

STANDARD BY-LAWS

NAME

1. The name of the School Council shall be the _____ School Council of _____.

MISSION

2. The mission of our School Council is to foster the well-being and effectiveness of our school community and to enhance student learning.

VISION

3. (These statements will be inserted as School Council develops them.)

OBJECTIVES

4. The objectives of the School Council, in keeping with the Education Act, and the School Councils 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 procedures; programs and directions; and budget allocations to meet student needs.
 - 4.2 To stimulate continuous improvement in meaningful involvement by all members of the school community.
 - 4.3 To facilitate collaboration among all the concerned participants of the school community.
 - 4.4 To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.
 - 4.5 To facilitate the development of a common vision for our school.
 - 4.6 To facilitate a formal performance evaluation of our School Council and to communicate the results of this evaluation to the Board and the school community.
 - 4.7 To keep the Board informed in cooperation with the Principal of the needs of the school.
 - 4.8 To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
 - 4.9 To support and coordinate appropriate fund raising activities in the school.
 - 4.10 To facilitate communication with all educational stakeholders and the community.

MEMBERSHIP

5. The membership of the School Council shall consist of the following:
 - 5.1 A minimum of five (5) members.
 - 5.2 Each School Council must consist of the following members:
 - 5.2.1 The Principal of the school;
 - 5.2.2 A teacher at the school, elected by the teachers at the school;
 - 5.2.3 If the school is a senior high school, at least one (1) student enrolled in the school, elected or appointed by the students enrolled in the school;
 - 5.2.4 Parents of students enrolled in the school, elected by parents who attend the establishment meeting;
 - 5.2.5 At least one (1) person appointed in accordance with subsection 5.3 or elected in accordance with subsection 5.4.
 - 5.3 The members of a School Council referred to in clauses 5.2.1, 5.2.2, 5.2.3, and 5.2.4 may establish the process to appoint one (1) or more persons who have an interest in the school as members of the School Council.
 - 5.4 Parents who attend the establishment meeting may elect as a member of the School Council at least one (1) person who is a parent of a child enrolled in an Early Childhood Services program at the school.

Option Town Hall Model

MEMBERSHIP

- 5(A) The membership of the School Council (at the Town Hall Meeting) shall consist of the following:
 - 5(A).1 The parents of students enrolled in _____ School;
 - 5(A).2 The Principal of the school;
 - 5(A).3 Teachers of the school;
 - 5(A).4 Members of the community.
- 5(B) For the purpose of voting at the general meeting the majority of voting members must be parents of students enrolled in the school.
- 5(C) The membership of the Executive Committee shall consist of the following:
 - 5(C).1 The Principal of the school;
 - 5(C).2 A teacher of the school elected by staff;
 - 5(C).3 Three (3) parents of students from the school elected by parents at a meeting called for this purpose;
 - 5(C).4 A community member selected by the School Council.

OFFICERS

6. The officers of the School Council shall consist of a Chair, a Vice-Chair, and a Secretary.
 - 6.1 Every member of the School Council is eligible to be elected as an officer of the School Council.
 - 6.2 The officers will be elected for a one (1) year term at the first regular meeting of the School Council in the school year.
 - 6.3 The terms of office shall run from Annual Meeting to Annual Meeting.

Option Town Hall Model

DUTIES OF THE OFFICERS

7. The following are the duties of the Chair, Vice-Chair and Secretary
 - 7.1 The Chair shall be responsible for:
 - 7.1.1 Planning the agenda for meetings.
 - 7.1.2 Facilitating the meetings.
 - 7.1.3 Acting as spokesperson for the School Council.
 - 7.1.4 Generally supervising the School Council.
 - 7.1.5 If the School Council chooses to join the Alberta School Councils' Association, the Chair shall serve as representative and attend area meetings.
 - 7.2 The Vice-Chair shall:
 - 7.2.1 Assist the Chair with duties as assigned, and
 - 7.2.2 In the absence of the Chair, assume the duties of the Chair.
 - 7.3 The Secretary shall be responsible for:
 - 7.3.1 Keeping accurate minutes and records of the meetings,
 - 7.3.2 Taking care of all correspondence and communication,
 - 7.3.3 Chairing the Communication Committee, and

- 7.3.4 Keeping an accurate list of names and addresses of the School Council members.

Option Town Hall Model

DUTIES OF THE OFFICERS

7(A) The Executive Committee will:

- 7(A).1 Prepare the agenda for the general meetings and circulate minutes of the same.
- 7(A).2 Carry out the day-to-day operation of the School Council.

VACANCIES

- 8. With the exception of the School Council position filled by the Principal, the School Council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or, in the case of new officers, are elected at the next annual school community general meeting.

COMMITTEES

- 9. A School Council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.
 - 9.1 Fundraising Association
 - 9.1.1 The Parents Fundraising Association is a body separate from the School Council.
 - 9.1.2 The School Council will ask the Parents Fundraising Association to raise any funds necessary to achieve School Council goals.
 - 9.2 Communications Committee
 - 9.2.1 This committee, chaired by the Secretary, is responsible for all communication by the School Council including notification of meetings and the School Council's newsletter.

MEETINGS

- 10. School Council meetings will be conducted as follows:
 - 10.1 The first meeting of the School Council shall be held within fourteen (14) days after the annual establishment meeting.
 - 10.2 The School Council shall meet at least seven (7) times during the school year.
 - 10.3 Regular meetings will be held on _____, or as deemed necessary by the Executive Committee.
 - 10.4 Meetings will take place at the school.
 - 10.5 Special meetings of the School Council may be called by the executive or at the written request of ten (10) parents of the school community.

- 10.6 The quorum for meetings of the School Council shall be set at _____ per cent of the membership.

VOTING PROCEDURES

11. Decisions at School Council meetings:

- 11.1 Will be made by consensus as much as possible.
- 11.2 Must be stated clearly and recorded as such in the minutes of the meeting.
- 11.3 If a vote is taken, the motion must be moved and seconded and pass by a fifty-one percent (51%) majority.

ANNUAL MEETING

12. The following procedures shall apply to the School Council annual meeting:

- 12.1 The annual meeting shall be held not later than thirty (30) days after the first instructional day of the school year.
- 12.2 The annual meeting shall be advertised throughout the school and the community at least twenty-one (21) days in advance.
- 12.3 Election for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election.
- 12.4 All parents of students attending the school are eligible to vote at the annual meeting.
- 12.5 The business of the annual meeting shall include:
- 12.5.1 The election of representatives;
 - 12.5.2 Any proposed By-Law amendments;
 - 12.5.3 Plans and budget for the upcoming year;
 - 12.5.4 Discussion of any major issue in which all parents are to have input such as:
 - 12.5.4.1. Changes to the vision or mission statement of the school;
 - 12.5.4.2. New student evaluation or discipline procedures; or
 - 12.5.4.3. Other major changes in the school program or focus.
 - 12.5.5 Any formal evaluation of the School Council.

AMENDMENTS TO THE BY-LAWS

13. The By-Laws:

- 13.1 Shall remain in force from year to year unless amended at the annual meeting.
- 13.2 May be amended by a two-thirds (2/3) majority at an annual meeting of the School Council.
- 13.3 When considered for amendment, the notice of the proposed By-Law amendments must be circulated with the notice of meeting at least twenty-one (21) days in

advance of the meeting.

CONFLICT RESOLUTION

14. In accordance with section 55 of the Education Act, the School Council will abide by the conflict resolution procedures outlined by the Division.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 55, 53, 52, 197, 222, 252 Education Act
Freedom of Information and Protection of Privacy
Personal Information Protection Act
School Councils Regulation AR113/2007