

Sir Winston Churchill School Council Bylaws

1) DEFINITIONS

In these bylaws, the following terms mean:

- a) "Act" means the Education Act as provided through Alberta Provincial Legislation;
- b) "Annual General Meeting (AGM)" means the meeting held in accordance with section 10 of these bylaws;
- c) "Board of Directors" means the executive members plus the directors at large, elected or appointed each fiscal year, as listed in section 7 of these bylaws;
- d) "Community members" are persons other than parents (as defined in 1(j)) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the students and the school;
- e) "Council" means the school council for Sir Winston Churchill School (SWCSC);
- f) "Executive Meeting" means a meeting of the executive members;
- g) "Executive Members" mean the officers who have been elected or appointed to executives positions, as listed in section 7 of these bylaws;
- h) "Fiscal Year" means the period from September 1 of a year to August 31 of the following year;
- i) "General Meeting" means a meeting open to all members of the School Council;
- j) "Members" means all the parents, the principal, teacher representative, student representatives and school community members, in the current school/fiscal year.
- k) "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the School;
- l) "School" means Sir Winston Churchill School (SWC);
- m) "School Community" means all persons who are parents, staff, students and residents of the SWC catchment area;
- n) "School Board" means the Calgary Board of Education (CBE);
- o) "School Year" means the period from September 1 of a year to August 31 of the following year, or as defined by the Calgary Board of Education;
- p) "Student Members" means those students of SWC elected as members under section 8 of these bylaws;
- q) "Teacher Members" means those teachers of SWC elected as members under section 8 of these bylaws.

2) AUTHORITY

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation (*Education Act, Section 55*), hereinafter referred to as "legislation."

3) MISSION STATEMENT/PHILOSOPHY

3.01) Mission

The mission of the Council is to contribute to the informed and educated voice of parents to the shared leadership of Sir Winston Churchill School for the enhancement of student learning.

3.02) Vision

The Council will be a collaborative forum where all concerned participants at SWC may share in the responsibility for contributing to a positive learning environment. We will facilitate the timely exchange of information, ideas, issues and concerns among key educational participants. Our membership will strive to represent the student diversity and actively provide support to parents, students and staff through meaningful participation in the life of the school.

4) OBJECTIVES

The objectives of the School Council, in keeping with the legislation, are to:

- a) Represent the parent perspective by providing advice to and consulting with the Principal and the School Board on matters relating to the school such as: the school philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;

Sir Winston Churchill School Council Bylaws

- b) Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the school community;
- c) Support special events that will support and enhance student learning, encourage participation and promote the well-being of the school community;
- d) Share information with parents and the community and facilitate communications with all educational stakeholders;
- e) Adhere to School Council's Code of Ethics (section 16);
- f) Consult with other School Councils and provincial organizations;
- g) Support an approach to education in which decisions are made collaboratively;
- h) Advise School Boards, Alberta Education or other provincial organizations on broader educational issues;

5) GOVERNANCE, MEMBERSHIP and DECISION MAKING

5.01) The membership of the School Council shall consist of:

- a) All parents and guardians;
- b) The Principal of the school;
- c) One teacher and/or staff of the school, elected or appointed by the teachers;
- d) One student appointed or elected by the students;
- e) Up to one community member;
- f) The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration, staff, students and/or community representatives;

5.02) Decisions at School Council meetings will be made by consensus as much as possible.

- a) A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting;
- b) If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of School Council voting members present at the meeting at which the vote was taken;
- c) Any budgets, non-budgeted expenditures or investments require a vote by School Council;
- d) Any School Council expenses up to \$400 can be authorized by the executive; this shall not happen more than three times per school year.
- e) Each member of the school council present at a meeting is entitled to one vote.
- f) There will be no voting by proxy.

6) QUORUM

- a) Quorum for any general, special or annual general meeting is 9 members with a minimum of 6 of those members being parents/guardian and a majority of Executive Members.
- b) Quorum for any executive meeting shall be a majority of Executive Members;
- c) In the absence of a quorum:
 - (i) If the parents and School Council executive present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues;
 - (a) No motions shall be considered or approved;
 - (b) No decisions by consensus shall be reached.

7) EXECUTIVE, BOARD OF DIRECTORS and TERMS OF OFFICE

The positions of the Executive shall consist of: **President, Vice-President, Secretary, Treasurer**. The Board of Directors consists of the executive plus the directors at large. All Board of Director positions must be filled by parents and no person may hold more than one office at a time;

- a) Every parent is eligible to be elected to the board of directors on the School Council;
- b) The terms of office are the same as the fiscal year;
- c) Any elected member may serve **4** consecutive terms in the same position;

Sir Winston Churchill School Council Bylaws

- d) The Board of Directors of the School Council will be elected by parents attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting members present at a subsequent School Council meeting;
- e) Any Director may resign his/her position by providing written notice to the President and Principal;
- f) Any Director may be removed from the Board of Directors at any time with cause by a majority vote of the Board whenever, in its judgment, the best interest of the School Council will be served;
- g) Unless authorized at any meeting and after notice for same shall have been given, no member of School Council shall receive any remuneration for his/her services.
- h) The Executive will carry out the day-to-day operation of the School Council.

8) NON-VOTING MEMBERS

Non-voting members of the School Council shall consist of: Principal, Teacher Representative, Student Representative and Community Member

- a) The terms of office are the same as the fiscal year;
- b) The Teacher and Student Representatives are selected by their peers.

9) DUTIES OF THE BOARD OF DIRECTORS

9.01) President

It is expected that the School Council President will be a parent of a student enrolled in the school. Unless otherwise delegated, the President of the School Council will:

- a) Chair all meetings of the School Council;
- b) Coordinate with the Principal to co-create meeting agendas;
- c) Communicate with the Principal on a regular basis;
- d) Decide all matters relating to Rules of Order at the meetings;
- e) Ensure that School Bylaws are current and followed;
- f) Be the official spokesperson of the School Council;
- g) Ensure that there is regular communication with the whole school community;
- h) Be an ex-officio member of all committees;
- i) Review any communication to the school community prior to distribution and include the Principal in same;
- j) Stay informed about School Board policy that impacts School Council;
- k) Have signing authority, if required, on any financial accounts together with the Treasurer and/or the Vice-President;
- l) Comply with the Education Act by providing the School Board with an annual report that summarizes the School Council's activities for the previous school year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30 each year;
- m) Have general responsibility for all activities of the School Council.

9.02) Vice-President

Unless otherwise delegated, the Vice-President of the School Council will:

- a) In the event of resignation, incapacity or leave of absence of the President, fulfill the President's responsibilities (while remaining in the Vice-President position);
- b) In the absence of the President, supervise the affairs and preside at any meetings of the School Council;
- c) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- d) Promote teamwork and assist the President in the smooth running of the meetings;
- e) Keep informed of relevant School and School Board policies;
- f) Prepare to assume the position of President in the future;
- g) Have signing authority, if required, on any financial accounts together with the Chair and the Treasurer;
- h) Assist the President and undertake tasks assigned by the President.

Sir Winston Churchill School Council Bylaws

9.03) Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- a) Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- b) Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the school, for a period of 7 years;
- c) Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- d) Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events.
- e) In the absence of the Secretary, the School Council shall choose a recording Secretary for the meeting.

9.04) Treasurer

Unless otherwise delegated, the Treasurer of the School Council will:

- a) Keep accurate records of all financial transactions;
- b) Ensure that records are available upon request of the School Board, public or school community;
- c) Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- d) Have signing authority on any financial accounts together with the President and/or Vice-President;
- e) Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report.

9.05) Director at Large

In any given year, there will be up to 3 directors at large. These positions include the following roles:

a) Key Communicator

Unless otherwise delegated, the Key Communicator will:

- (i) Attend Council of School Council meetings (hosted by the trustees of the Calgary Board of Education) or other similar meetings;
- (ii) Serve as a liaison between the School Council and Council of School Councils.
- (iii) Communicate information of interest to the School Council and the school community from these meetings;
- (iv) Receive the Key Communique newsletter from the Calgary Board of Education;
- (v) Attend School Council meetings;

b) Advisory Role (Past President)

- (i) If there is an immediate past president, they will serve as a director at large in an advisory capacity;
- (ii) Act in the absence of both the President and Vice President.

10) VACANCIES

With the exception of the School Council positions filled by the Principal, teacher and student representatives, any vacancy of the School Council will be advertised to the parent community. Elections or appointments for a vacant position will be held at subsequent meetings of the School Council until the vacancy is filled.

11) MEETINGS

- a) School Council meetings may be held in-person or using a virtual or online platform suitable for conducting School Council business, or a combination of the two. The executive, in collaboration with the principal, will determine the format of the meetings. Virtual meetings may include electronic voting which will be determined by the executive (e.g., "raise hand" feature, chat window, microphone, ballots via private messaging).

Sir Winston Churchill School Council Bylaws

- b) Annual General Meeting
 - (i) Where the School Council has not been operational the year prior, an establishment meeting will be held in accordance with legislation; otherwise, an Annual General Meeting of the School Council will take place once each school year;
 - (ii) The Annual General Meeting of the School Council will be held in the month of September. The meeting will be advertised to the school community no less than 2 weeks beforehand and will state the business to take place at the Annual General Meeting;
 - (iii) All parents are eligible to stand for election;
 - (iv) All parents are eligible to vote at the Annual General Meeting;
 - (v) The business of the Annual General Meeting shall include:
 - (a) The election of the board of directors;
 - (b) Presentation of the financial statement of the previous year;
 - (c) And may also include plans for the upcoming year;
- c) Regular Meetings
 - (i) A minimum of six regular School Council meetings will be held per school year or as called by the Executive.
 - (ii) A schedule of regular meetings will be decided at the Annual General Meeting. The location of these meetings (in person at the school, virtually, or hybrid) will be advertised with the notice of the regular meeting. The meeting schedule will be posted on the school website.
- d) Executive Meetings
 - (i) Executive meetings can be held as needed in a location that suits the needs of the executive (including virtually).

12) MEETING AGENDAS

The President will work in partnership with the Principal to co-create the agendas for all meetings. Agenda item requests must be made through the President, who will consult with the Executive and Principal as to the appropriateness of the item requested.

13) COMMITTEES

The School Council may appoint committees that consist of School Council members and/or school community members. Committees meet outside of School Council meetings to complete their assigned tasks as per the direction of the School Council and present a report of their activities at School Council meetings.

14) POLICIES

The School Council may make and implement policies that it considers necessary to carry out its functions.

- a) The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term;
- b) Topics on which School Council may wish to develop guiding policies include, but are not limited to: elections, communication (internal and external), record keeping, fundraising, privacy, location of meetings, new member orientation, and social media.

15) SCHOOL COUNCIL FUNDS AND FUNDRAISING

The School Council may raise funds that do not require incorporation to obtain (i.e., not casinos, bingos, raffles).

- a) The School Council will, where possible, encourage the Parents Association to do the majority of the fundraising for the school, the School Council and the school community;
- b) Should the School Council choose to fundraise, funds must be tracked and recorded by the Treasurer, and kept separate from the Parent Association restricted fund, and reported in the School Council Annual Report.

Sir Winston Churchill School Council Bylaws

- c) Funds will normally be disbursed by cheque. Cheques will require the signature of the treasurer plus one of the other two executive signatories (president or vice president).

16) CODE OF ETHICS

All School Council Members shall:

- a) Abide by the legislation that governs them;
- b) Be guided by the mission statements of the school and School Council;
- c) Endeavour to be familiar with the school's policies and operating practices and act in accordance with them;
- d) Practice the highest standards of honesty, accuracy, integrity and truth;
- e) Recognize and respect the personal integrity of each member of the school community;
- f) Declare any conflict of interest;
- g) Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- h) Apply democratic principles;
- i) Consider the best interests of all students;
- j) Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council;
- k) Not disclose confidential information;
- l) Limit discussions at School Council meetings to matters of concern to the school community as a whole;
- m) Use the appropriate communication channels when questions or concerns arise;
- n) Promote high standards of ethical practice within the school community;
- o) Accept accountability for decisions;
- p) Not accept payment for School Council activities.

17) PRIVACY

The School Council shall adhere to the Personal Information Protection Act (PIPA) and shall not use or share personal information for purposes other than those of School Council business.

18) DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the School Council until the next school year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the School Council within forty (40) school days after the start of the next school year.

19) REVIEWS and AMENDMENTS

The School Council may make any changes to these bylaws deemed necessary to carry out its functions. The bylaws will be reviewed for their relevance and effectiveness annually by the School Council Executive or by a committee established expressly for that purpose

- a) The bylaws of the School Council may be amended by a majority vote of the voting members present at any scheduled meeting of the School Council;
- b) Notice of proposed amendments to the bylaws will be provided to the school community no less than one week before a meeting.

Sir Winston Churchill School Council Bylaws

These Bylaws have been accepted by a majority of the members entitled to vote at a general meeting of the School Council.

Date

President's Name

President's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature