

**ÉCOLE AGNES DAVIDSON SCHOOL COUNCIL BYLAWS**  
**For École Agnes Davidson School Council**  
**2103 20th St. South**

*Approved* \_\_\_\_\_

**1. DEFINITIONS**

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In these Bylaws:

- A. "School" means École Agnes Davidson School;
- B. "Council" means the School Council for the School;
- C. "Parent" means parent, guardian or primary caregiver of any child attending Kindergarten through Grade 5 at the School;
- D. "Regulation" means the School Councils Regulation under the School Act;
- E. "School Community" means persons other than parents (as defined in 1C above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School. This includes parents/guardians/primary caregivers of any child attending an early education program.

**2. AUTHORITY**

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The École Agnes Davidson School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically Section 22 of the School Act, and the School Councils Regulation, which supports it.

**3. MISSION STATEMENT/PHILOSOPHY**

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In the spirit of partnership, École Agnes Davidson School Council fosters positive communication between the school staff and families of the students. It offers the school community a forum to exchange ideas and an opportunity to facilitate activities that broaden and enhance the educational experience within the school.

**4. GOALS/PURPOSE/OBJECTIVES**

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

- A. To provide advice and input to the staff and Principal on issues of importance that relate to the school and its community;
- B. To share information with parents and the school community, and to facilitate collaboration between all educational stakeholders;
- C. To keep the School Board informed, in cooperation with the Principal, of the needs of the school, and to perform duties of functions delegated to the School Council by the Board. This includes complying with the School Councils Regulation 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 30th;
- D. To co-operate with the fundraising activities of the Agnes Davidson School Parent Fundraising Association;
  - E. To facilitate the development of long term goals;
  - F. To encourage the participation of a diverse School Council membership at monthly School Council meetings;
  - G. To support the School in its efforts to focus teachers' and the School's time and resources on the essential tasks of teaching and learning.

## **5. GOVERNANCE, MEMBERSHIP**

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The School Council uses a **Town Hall** Operating Style.

- A. The membership of the School Council shall consist of:
  - 1) All parents, as defined in 1C above;
  - 2) The Principal of the School;
  - 3) Teachers and staff of the School;
  - 4) Persons from the School Community as defined in 1E above;
- B. The voting members of the School Council shall consist of the following:
  - 1) All parents, as defined in 1C above;
  - 2) The Principal or designate of the School;
  - 3) One teacher or staff member as chosen by the school staff;
- C. The non-voting members of the School Council shall consist of the following:
  - 1) Community Members as defined in 1E above;
  - 2) Any other school administrators not named above;
  - 3) Any teachers or staff not named above;
- D. The number of parent members must always exceed the number of other members;
- E. If a member does not follow the Code of Ethics and Conduct or is disruptive to the operation of the School Council, the Chair may ask for a motion, or a voting member may make a motion, to remove the member from the meeting, as per Robert's Rules of Order. If this person has to be repeatedly removed from meetings, the Chair may ask for a motion, or a voting member may make a motion, to remove that person's membership for the remainder of the school year. The latter motion is passed if there is a 2/3-majority vote.

## **6. DECISION MAKING**

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- A. Decision making procedures are done by voting members (as defined by 5B);
- B. Decisions at School Council meetings will be made by consensus. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting, as per Robert's Rules of Order.

## **7. QUORUM**

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- A. Quorum will be attained when the majority of voting members at any School Council meeting are parents and when the Principal or designate are present;
  - B. In the absence of a quorum:
    - 1) If a majority of School Council Members at the meeting agrees to proceed in the absence of a quorum, the School Council will continue the meeting for purposes of discussion of issues, but no motions may be considered or approved.

## **8. EXECUTIVE COMMITTEE and TERMS of OFFICE**

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The positions of the Executive Committee shall consist of: A Chair, Vice Chair, Secretary and Treasurer.

- A. All Executive Committee positions must be filled by parents as defined in 1C above, who are members;
- B. Every parent member is eligible to be elected to an Executive Committee position on the School Council;
- C. The terms of office are from the Annual General Meeting (AGM) to the following AGM. Any elected member may serve 2 consecutive terms in the same position. However, if there are no willing or available candidates, this clause can be overridden at the AGM by a 2/3-majority vote;
- D. The Executive Committee of the School Council will be elected by parents attending the AGM or, in the event of vacancies after the AGM, appointed at the first School Council meeting after the AGM. In the event of a vacancy for any reason, the School Council may hold a Special Meeting to elect a member to the vacant Executive Committee position.
- E. The Executive Committee, through the Chair and in consultation with the Principal, will provide the agenda for all meetings and circulate minutes of the same;
- F. The Executive Committee will carry out the day-to-day operation of the School Council;
- G. A minimum of three officers shall have signing authority with 2 signatures required on all financial transactions.

## **9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS**

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Duties of the executive officers shall include, but will not be limited to:

- A. **Chair**
  - 1) Plan the agenda for meetings, including that of the AGM, in coordination with the Principal;
  - 2) Convene and facilitate the meetings;
  - 3) Act as spokesperson for the Council;
  - 4) Prepare and present the Annual Report to the School Board;
  - 5) Decide all matters relating to rules of order at the meetings;
  - 6) Delegate any of the above duties to the Vice-Chair, to another Council member or appropriate non-partisan representative;
  - 7) Plan for succession;

**B. Vice-Chair**

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

- 1) Assist the Chair with duties as assigned;
- 2) Assume the duties of the Chair in his or her absence;
- 3) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 4) Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- 5) Promote teamwork and assist the Chair in the smooth running of the meetings;
- 6) Keep informed of relevant school and School Board policies;

**C. Secretary**

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

- 1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
- 2) Keep minutes, correspondence, records and other School Council documents;
- 3) Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- 4) Distribute notices of meetings and other School Council events as required;
- 5) Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School;
- 6) Manage written and electronic correspondence on a regular basis. In the absence of the secretary, the School Council shall choose a recording secretary for the meeting;

**D. Treasurer**

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

- 1) Keep accurate records of all financial transactions;
- 2) Ensure that records are available upon request of the School Board or public;
- 3) 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;
- 4) Have signing authority on any financial accounts;
- 5) Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report.

## **10. DISTRICT SCHOOL COUNCIL REPRESENTATIVES**

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Two members of School Council shall be elected at the AGM to represent the views of École Agnes Davidson School Council at the District School Council. Their duties shall include:

- 1) Taking information from School Council to the District School Council and reporting information from District School Council to School Council;
- 2) Attending all meetings of the District School Council;
- 3) Appointing an alternate Council member for the meetings if unable to attend.

## **11. MEETINGS**

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### **A. Regular Meetings**

A minimum of 7 regular School Council meetings will be held per school year or as called by the Executive Committee. It will be decided at the AGM when these meetings will take place. Changes in meeting dates will be decided at least 21 days in advance to allow notice to the members. The meetings will take place at the School, unless otherwise advertised.

### **B. Special Meetings**

- 1) The School Council Executive Committee may at any time give notice of a Special Meeting of the School Council. In order to call a Special Meeting, the majority of the Executive Committee must be in agreement that a Special Meeting should be called. Notice will be given at least five (5) days before the meeting. The notice will state the time, date, and place of the meeting, and describe the matters to be dealt with. The meetings will take place at the School, unless otherwise advertised;
- 2) At any Special Meeting all voting members (as defined in 5B above) in attendance shall have the right to vote;

### **C. Annual General Meetings**

- 1) The AGM of the School Council shall be held not later than thirty (30) days after the first instructional day of the school year and will be advertised throughout the School and the community at large at least twenty one (21) days in advance of the meeting;
- 2) The business of the AGM shall include:
  - a. The election of School Council Executives, and District School Council Representatives;
  - b. Financial statement of the previous year;
- 3) And may also include:
  - a. Plans and budget for the upcoming year;

- b. Discussion of any major issue in which all parents should have input such as: changes to the Vision or Mission; school policy; or other major changes in the school program or focus.

## **12. MEETING AGENDAS**

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The Chair will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive Committee and Principal as to the appropriateness of the item requested.

## **13. COMMITTEES**

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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 and present a report of their activities at School Council meetings.

## **14. FUNDRAISING**

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- A. The AGNES DAVIDSON SCHOOL PARENT FUNDRAISING ASSOCIATION (ADSPFA) is a body separate from the School Council. The School Council may request the ADSPFA to raise funds to achieve School Council goals. If necessary, subject to any provincially or school mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (i.e.: not casinos, bingos, raffles, etc.);
- B. The School Council will communicate regularly with the Fundraising Association and/or other groups of fundraising parents to support their activities and to solicit support for School Council activities.

## **15. POLICIES**

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Subject to any provincially or School Board mandated policies and/or regulations, the School Council may make and implement policies in the School that the School Council considers necessary to carry out its functions.

- A. The School Council may develop policy for the duration of the school year;
- B. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Communication (Internal and External), Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and Social Media.

## **16. SOCIAL MEDIA**

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The School Council may use Social Media to inform the School Community about school related events and activities. Two School Council members will be

appointed by the Executive Committee as managers of the School Council Social Media Sites, along with a person from the School District No.51 Communications Office. Social Media will be used for informative purposes only, not for political or personal agendas, and not for officially contacting the School Council Executive.

## **17. CODE OF ETHICS**

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### **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.

## **18. CONFLICT RESOLUTION PROCEDURES**

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- A. If an internal School Council dispute arises, the School Council may establish an ad hoc committee to review the dispute and report to the School Council with recommendations for resolution of the dispute;
- B. If at any time, ten (10) parents, or fifty percent (50%) of the Executive Committee members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written request signed by them to all School Council members, and the following will apply:
  - 1) The Chair will call a Special Meeting of the School Council;
  - 2) The School Council will provide a minimum of five (5) days written notice to all parents and School Council members of the date, time, place and purpose of the Special Meeting;

- 3) At the Special Meeting, all voting members present will have an opportunity to hear and discuss the issues causing conflict;
- 4) On motion, seconded by any voting member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict;
- 5) If the majority of voting members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

## **19. PRIVACY**

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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.

## **20. DISSOLUTION**

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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 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 40 school days after the start of the next school year.

## **21. REVIEWS and AMENDMENTS**

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- A. Notice of proposed bylaw amendments must be circulated to the School Community, with the notice of meeting at least 21 days in advance of the meeting.

## **22. ANNUAL REPORT**

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In accordance with School Councils Regulation and Lethbridge School District #51 Policy 1002.4, the School Council, through the Chair, must prepare and provide the School Board with an Annual Report, which includes:

- A. A summary of the School Council's activities for the year;
- B. A financial statement;
- C. Copies of the minutes of each meeting;
- D. The School Council shall make the report available to all concerned members of the school community.

## **REFERENCES**

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- A. Province of Alberta, School Act, School Councils Regulation, Alberta Regulation 113/2007 ([http://www.qp.alberta.ca/documents/Regs/2007\\_113.pdf](http://www.qp.alberta.ca/documents/Regs/2007_113.pdf))
- B. Lethbridge School District No. 51 Policy 1002.4 for School Councils
- C. Alberta School Council Resource manual ([http://c.ymcdn.com/sites/www.albertaschoolcouncils.ca/resource/resmgr/pdfs/alberta\\_school\\_council\\_resou.pdf](http://c.ymcdn.com/sites/www.albertaschoolcouncils.ca/resource/resmgr/pdfs/alberta_school_council_resou.pdf))
- D. Alberta School Council Association ([www.albertaschoolcouncils.ca](http://www.albertaschoolcouncils.ca))
- E. Robert's Rules of Order, Henry M. Robert
- F. Province of Alberta, Freedom Of Information and Protection of Privacy Act (FOIPP), Revised Statutes of Alberta 2000 Chapter F-25
- G. Province of Alberta, Personal Information Protection Act (PIPA), Statutes of Alberta, 2003 Chapter P-6.5

These Bylaws have been accepted by a majority of the members entitled to vote at a Regular, Special or AGM of the School Council.

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Chair's Name

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Chair's Signature

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Secretary's Name

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Secretary's Signature

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Principal's Name

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Principal's Signature