

Bon Accord Community School
School Council Bylaws

Section 1 Definitions

- 1.1 “Board” means the Board of Trustees, Sturgeon School Division #24.
- 1.2 “Council” means the Bon Accord Community School Council.
- 1.3 “Parent” refers to parents/guardians of students attending the school and parents/guardians of students attending an Early Childhood Services program at the school.
- 1.4 “PSS” means the Bon Accord Community School Program Support Society.
- 1.5 “Regulations” means School Council Regulations under the School Act (Alberta Regulation 113/2007).
- 1.6 “School” means Bon Accord Community School.
- 1.7 “School Community” refers to persons (other than parents and members of the school staff) who have, in the opinion of the majority of the members of the Council, an interest in the school.

Section 2 Duties of Council

- 2.1 Advise the principal and the Board respecting any matter relating to the school’s mission, vision and philosophy; policies; annual education plan; annual results report; and/or budget.
- 2.2 Assist in examination and exploration of needs/wants in the school, and where feasible, recommend appropriate programs.
- 2.3 Participate in planning of new facilities or renovations to existing facilities.
- 2.4 Advise the Board, Alberta Education or other provincial organizations on broader educational issues.
- 2.5 Assist in examination and exploration of community issues, and where feasible, planning and implementation of appropriate school sponsored programs.
- 2.6 Support and help maintain interagency cooperation.
- 2.7 Promote a sense of school community.
- 2.8 Encourage a positive atmosphere where individual contributions are welcomed and valued.
- 2.9 Appoint a member to the PSS.
- 2.10 Council shall not be incorporated under the Societies Act or Part 9 of the Companies Act. Council will refer all fundraising matters to the PSS. The PSS meets and works cooperatively with Council. The PSS functions under their own bylaws.

Section 3 Membership

- 3.1 The membership of the Council shall consist of:
 - 3.1.1 All parents, as defined in 1.3 above;
 - 3.1.2 The principal of the school (non-voting);
 - 3.1.3 One teacher (at least) elected by teachers at the school (non-voting);
 - 3.1.4 The Board trustee (non-voting).

- 3.2 Executive members shall be parents and consist of the following positions:
 - 3.2.1 Chairperson;
 - 3.2.2 Vice Chairperson;
 - 3.2.3 Secretary.

- 3.3 Representative members must also be parents, as defined in 1.3 above, to have voting privileges. Representatives may be found for the following positions:
 - 3.3.1 Parent representatives of each classroom of the school;
 - 3.3.2 Representative of PSS;
 - 3.3.3 Representative of school support staff;
 - 3.3.4 Representative of Lilian Schick School;
 - 3.3.5 Other community representatives with a deemed interest in council matters.

- 3.4 Term of Membership
 - 3.4.1 The principal will be a member of the Council for so long as the principal remains principal of the school.
 - 3.4.2 The teacher(s) will be elected by teachers at the school and be a member of the Council for the current school year.
 - 3.4.3 The trustee will be a member of the Council for so long as the trustee remains the elected trustee of the school.
 - 3.4.4 Executive positions are elected in the month of May each year at the annual general meeting for the following school year. They will be elected by secret ballot if two or more persons are nominated for any one position.
 - 3.4.5 Representative positions will be nominated at the first regular meeting of Council in September of each school year for the current school year.

- 3.5 Remuneration

No member of Council shall receive any remuneration for acting as a member (3.1) of the Council.

Section 4 Meetings

4.1 Where the Council hasn't been operational the year prior, an establishment meeting will be held in accordance with the regulations, otherwise an annual general meeting of the Council will take place.

4.2 Annual General Meeting

4.2.1 The Council will hold an annual general meeting in the month of May each year for the purpose of electing executive members.

4.2.2 If any executive positions are not filled at the annual general meeting, those positions will be open for election at the first regular meeting of the school year in September. If executive positions are not filled at this time, the principal may establish an advisory committee for the interim as per regulations.

4.2.3 Notice of the annual general meeting will be given to parents and the school community not less than 21 days before the day of the meeting, in the manner determined by the Council.

4.2.4 All parents as defined in 1.3 above are eligible for election of executive positions.

4.3 Special Meetings

The Council may at any time give notice of a special meeting of the Council. The notice will be given in a manner determined by the Council and 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.

4.4 Procedures at Meetings

4.4.1 Decision Making

4.4.1.1 Decisions at Council meetings will be made by consensus as much as possible.

4.4.1.2 A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

4.4.1.3 If a decision is made by a vote, a motion must be made and seconded. It must then be passed by a majority vote of all attending members.

4.4.1.4 Each member of the Council, with voting rights, will have one vote on every motion.

4.4.1.5 A member of the Council may abstain from voting on any motion and may

request that the secretary make a record of the abstaining. The abstaining member will not be included in the number of voting members in regards to majority.

4.4.1.6 The chairperson will reserve or withdraw its vote only to break ties.

4.4.2 Absence of Chairperson or Secretary

4.4.2.1 In the absence of the chairperson, the vice-chairperson will conduct the meeting as acting chairperson.

4.4.2.2 In the absence of the secretary, the Council will choose a recording secretary for the meeting.

4.4.3 Quorum

4.4.3.1 A quorum for any meeting will be four (4) voting members and two (2) non-voting members. In case of a tie vote, the chairperson will withdraw his/her vote.

4.4.3.2 In the absence of quorum, no motions may be considered or approved.

4.4.3.3 If a majority of parents wish the meeting to proceed in the absence of quorum, the Council will continue the meeting for the purposes of discussions of issues, but section 4.4.3.2 will continue to apply.

4.4.4 Motions

4.4.4.1 Any member of the Council may make a motion at any meeting with no seconder required. If the proposed motion is seconded the chairperson will put the motion before the Council for discussion. After discussion, the Council will either: (a) vote on the motion; or (b) have the motion placed on the next agenda of the Council.

4.4.4.2 Any member of the Council may request to place an item on the agenda of a Council meeting by making such a request in writing to the chairperson of the Council at least seven (7) days before the next Council meeting. Such a request must include the names of the person making the request and the seconder. Absence of both persons at the meeting will result in the request being withdrawn from the agenda.

Section 5 Duties of Executives

5.1 The chairperson will:

5.1.1 Chair all meetings of the Council;

5.1.2 Decide all matters relating to rules of order of the meetings.

5.1.3 Prepare and provide to the Board by September 30th of each year a report summarizing the activities of the Council in the previous year (as required by regulations).

- 5.1.4 Be an ex-officio member of all standing and ad hoc committees established by the Council.
 - 5.1.5 Communicate with the principal on a regular basis.
 - 5.1.6 Other duties as may be delegated by the Council.
- 5.2 The vice-chairperson will:
- 5.2.1 Assume duties of the chairperson in his/her absence.
 - 5.2.2 Understand and be familiar with the Council bylaws in order to advise Council if needed.
 - 5.2.3 Other duties as may be delegated by the Council.
- 5.3 The secretary will:
- 5.3.1 Record and prepare the minutes of each meeting and maintain the minute book which includes an attendance list confirming quorum for each meeting of the Council.
 - 5.3.2 Annually update Council files at the school, retaining the minutes and supporting documents for each meeting for at least seven (7) years (as required by regulations).
 - 5.3.3 Give notice of the annual general meeting and any special meetings.
 - 5.3.4 Other duties as may be delegated by the Council.

Section 6 Conflict Resolution

6.1 Process

If at any time, 10% of parents, or a majority of executive and representative Council members are of the opinion that the Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written petition signed by them to all Council members and the following will apply:

- 6.1.1 The chairperson will call a special meeting of the Council.
- 6.1.2 The secretary will provide five (5) days notice to all parents of the date, time, place and purpose of the special meeting.
- 6.1.3 At the special meeting, parents in attendance will have an opportunity to hear and discuss the issue in conflict.
- 6.1.4 On a motion, seconded by any Council member in attendance at the special meeting, a vote will be held respecting the dissolution of the Council.
- 6.1.5 If a majority of voting Council members vote in favour of the dissolution of the Council, the Council will be immediately dissolved.

6.2 Dissolution

If a Council is dissolved, the principal will establish an advisory committee to perform the duties of the Council until the next annual general meeting, and the principal will perform the duties of the chairperson and secretary with respect to notification of the next annual general meeting.

Section 7 Bylaws

7.1 Review

7.1.1 The bylaws are to be reviewed annually by the Council at the annual general meeting.

7.1.2 The bylaws shall comply with all relative legislation and regulations.

7.2 Amendments

The bylaws may be amended if approved by a $\frac{3}{4}$ majority vote of parents enrolled at the school in attendance at a special meeting of Council called for that purpose.

Approved by a majority vote of parents enrolled at the school in attendance at a special meeting on _____.