

Colonel Macleod School Council Bylaws

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The following Bylaws are in accordance with, and subordinate to, Alberta Regulation 124/95 of the School Act Section 17 and will remain in effect from year to year unless amended, revised or rescinded by the School Council at an Annual General Meeting or another meeting called for that purpose.

I. STATEMENT OF PHILOSOPHY

1. MISSION

To Support Student learning and to promote the well-being and effectiveness of the entire Colonel Macleod School community.

2. VISION

To support the school community in providing quality learning opportunities.

3. OBJECTIVES

The objectives of the Council, in keeping with The School Act and Regulations, are as follows:

1. To provide input to the school 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
2. To stimulate continuous improvement and meaningful involvement by all members of the school community
3. To facilitate collaboration among all the concerned participants of the school community.
4. To provide an annual report of our School Council achievements and to communicate this to the Board and school community.
5. To keep the Board informed, in cooperation with the Principal, of the needs of the school.
6. To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
7. To facilitate communication with all educational stakeholders and the school community.

II. DEFINITIONS

In these Bylaws, the following terms have the meanings as stated below:

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- a. "Act" means the Alberta School Act
- b. "Annual General Meeting" refers to the meeting held in May for the election of the School Council Executive
- c. "Board" means the Calgary Board of Education
- d. "Community Members" means the person who has interest in the school and is appointed as a School Council member
- e. "Consensus" means a decision of general agreement of opinion attained through discussion only, without the need for a formalized vote
- f. "Council Year" means the fiscal year of the School Council (September 1st to August 31 of the following year)
- g. "Educational Stakeholders" means students, teachers, parents, tax-payers, and governments
- h. "Executive" means the elected and appointed members who hold the positions of Chair, Co-Chair and Secretary
- i. "Ex officio" means a person, who by virtue of office, is a member of all School Council Committees
- j. "Members" means all parents/legal guardians of children attending Colonel Macleod School, the Principal or delegate, and the teacher representative(s) elected by the staff to attend the monthly meeting
- k. "Parents" means parents, guardians or legal custodians of students registered in the school
- l. "Principal" means the principal of the school as defined in the Act and the Regulations
- m. "Regulations" means the regulations under the Alberta School Act
- n. "Resolution" means a decision made by the School Council in one of the manners set out in these Bylaws
- o. "School" means Colonel Macleod School
- p. "School Year" means the calendar (traditional or modified) adopted by the school for the current year
- q. "School Community" means all persons who have an interest in the school
- r. "School Council" means the members as defined above
- s. "School Council Executive" means the Executive as defined above
- t. "Statement of Philosophy" means the statement adopted by the School Council and includes a mission, vision and objectives
- u. "Students" means the children enrolled in the school
- v. "Teacher Member" means the teacher selected by the staff to represent the staff at the School Council meetings
- w. "Teachers" means those persons who are employed to teach students at the school

III. MEMBERS

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1. The School Council Executive shall consist of the following members:

a. Chair	Elected by School Council
b. Vice-Chair	Elected by School Council
c. Secretary	Elected by School Council

2. Term:

An Executive Member's term shall run for one (1) annual cycle of the School Council (June 1st – May. 31st) commencing upon election or appointment and continue until a successor is elected or approved. Executive Members willing to serve more than one term must be re-elected or re-appointed. Executive members who no longer have a child registered in the school may continue their position until the next election if the motion to do so is passed by the Executive.

3. Vacancies:

The Executive may recruit and appoint qualified persons to fill vacancies until such vacancies can be filled by election at the next Annual General Meeting, with the exception of the positions filled by the Principal and Teacher Representative. Where more than one volunteer seeks a vacated position, a secret ballot vote shall be held.

4. Withdrawal:

An Executive Member may withdraw by written notice to the Chair and the Principal, if the withdrawing Executive Member is the Chair, by written notice to the Vice-Chair and Principal.

5. Removal:

The School Council Executive may by Special Resolution remove any Executive Member, providing that the Executive Member has been notified in writing twenty-one (21) days in advance and is afforded the opportunity to be heard at the Meeting.

6. Restriction on Membership of the School Council Executive

Calgary Board of Education employees must not form a majority of the School Council Executive

Calgary Board of Education employees must not be signing officers of the School Council in the school in which they work unless they have received approval in advance of the Area II Director

7. Responsibilities of School Council Executive:

1. Chair

- Oversee all School Council activities, ensuring that all business adheres to School Council Bylaws
- Prepare an agenda for all Meetings in conjunction with the Principal
- Chair all meetings of the School Council

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- Act as spokesperson for the School Council after consultation with School Council Executive Members
- Serve as a Member of all Committees, ex-officio
- Submit monthly reports to the School Newsletter as necessary, including sufficient notice of all scheduled meetings
- Submit an Annual Report (including a summary of the School Council activities and a copy of the minutes of each Meeting of the School Council) to the school principal and the Area Director by September 30 of each year
- Ensure the school is represented at system and Area II School Council Meetings

B. Vice-Chair

- Assists the Chair with all duties
- In the absence of, or by request of the Chair, assumes the duties of the Chair

C. Secretary

- Record accurately the minutes of all Regular, Special and Executive Meetings of the School Council including, but not limited to, motions, resolutions, correspondence and an attendance roll
- Provide copies of minutes to all Executive Members and any concerned participant of the School Council who requests them
- Maintain and have available at Meetings, copies of all previous minutes back as far as the beginning of the previous school year
- Ensure a copy of the prior meeting's minutes is made available to all Council members prior to the next scheduled meeting.

8. Responsibilities of School Community Representatives:

A. Principal

- Attend School Council Meetings for the purposes of consultation and consideration of input and to provide information and direction on School Board Policy
- Support Executive Members of the School Council in their efforts to fulfill their responsibilities
- Assist the Chair with the preparation of meeting agendas.
- Arrange each school year, a process for selecting a Teacher Representative

B. Teacher Representative

- Report issues of concern and the general views of the Teachers to the School Council at School Council Meetings
- Report the activities of the School Council to the Teachers as needed

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IV. COMMITTEES

The School Council Executive may appoint Committees as required, consisting of Members with either delegated or advisory responsibilities. Each Committee Chair shall report at School Council Meetings as needed.

V. MEETINGS

All meetings will be held at Colonel Macleod School. In the event it is deemed necessary and at the discretion of the Principal, meetings may be held remotely.

1. Annual General Meeting:

- A. An Annual General Meeting shall be held in the month of May each year. The election of the new School Council Executive will take place at this meeting. If required, another General Meeting may be held no later than the third week of June.
- B. The School Council Executive will advertise twenty-one (21) days in advance, the meeting date, time, location, as well as election details including: positions to be filled, nominating procedures and eligibility criteria.
- C. All members of the School Community are eligible to attend.
- D. School Council Executive positions shall be held by parents with students in this school only (except when a family has moved out of the community part way through the term as specified under Members: Term.)
- E. Voting rights are established as one vote per member and the member must be in attendance to vote. The School Council Chair must cast the deciding vote in the event of a tied vote.
- F. A quorum for the Annual General Meeting will consist of the School Principal as well as a minimum of three (3) parents, which must include one (1) of the Executive.
- G. The business of the Annual General Meeting shall include:
 - Recommendations regarding Bylaw amendments
 - Receipt of any formal evaluation conducted of the School or the School Council
 - Important business which may arise subject to School Council Objectives is to be shared by the outgoing School Council Executive. This business is to be put on the first agenda of the new Executive.
 - The election and appointment of the School Council Executive.
- H. Election Procedures:
 - The Chair shall receive nominations from the floor or in writing from those not in attendance
 - Nominees shall be present at the meeting or provide, to the Chair or Principal, advance written acceptance of the nomination

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- No person shall, at the same time, hold more than one of the School Council Executive positions
- Where only one nomination is received for a position, the nominee shall be considered elected by acclamation
- Where more than one volunteer seeks an elected position, that position shall be decided by a ballot vote.

2. Regular Meetings:

- A. Dates and times shall be published in the School Newsletter each month, providing a reasonable amount of advance notice
- B. All participants of the School Community are eligible to attend
- C. All Members of the School Council are eligible to vote
- D. Meetings shall be held a minimum of five (5) times during the School year, according to a schedule agreed upon by the School Council Executive
- E. A quorum will be attained when the majority of the voting members present at a meeting are parents of students enrolled at Colonel Macleod School.
- F. In the absence of the Chair and Vice Chair, the Past Chair will convene the meeting, and in his/her absence, a Member may be selected by the Executive to act as Chair
- G. In the absence of the Secretary, the Chair may appoint another person to act in his/her place
- H. If a regular meeting is opened immediately after the AGM, it is presided over by the past executive. The newly elected executive will preside over their first meeting the following month.

3. Executive Meetings:

- A. May be attended by School Council Executive Members only
- B. Shall be called by the Chair or at the request of any Executive Member
- C. A quorum shall consist of three of the Executive Members, and must include the Chair or Vice-Chair.
- D. Any consensus reached or decision made by the Executive must be presented as a Motion or Resolution to be approved by Members at a Regular or Special Meeting
- E. Where a question requiring a vote arises, each Member (except the Chairperson) shall have one vote, and, in the event of a tie, the Chairperson shall cast the deciding vote

4. Special Meetings:

- A. A Special Meeting shall be called, upon written request of at least ten (10) Members at the discretion of the Executive
- B. A notice of the Meeting date, time and purpose shall be published and distributed to the School Community ten (10) days in advance

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- C. A quorum shall consist of a majority of the Executive including either the Chair or Vice Chair, Principal or Delegate, and an additional ten (10) Members
- D. This meeting may be attended by all participants of the School Community
- E. Members only, are eligible to vote
- F. No other business shall be dealt with at the Meeting

VI. ANNUAL REPORT

The School Council Executive, through the Chairperson, must prepare and provide the Principal an annual report of the previous school year no later than September 30th. The following must be included:

- A summary of the School Council activities
- Copies of the minutes of all meetings

The School Council Executive must make the report available to all concerned members of the school community.

VII. OPERATIONS:

All items such as: budget proposals, major planning decisions and important Resolutions should be discussed by the Executive prior to regular meetings. Executive Members should reach consensus on items before business is taken to the Members for approval at Regular Meetings.

- A. A notice providing election details shall be published throughout the School Community twenty-one (21) days prior to the Annual General Meeting (sec. V Annual General Meeting)
- B. The School Council Executive shall publish and distribute a schedule of Regular Meetings for the ensuing school term to the School Community via School and Community newsletters
- C. Each Committee shall meet early in the school year to develop plans for the ensuing term (Section IV Committees)
- D. Minutes of all Meetings shall be made available to any concerned participant of the School Community who requests them, and a copy shall be emailed to members prior to the next meeting.
- E. An Annual report including a summary of School Council activities and a copy of the minutes of each Meeting of the School Council shall be submitted to the school principal and CLC Director by September 30 of each year, and made available to all concerned members of the School Council
- F. Decisions at the School Council meetings will be made by consensus as much as possible and the resulting resolutions must be clearly stated and recorded in the minutes of the meeting

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- G. If a vote is taken, the motion must be moved and seconded and passed by a 50% plus 1 majority. The Chairperson votes only to break a tie.
- H. Minutes of the School Council meetings must be kept on file for up to seven (7) years
- I. All executive members of the School Council will be given a copy of the School Council Bylaws
- J. All correspondence being sent out on behalf of the School Council must have prior approval of the Principal

VIII. CONDUCT AND ETHICS:

- 1. Each Member shall be guided by the Statement of Philosophy of this School Council.
- 2. Each Member shall endeavor to be familiar with School policies and operating practices and act in accordance with them.
- 3. Each Member shall practice the highest personal standards of honesty, accuracy, integrity and truth.
- 4. Each Member shall preserve the integrity of, and promote common respect toward other participants of the School Community.
- 5. Each Member shall promote a positive atmosphere where individual contributions are encouraged and valued.
- 6. Each Member shall employ democratic principles which support group decision making
- 7. Each Member shall consider the best interests of All Students.
- 8. Each Member shall respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council.
- 9. Each Member shall limit discussions at School Council Meetings to matters that concern the School Community as a whole.
- 10. Each Member shall use the appropriate communication channels when questions or concerns arise.
- 11. Each Member shall accept accountability for, and abide by decisions made by the School Council.
- 12. Each Member shall declare any conflict of interest.

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13. Each Member shall accept no payment for School Council activities.

IX. GENERAL

1. CONFLICT RESOLUTION PROCEDURES

In accordance with the s.17 (7.1) School Act, 1995, the School Council will abide by the conflict resolution procedures outlined by the local school board

2. AMENDMENTS TO THE SCHOOL COUNCIL BYLAWS

Notice that proposed amendments to the School Council Bylaws are available from the school office upon parent request, will be included in the notice of the Annual General Meeting (21 days prior to the meeting.)