

sample – school council bylaws/operating procedures

NAME

1. The name of the school council shall be ABC School Council.

MISSION

2. To foster the well-being and effectiveness of our school community and to enhance student learning

GOALS

3. The goals of the school council, in keeping with the *School Act* and the *School Councils Regulation*, are to:
 - a. provide advice (i.e., input) to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs
 - b. stimulate continuous improvement through meaningful involvement by all members of the school community
 - c. facilitate collaboration among concerned participants of the school community
 - d. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning

GOVERNANCE – (Select one model only)

Representative Model

4. (1) The membership of the school council shall consist of:
 - a. (x) number of parents of students enrolled in ABC School (one of the parents shall be a parent of a child in the kindergarten program), elected by parents at the annual general meeting
 - b. the parents elected represent all of the school community
 - c. the principal of ABC School
 - d. one or more teachers from ABC School, appointed or elected by the teachers at ABC school
 - e. a community member, selected by the council (optional)

Town Hall Model

- 4.(2) The membership of the school council shall consist of:
 - a. the parents of students enrolled in ABC school
 - b. the principal of ABC School
 - c. employees of ABC School

MEMBERSHIP – (Select one model only)

Representative Governance Model

5. (1) The positions of the executive committee shall consist of:
 - a. a chairperson, vice chairperson, secretary and treasurer (if required)
 - b. all executive positions must be filled by parents of students enrolled at ABC School
 - c. every member of the school council and/or parent of a student enrolled at ABC School are eligible to be elected to an executive position on the school council
 - d. the terms of office are from the annual general meeting one year to the next annual general meeting the following year
 - e. the executive of the school council can be elected by parents of students enrolled at ABC School attending the annual general meeting or at the first school council meeting by school council members

Town Hall Governance Model

5. (2) a. The executive committee will prepare the agenda for the general meetings and circulate minutes of the same.
- b. The executive committee will carry out the day-to-day operation of the school council.

DECISION MAKING

6. a. Decisions at school council meetings will be made by consensus as much as possible. The 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, and seconded and passed by the majority of school council members.

QUORUM

7. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in ABC School.

DUTIES OF THE EXECUTIVE

8. (a) The Chair

- The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Board of Trustees' Council of School Councils representative. The chair ensures the school board receives an annual report from school council.

(b) The Vice-Chair

- The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of the school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility in consultation with the school council, for communicating with the fundraising society.

(c) The Secretary

- The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications. The secretary keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all material relating to the ABC School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in ABC School.

(d) The Treasurer (if required)

- The treasurer keeps financial transactions of the school council, reports to the school council and complies with the school council and the Calgary Board of Education policies.

VACANCIES

9. With the exception of the school council position filled by the principal, the school council may appoint school council members and/or community members to fill vacancies until the election at the next annual general meeting.

COMMITTEES

A school council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.

MEETINGS

10.
 - a. The first meeting of the school council is held within XX school days after the annual general meeting
 - b. The school council will meet a minimum of seven times during the school year.
 - c. Regular meetings will be determined by the school council members attending the first meeting and/or the executive of the school council.
 - d. Meetings will take place at the school unless indicated with a 20 school day notice to change the location.
 - e. Special meetings of the school council may be called by the executive or at the written request of (x) number of parents of students enrolled at ABC School.

ANNUAL GENERAL MEETING (AGM)

11.
 - a. The annual general meeting of the school council will be held within 20 days after the start of the school year or at an appropriate time during the school year determined by the school council.
 - b. The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date
 - c. Election of school council members and/or executive positions will take place at the AGM
 - d. All parents of students attending ABC School are eligible for election.
 - e. All parents of students attending the ABC School are eligible to vote at the AGM.
 - f. The business of the AGM shall include:
 - election of school council members and/or executive members
 - proposed bylaws/operating procedures amendments
 - motion to accept a financial statement of the previous year
 - plans and budget for the upcoming year
 - discussion of any major issues in which parents should have input, such as:
 - changes to the vision or mission statement of the school
 - major changes in the school program or focus
 - formal evaluation of the school council.

ANNUAL REPORT

12.
 - a. In accordance with the *School Councils Regulation*, the school council, through the chair, prepares and provides the school board with an annual report submitted by June 15, 20XX that includes:
 - a summary of the school council's activities of the year
 - a financial statement
 - a copy of the minutes of each meeting
 - b. The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

13.
 - a. The bylaws remain in force from year to year, unless amended at the AGM.
 - b. The bylaws of the school council may be amended by a majority vote of the school council at an AGM
 - c. Notice of proposed bylaw amendments must be circulated with the notice of the AGM.