a) Volunteer Committee**

- 1) be chaired by the Volunteer Coordinator, an elected position;
- 2) coordinate volunteer activities;
- 3) maintain a data base of volunteers;
- 4) attend all School Council Meetings;
- 5) act as liaison between Parent Volunteers, School Council, Administration, and Teachers;
- 6) generate and maintain a list of volunteers;
- 7) provide written reports and brief updates as needed at School Council Meetings; and
- 8) submit a written report to the AGM.

**b) Nominating Committee**

- 1) be struck as necessary;
- 2) be chaired by the Vice-Chair; and
- 3) actively recruit nominations if insufficient nominations have been received fourteen (14) days prior to the AGM.

**8.04 Ad-Hoc Committees**

- a) Ad-Hoc Committees may be formed at an Executive or School Council Meeting.
- b) A Chair of the committee shall be a School Council Member.

- c) A Chair shall ensure written reports and updates are provided as needed at School Council Meetings.
- d) A Chair shall ensure a final written report is submitted to School Council.
- e) These Ad-Hoc committees shall be dissolved once the assigned task has been completed.

## **ARTICLE 9 – COUNCIL MEETINGS**

### **9.01 Dates and Times**

- a) School Council meeting dates and times shall be determined by the Executive Committee in consultation with the Principal prior to the commencement of the school year.
- b) School Council shall ensure the School Community is given proper notice of meetings as referred to in Article 14.

9.02 Meetings of School Council shall ordinarily be held at the School

### **9.03 Agenda**

- a) The Chair shall determine the agenda after consultation with the Principal
- b) Agenda items shall be submitted in writing to the Chair one week prior to meetings.
- c) Items submitted after this date will be dealt with at the Chair's discretion.
- d) The Chair or designate shall be responsible for submission to the School newsletter, of proposed agenda items for the next meeting.

9.04 All participants of the School Community may attend meetings of School Council. Attendance does not necessarily qualify for vote privileges.

## **ARTICLE 10 – SPECIAL MEETING**

10.01 A Special Meeting may be called by the Chair or the Executive Committee or at the written request of five members of School Council.

10.02 Notice of at least one week must be given to the School Community and the purpose of the meeting must be definitely stated.

10.03 Only the business specified in the notice of Special Meeting may be dealt with at that meeting.

- 10.04 Special Resolutions shall be passed by a two third (2/3) majority of those present and entitled to vote.
- 10.05 Chair or designate shall provide notice of the Special Meeting according to Article 14.
- 10.06 Special Meetings shall be held in the evening.

## **ARTICLE 11 – ANNUAL GENERAL MEETING**

- 11.01 The Annual General Meeting (AGM) shall be held at the School on or before June 1st of the current year.
- 11.02 A notice of 30 days will be given according to Article 14.
- 11.03 Agenda shall:
  - a) be determined by the Chair after consultation with the Principal;
  - b) be published prior to the AGM;
  - c) include elections, with the exception of the election for Teacher Representative; and
  - d) include annual reports.
- 11.04 At the AGM the School Council shall elect the following Executive Committee positions:
  - a) Chairperson;
  - b) Vice-Chair
  - c) Secretary; and
  - d) Treasurer.
- 11.05 At the AGM the School Council shall elect the following positions:
  - a) one SWEL Representative; and
  - b) one Volunteer Coordinator;
- 11.06 No person may hold more than one office or position at a time.
- 11.07 Resolutions shall be passed by a majority vote of eligible voters.
- 11.08 The AGM shall be held in the evening.
- 11.09 If School Council is unable to Executive Committee offices, the School Board may suspend operation of the School Council until the following year. (see Article 16).

## **ARTICLE 12 – ELECTIONS**

- 12.01 Any Parent Member of the School Council is eligible to be nominated to the positions of Chair, Vice-Chair, Secretary or Treasurer.
- 12.02 Any parent is eligible to be nominated as Coordinator of the SWEL Committee and the Volunteer Committee.
- 12.03 All elections shall be held at the AGM with the exception of the elections for the Teacher Representative, and elections for the purpose of filling vacancies.

- 12.04 Call for nominations shall be made in writing by the Chair two months prior to the AGM.
- 12.05 Nominations must be made by a second party and with the consent of the nominee.
- 12.06 Nominations from the floor will be eligible.
- 12.07 Voting will occur by ballot except where the office or position is filled by acclamation.
- 12.08 A majority vote by eligible voters shall be conclusive.
- 12.09 A Member may not vote by proxy
- 12.10 Term of office shall be one year.
- 12.11 An incumbent can run for election for a second term, but shall not hold the same office for more than two consecutive years.
- 12.12 Incoming officers shall take office during a joint meeting of the outgoing and incoming executive committees.
- 12.13 The joint meeting shall take place before the last day of the current school year.

## **ARTICLE 13 – ANNUAL REPORT**

- 13.01 The Chair shall submit an annual report to the Rocky View School Division by July 15<sup>th</sup> of the current year. (Appendix 2).
- 13.02 The annual report shall include:
  - a) a summary of School Council activities;
  - b) an annual audited financial statement reporting for the fiscal year starting July 1<sup>st</sup> and ending June 30<sup>th</sup>, and
  - c) an audited copy of the Minutes of each meeting of School Council held during year.
- 13.03 The annual report is a public document and shall be made available August 15<sup>th</sup>, following the reported school year.

## **ARTICLE 14 - NOTICES**

- 14.01 Due notice shall be given for all School Council Meetings.
- 14.02 Notice may be given in the following ways:
  - a) the School Newsletter
  - b) School Council publications or notices;
  - c) The School Council bulletin board; and
  - d) Local publications.
- 14.03 Notice is deemed given once printed or posted.

## **ARTICLE 15 – AMENDMENTS**

- 15.01 As mandated in Section 15 of the Regulation ( Appendix 4). The Bylaws Continue in force from year to year unless they are amended at a Special Meeting of School Council called for that purpose.
- 15.02 The amendment does not come into force unless it is approved by a two thirds majority vote.
- 15.03 If the amendment is required merely to maintain conformity with the School Act or procedures and policies passed by RVSD, then the amendment shall be passed with a simple majority vote.
- 15.04 As mandated in Section 15 of the Regulation, only Parents of Students enrolled in the school may vote on amendments to the Bylaws.
- 15.05 Notice of a proposed Bylaw amendment must be given in writing at least eight days prior to the Special Meeting.
- 15.06 The notice shall include:
  - a) the proposed bylaw amendment;
  - b) relevant portions of the old bylaws; and
  - c) reason for proposed amendment.
- 15.07 Notice shall be given as per Article 14.

## **ARTICLE 16 –SUSPENSION and DISSOLUTION**

- 16.01 As set out in Section 14 of the Regulation (Appendix 4):
  - i)** If a quorum is not available for a meeting of a School Council and the meeting has been rescheduled on two or more occasions, the School Board may suspend the operation of School Council until the following year.
  - ii)** If the operation of School Council is suspended, the Principal may establish an advisory committee to carry out the duties of School Council until a new School Council is established.
  - iii)** A new School Council must be established not later than 60 days after the start of the next school year in accordance with Section 2 to Section 7 of the Regulation.
- 16.02 If the School Council decides to dissolve, it shall give 30 days notice in writing to the Principal and the School Board.
- 16.03 As stated in the School Act (Appendix 3), the Minister, on request of the Board, may dissolve a School Council without notice at any time if the Minister is of the opinion that the School Council is not carrying out its responsibilities in accordance with this Act and Regulation.



## **ARTICLE 17 – EFFECTIVE DATE**

17.01 These Bylaws or amendments to these Bylaws shall come into effect when approved by a majority of Parents who vote at a meeting called in part for the purpose of Bylaw approval.

These Bylaws are certified to be in force effective

\_\_\_\_\_ **DAY OF** \_\_\_\_\_ 20\_\_

**BANDED PEAK SCHOOL COUNCIL**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary







**Print Name**