

COLONEL IRVINE SCHOOL COUNCIL OPERATIONAL GUIDELINES AND BYLAWS

**ESTABLISHED: November 2010
REVISED: May 2013, February 2014**

CALGARY BOARD OF EDUCATION

“Colonel Irvine strives to be a community of learners, where respect for diversity encourages individuals to assume responsibility for their growth and development in a safe and secure environment.”

CERTIFICATE OF ESTABLISHMENT

SCHOOL: Colonel Irvine School

ESTABLISHMENT DATE: November 2010

NAME OF SCHOOL COUNCIL: Colonel Irvine School Council or School Council

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

1. a Chair and Recording Secretary were selected;
2. seven (7) or more parents were in attendance and a majority of parents voting:
 - (a) decided upon the size of our School Council which is attached as Schedule "A";
 - (b) decided upon an annual term of office for each Member of our School Council;
and
 - (c) elected parents of students enrolled in our school to become Officers of our School Council.

DATED as of the Establishment Date, November 2010, and certified to be true and correct by our signatures.

Principal
Jeff Hall

Chairperson
Lisa Lucente

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All school councils in Alberta are encouraged to create bylaws to assist them in functioning effectively and resources are available to assist in this process. The Alberta School Councils' Association provides the Alberta School Council Resource Manual and the Calgary Board of Education (CBE) provides both the Administrative Regulation No. 5001 and the Comprehensive School Council Handbook. These documents are revised annually and can be referred to for more detail about school council bylaws.

Alberta School Council Resource Manual - <http://www.education.alberta.ca/media/464094/scm.pdf>

CBE Administrative Regulation No. 5001 - <http://www.cbe.ab.ca/policies/policies/AR5001.pdf>

CBE Comprehensive School Council Handbook - http://www.cbe.ab.ca/parents/pdfs/school_council_handbook_comprehensive.pdf

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BYLAWS OF THE COLONEL IRVINE SCHOOL COUNCIL

STATEMENT OF PHILOSOPHY

A. OUR MISSION

The mission of our School Council is to foster the well-being and effectiveness of all our School Community and thereby enhance student learning.

B. OUR VISION

Our School Council will facilitate communication within our School Community so that we may work together to create an effective learning environment so that our students can achieve their full potential. Our School Council will strive to uphold our guiding principles when making decisions and providing advice, with respect to our School.

1.0 Name

The name of the school council shall be the Colonel Irvine School Council. It may also be referred to as the 'School Council'.

2.0 Conformance

- (a) In addition to operating under these bylaws and their amendments, the School Council shall operate in conformance with the *Provincial School Act* and Regulations and Calgary Board of Education (CBE) policies.
- (b) These bylaws shall be interpreted generously when the activities of the School Council are carried out in good faith.

3.0 Purpose

The purpose of the School Council is:

- (a) To provide interested individuals in the community that Colonel Irvine serves with the opportunity for involvement and representation in the school;
- (b) To promote friendly, respectful communication and cooperation between interested individuals in the community that Colonel Irvine serves.
- (c) To contribute through its activities, to enhance the quality of education for all students at the school.

4.0 Guiding Principles

The School Council shall operate in support of the following guiding principles:

- (a) The welfare and education of every student in the school is valued.
- (b) Information that is of a personal or confidential nature is respected.
- (c) The opinion and advice of all individuals is valued and respected.
- (d) The authority and responsibilities of parents/legal guardians and school staff are acknowledged and respected.

5.0 Activities

The activities and efforts of the School Council may include, but are not restricted to:

- (a) Providing regular meetings for members to gather, discuss issues, share information and conduct School Council business.
- (b) Recruiting and coordinating volunteers for school activities and special events.
- (c) Providing advice to the Principal when considered appropriate by the School Council.
- (d) Establishing committees as required in carrying out School Council activities.

6.0 School Council Membership

6.1 School Council membership will consist of the following:

- (a) Parents/legal guardians of a student enrolled in Colonel Irvine School
- (b) Principal and school staff
- (c) Community member with an interest in furthering the objectives of the School Council

6.2 Rights and Privileges

School Council members are entitled to the following rights and privileges:

- (a) Attend all School Council meetings
- (b) Vote on motions raised at meetings that they attend.
- (c) Have access to the agenda and minutes of any meeting of the current and previous school year
- (d) Request that an item be added to the agenda of any meeting by following the procedures in these bylaws
- (e) Stand for an executive position pursuant to these bylaws
- (f) Serve on committees or assist in the activities of the School Council

(g) Give sufficient notice of an intended motion to be put forth for discussion at a meeting.

7.0 School Council Executive and Directors

7.1 Duties and Responsibilities

Duties and Responsibilities of the School Council executive are as follows. The Executive shall be any of the following four positions with reasonable effort being made to have equal representation from all three programs:

- i) **Chairperson/President**
The Chairperson/President shall:
 - Preside when present at and participate in all meetings of the School Council;
 - Have a general supervision of all activities of the School Council;
 - Be the official spokesperson of the School Council

- ii) **Vice Chairperson/Vice President**
The Vice Chairperson/Vice President shall:
 - Aid the Chair and undertake tasks assigned by the Chair;
 - In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
 - In the event of resignation, incapacity, or leave of absence of the Chair, fulfill the Chair's responsibilities

- iii) **Secretary**
The Secretary shall:
 - Record accurate minutes of all School Council meetings;
 - Have charge of all the correspondence and official records of the School Council;
 - Maintain a dated record of all the Members of the School Council and their contact information;
 - Post notices of School Council meetings and minutes

- iv) **Treasurer**
The Treasurer shall:
 - Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union, or treasury branch as directed by the School Council
 - Properly account for funds of the School Council and keep such books as may be directed;
 - Present a full, detailed account of receipts and disbursements to the School Council whenever requested and prepare the financial statement for the annual report.

DIRECTORS Positions can be appointed as the School Council sees fit. Examples might include volunteer coordinator or fundraising coordinator.

7.2 Eligibility

- (a) All School Council members are eligible and encouraged to stand for an executive position.
- (b) The majority of the executive positions shall be filled by parent/legal guardian members.
- (c) Each executive position will normally be filled by a different member.

7.3 Election Meeting

- a) Nominations and elections for executive positions shall occur at an election meeting held once a year.
- b) Fourteen (14) days notice of the election meeting will be provided to School Council members.
- c) Candidates willing to stand for a position will be nominated by members at a meeting.
- d) Uncontested positions will be filled after a majority vote to acclaim the candidate to the position.
- e) Any contested positions will be filled by the candidates who receive the most votes.
- f) Closed ballots may be requested to vote on any contested position.
- g) Vacancies occurring between election meetings may be filled by majority approval of the Executive.

7.4 Term

- (a) The term of all executive positions shall be one (1) year based on the school calendar.
- (b) All executive members may stand for re-election or re-appointment to any executive position.

8. School Council Committees

- (a) The School Council may appoint committees consisting of members and others from the school community with either delegated powers or advisory responsibilities.
- (b) Committees will keep the School Council informed of their activities and decisions.
- (c) Committees will bring requests for funds or other financial commitments to School Council meetings for approval.

9.0 School Council Meetings

9.1 Time and Notice

- (a) School Council meetings will normally be held once a month during the school year or as agreed upon.
- (b) Meetings will be held at the school and will not begin before 6:00 pm.
- (c) A motion passed by a majority of members present will be required to extend a meeting beyond 9:00 pm.
- (d) Prior notice of meetings will be provided to members.

9.2 Attendance

- (a) Executive members are expected to attend each meeting or notify the Chair when they are unable to attend.
- (b) All members are encouraged to attend meetings.

9.3 Quorum

Fifty (50) percent or more of the executive members, including the Chairperson or their designate, must be present for a School Council meeting to proceed. Of the fifty (50) percent, a majority must be parents/guardians. Quorum shall be established with all the people in attendance 15 minutes after the meeting commences.

9.4 Agenda

- (a) The Chairperson in conjunction with the principal will prepare an agenda prior to the meeting and will have copies available at the meeting.
- (b) Any member may request that an item(s) be added to the agenda prior to its approval.
- (c) The agenda must be presented and approved before a meeting can proceed.

9.5 Decisions and Voting

- (a) The Chairperson shall ensure that proposed School Council activities and expenditures are decided by a vote of the members present at a meeting.
- (b) All motions will be brought to the floor and seconded, after which discussion of the motion will precede a vote.
- (c) A motion is passed if it is approved by greater than fifty (50) percent of the voting members present at the meeting.
- (d) All members present at a meeting are eligible to vote on motions unless a conflict of interest is involved. Any member is free to abstain from a vote. The majority of voting members will be parents/guardians.

10.0 School Council Funds

- (a) All funds raised or received through the activities of the School Council or its committees belong to the School Council and shall be turned over to the Treasurer on a timely basis.
- (b) Funds, materials or equipment shall be disbursed when approved by a vote of the members present at a meeting.
- (c) Funds will normally be disbursed by cheque. Cheques will require any two (2) of three signatures with signing authority.
- (d) School Council is to set a discretionary amount or spending limit at the September meeting every year.
- (e) All funds, materials, or equipment provided to the school by the School Council shall become the property of the school.

11.0 Amendments to Bylaws

- (a) These bylaws and their amendments remain in force from year to year.
- (b) Notice of intent to amend these bylaws and the proposed amendment must be presented at a School Council meeting prior to the meeting at which the amendment is voted on.
- (c) Members may be given notice of intent to amend the bylaws prior to the amending meeting.
- (d) These bylaws may be amended with the approval of great than fifty (50) percent of the voting members present at a meeting.

12.0 Communication

Approved interim appeal/conflict resolution procedures will be incorporated into the bylaws as they are established by the CBE and the stakeholders.

13.0 Annual Report

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

14.0 Notices

(a) Obligation of School Council

Consistent with the Statement of Philosophy, every reasonable opportunity shall be made by the School Council to ensure that each concerned participant of the school community shall have a reasonable opportunity to attend General Meetings and meetings of the School Council.

(b) Failure to Provide Notice

Neither the failure to provide a notice to any particular concerned participant of the

school community or to a member, nor any defect in any notice, nor the failure of any particular person to actually receive notice of a meeting of the School Council or General Meeting, shall affect the sufficiency of the notice given to other members or concerned participants of the school community, nor the business transacted at said meeting.

15.0 Auditing of Accounts

The accounts of the School Council will be audited annually by two (2) appointed School Council executives or members based on the school calendar year.

16.0 Governance

The Colonel Irvine School Council, as per Bill 37, Province of Alberta, will operate as an assembly/town hall model.

17.0 School Council Dissolution

- (a) In case of dissolution of the School Council, all School Council funds are to be disbursed to the school or a charity of their choosing. In the event of the dissolution, any funds remaining in the bank account shall be transferred to Colonel Irvine School or the designated school of their choice.
- (b) Trustees have supported and adopted the following:

“The Board may request the Minister to dissolve a School Council if the Minister is of the opinion that the School Council is not carrying out its responsibilities. The Board may request the Minister to dissolve a School Council if one of the following negative conditions prevails:

- i) fraudulent, criminal, or unethical behaviour;
- ii) internal dissension affecting moral;
- iii) adversarial relationship with staff;
- iv) refusal to follow the policies of the Board or to carry out its responsibilities in accordance with the *School Act* and Alberta Education Regulations;
- v) disruption of the education climate; or
- vi) unresolved disputes between the School Council and the Principal.

18.0 Interim Appeal and Conflict Resolution

It is expected that almost all issues will be discussed and agreed upon by all stakeholders at the School Council level, with School Council being responsible for resolving issues among their members. It has been previously recommended that each School Council identify in its bylaws its own internal conflict resolution process. However, some issues may still require outside assistance to help with conflict resolution.

In accordance with the *School Act*, the Board must “establish an appeal process or conflict resolution procedure under which the school Principal or the School Council may apply respecting disputes on policies proposed or adopted for a school”.

While it is anticipated School Councils and Principals will continue to reach consensus on a vast majority of issues, there may be occasion when a disagreement arises. The purpose of the appeal procedure is to allow a Principal or a School Council to apply for a determination or resolution of a dispute regarding policies proposed or adopted for a school.

Step 1 School Council attempts to resolve the issue in accordance with their identified conflict resolution procedures as specified in their School Council Bylaws.

Step 2 In the event of an unresolved dispute, the School Council is encouraged to utilize an interest-based problem solving approach. The Board currently has a number of individuals who are training in “An Interest Approach to Negotiation – Communication – Problem Solving” and who would be available to assist schools in resolving issues. If you require this type of assistance, please contact the CBE Human Resources Department for information on the process and possible identification of a person(s) to assist with the process.

Step 3 Unresolved disputes may be referred to the Board if they have not been resolved through a mutual interest problem solving approach. The dispute is to be submitted in writing to the appropriate Associate Superintendent. The Associate Superintendent will meet with a trustee review the written information. The Associate Superintendent and the trustee will determine the process to be followed and will advise the School Council and the Principal of the process.

19.0 Annual Report

“The Chair of a School Council must prepare and provide to the CBE annually a report:

- (a) setting out the activities of the School Council in the year;
- (b) including a financial statement relating to money handled by the School Council in the year, if any; and
- (c) including a copy of the minutes for each meeting of the School Council held in the year.”

Trustees have approved the following basic provisions for the Annual Report:

- (a) filing of the annual report and financial statement with the school principal by October 15th of each year;
- (b) respective Associate Superintendents being responsible for reviewing the reports as a component of their review of each school’s improvement planning

activities; and that

(c) copies of the annual report are made available, upon request, to the public, Superintendents and Trustees.

School Council documents such as the Certificate of Establishment Meeting, School Council Bylaws, and Minutes of meetings should be current, kept in a marked binder, and available upon request.

20.0 Fund Raising

“The Chief Superintendent will now allow school councils to conduct fund raising activities if the activities are approved by the Principal. Fund raising activities, whether conducted by the school or the School Council, must be in accordance with the existing Board Policies, Regulations and Procedures 1012. School councils may not incorporate under the *Societies Act* or Part 9 of the *Company Act*”.