



TED HARRISON SCHOOL COUNCIL

BYLAWS



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NAME:

The name of the school council shall be Ted Harrison School Council.

MISSION:

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

ARTICLE 1 - GOALS AND OBJECTIVES:

The School Council acts in an advisory role by doing the following:

- 1.1 Provide support for the programs;
- 1.2 Provide assistance for special events;
- 1.3 Provide the means to recognize and find a solution in matters concerning the School;
- 1.4 Provide avenues to raise necessary funds for activities;
- 1.5 Provide direction and advice for matters related to growth and community development.

ARTICLE 2 – DEFINITIONS AND INTERPRETATION OF BYLAWS

2.1 Definitions: In these Bylaws, the following words have these meanings;

- 2.1.1 “Act” means the Province of Alberta *School Act* R.S.A 2000, Chapter S-3 as amended or any statute substituted for it;
- 2.1.2 “Annual General Meeting or AGM” means the annual general meeting of the Council described in Article 11.2;
- 2.1.3 “Annual Report” means yearly report of the School Council activities to be presented at the Annual General Meeting and to be submitted to the School Board;
- 2.1.4 “Attendance” means a Member actively participating at a meeting either physically or via telecommunications devices;
- 2.1.5 “By-laws” means the Bylaws of the Ted Harrison School Council, as amended from time to time in accordance with the Article 12;
- 2.1.6 “Community Representative” means the person(s) that have an interest in the School, living in Ted Harrison School jurisdiction but their child is not currently enrolled at Ted Harrison School;
- 2.1.7 “Director” means a voting member of the Governing Body other than Chair, Secretary and Treasurer;
- 2.1.8 “Extraordinary General Meeting (EOGM)” means any School Council meeting, other than Regular Meeting or Annual General Meeting held either physically, or via teleconference;
- 2.1.9 “Fiscal year” means the twelve month of School calendar;
- 2.1.10 “Governing Body” means elected Officers, the Principal, Teacher’s Representative and Community Member(s), if any;
- 2.1.11 “In Writing” means a written note either through an email or a written and signed note, or a text message etc.;
- 2.1.12 “Local Community” means the Ted Harrison School jurisdiction;

- 2.1.13 "Majority Votes" means more than 50% of the votes. In case of a tie, the Chair casts the deciding vote;
- 2.1.14 "Member" means a parent or a legal guardian having at least one child registered at Ted Harrison School in the current academic year;
- 2.1.15 "Officers" means the Members who have been elected through a Majority Vote at AGM or EOGM to serve the offices of Chair, Secretary, Treasurer and Director(s);
- 2.1.16 "Parents" mean parents or guardian(s) of a child or children currently enrolled in the School;
- 2.1.17 "Parent's Representative" means elected Officers;
- 2.1.18 "Principal" means the Principal or Acting Principal of Ted Harrison School as defined in the Act;
- 2.1.19 "Proper Notice" means notice given in writing not less than seven (07) business days prior to AGM or EOGM stating the purpose of the meeting and the agenda;
- 2.1.20 "Quorum" means as stated in Article 7 of the Bylaws;
- 2.1.21 "Regular Meeting" means monthly meeting of the School Council;
- 2.1.22 "Resolution" means a motion that has been moved, seconded and passed by a Majority Vote. A motion may be deemed as a Resolution if passed In Writing unanimously by the Officers;
- 2.1.23 "School" means Ted Harrison School;
- 2.1.24 "School Board" means the School Board for Calgary Board of Education;
- 2.1.25 "School Council" means the Ted Harrison School Council;
- 2.1.26 "Special Resolution" means a Resolution passed at an extra-ordinary School Council meeting by a majority of at least 2/3rd of the Members present or participating;
- 2.1.27 "Staff" means any paid employee of the Ted Harrison School;
- 2.1.28 "Student" means any student currently enrolled at the Ted Harrison School;
- 2.1.29 "Teacher's Representative" means any staff, other than Principal, elected or nominated by teachers of Ted Harrison School to represent them at the School Council;
- 2.1.30 "Teleconference" means a meeting with participants in different locations linked by telecommunications devices;
- 2.1.31 "Voting Member" means the Officers of the School Council.

2.2 Defining and Interpreting the Bylaws:

The following rules of interpretation may be applied in interpreting these Bylaws.

- 2.2.1 The singular shall include the plural, and vice versa;
- 2.2.2 The masculine shall include the feminine and vice versa;
- 2.2.3 A capitalized derivation of a defined term shall have a corresponding meaning;
- 2.2.4 Any reference to any statute or any section thereof shall be deemed to extend and apply to any amendment to such statute or section, the case may be;
- 2.2.5 Headings are for convenience only. They do not affect the interpretation of these Bylaws.

ARTICLE 3 - MEMBERSHIP

Parent/Guardian of a child currently enrolled at the School is eligible to become a Member of the School Council and shall be entitled to a vote to elect Officers.

ARTICLE 4 - GOVERNANCE

The representative model will govern the School Council and the Governing Body will consist of:

- 4.1 Officers of the School Council;
- 4.2 The Principal of Ted Harrison School;
- 4.3 At least one (1) teacher other than the Principal from the current staff at Ted Harrison School, appointed or elected by the teachers of the School. The elected or nominated teacher will represent all the teachers at the School (hereafter referred to as Teacher's Representative);
- 4.3.1 The decision and process to elect or nominate a Teacher's Representative shall remain with the Principal;
- 4.4 The Officers of the School Council may appoint Community Member(s) to the School Council.

ARTICLE 5 - ELECTION OF OFFICERS

- 5.1 At the AGM, the current School Council would stand dissolved;
- 5.2 Fresh elections shall be held under the chairpersonship of the Principal at AGM;
- 5.3 The Principal shall seek nominations from the eligible Members for the positions of Chair, Secretary, Treasurer and up to four Director(s);
- 5.4 The positions shall be elected by a majority of vote;
- 5.5 The newly elected Officer shall retain their positions until the next AGM.

ARTICLE 6 - ROLES/JOB DESCRIPTION OF THE GOVERNING BODY

6.1 Principal

- 6.1.1 The Principal shall be ex-officio, non-voting member of the School Council;
- 6.1.2 The Principal shall be the official contact between the School Council and the School;
- 6.1.3 The Principal may support and advise the Council from an administrative perspective;
- 6.1.4 Meeting dates and agenda of the School Council shall be set in consultation with the Chair and the Principal;
- 6.1.5 The Principal shall nominate Teacher's Representative for the School Council from time to time;
- 6.1.6 The Principal shall act as custodian for all the School Council documents kept at the School;
- 6.1.7 The Principal shall preside over the election of School Council at AGM.

6.2 Chair

- 6.2.1 The Chair shall set the meeting dates and agenda items in consultation with the Principal and other Officers;

- 6.2.2 The Chair shall call meetings and act as Chair except for the election of Officers at the AGM;
- 6.2.3 The Chair shall be responsible for overall functioning of the School Council;
- 6.2.4 The Chair shall act as a bridge between the School Council and the School Board;
- 6.2.5 The Chair may officially represent School Council at external functions or may nominate any other Officer for the same;
- 6.2.6 The Chair shall ensure the School Board receives the Annual Report of the School Council;
- 6.2.7 The Chair shall act as one of the authorized signatories for the School Council Bank Account along with Secretary and/or Treasure as decided from time to time by the Officers of the School Council;
- 6.2.8 The Chair shall order an annual audit of the finances of the School Council as per law.

6.3 Secretary

- 6.3.1 The Secretary shall keep accurate minutes and records of the School Council meetings, documents and files all correspondence and communications;
- 6.3.2 The Secretary shall keep an accurate and updated list of names and addresses of the School Council Members in compliance with the Personal Information Protection Act (PIPA);
- 6.3.3 The Secretary shall ensure all material relating to the Ted Harrison 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 Ted Harrison School;
- 6.3.4 The Secretary shall send out notices of School Council meetings and proceedings to the Members and other members of the Governing Body;
- 6.3.5 The Secretary shall provide any relevant document, record, or information as directed by the Chair or the School Council;
- 6.3.6 In the absence of Chair, the Secretary may act as Chair for that meeting;
- 6.3.7 The Secretary shall act as one of the authorized signatories for the School Council Bank Account along with the Chair and/or Treasure as decided from time to time by the Officers of the School Council.

6.4 Treasurer

- 6.4.1 The Treasurer shall keep financial transactions of the School Council in accordance with the policies of the School Council and the Calgary Board of Education;
- 6.4.2 The Treasurer shall provide the School Council and Principal with current financial information including banking;
- 6.4.3 The Treasurer shall prepare and present an annual financial statement for the AGM including audit report as per law;
- 6.4.4 The Treasurer shall be responsible for all financial matters relevant to the School Council and for the proper saving, dispensation and balancing of the School Council funds;
- 6.4.5 Copies of all Council finances shall be kept on file at the School;

- 6.4.6 In the absence of Chair and the Secretary, the Treasure may act as Chair for that meeting;
- 6.4.7 The Treasurer shall act as one of the authorized signatories for the School Council Bank Account along with the Chair and/or Secretary as decided from time to time by the Officers of the School Council;

6.5 Director(s)

- 6.5.1 The Director(s) shall be a voting member of the School Council;
- 6.5.2 The Director(s) shall support the School Council in the smooth running of the School Council;
- 6.5.3 The Director shall perform any act as directed by the School Council from time to time.

6.6 Teacher's Representative

- 6.6.1 The Teacher's Representative shall be nominated by the Principal and shall be a non-voting member of the School Council;
- 6.6.2 The Teacher's Representative shall actively seek to understand the views of the teachers at Ted Harrison School and communicate the views to the School Council and vice versa;
- 6.6.3 The Teacher's Representative shall communicate, on a regular and ongoing basis, the activities of the School Council to the teachers at Ted Harrison School.

6.7 Community Representative(s)

- 6.7.1 The Community Representative shall be ex-officio, non-voting members of the School Council and shall act as liaisons with the wider community.

ARTICLE 7 - QUORUM

- 7.1 **Regular Meetings:** At least two Officers must be in attendance to constitute the quorum;
- 7.2 **AGM:** At least **four** Members must be in attendance to constitute the quorum for AGM;
- 7.3 **EOGM:** At least five Members and two Officers must be in attendance to constitute the quorum for EOGM;
- 7.4 If a quorum is attained at the start of a meeting, the meeting may continue even if quorum is not maintained throughout.

ARTICLE 8 - VACANCIES

- 8.1 With the exception of the School Council positions filled by the Principal and Teacher's Representative, the School Council may appoint School Council members and/or Community Members to fill vacancies until the election at the next AGM.

ARTICLE 9 - COMMITTEES

- 9.1 The 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.

ARTICLE 10 - MEETINGS

10.1 Regular Meetings: Monthly Regular Meetings to be held during the School Calendar;

10.1.1 All Members can attend the Regular Meeting;

10.1.2 Only Officers are entitled to vote at Regular Meetings;

10.1.3 The notification of the Regular Meeting and its agenda shall be posted one week prior.

10.2 Annual General Meeting (AGM):

10.2.1 An AGM shall be held once a year (as per decision of the School Council) to report the year's activities;

10.2.2 The AGM shall be open to all Member of the School Council;

10.2.3 All Members shall be eligible for election;

10.2.4 At least one (1) week prior notice of the AGM shall be posted;

10.2.5 The new Officers shall be elected during the AGM;

10.2.6 The business of the AGM may include:

- a) Election of School Council members and/or Officers;
- b) Proposed Bylaws/operating procedures amendments, if any;
- c) Motion to accept a financial statement of the previous year;
- d) Plans and budget for the upcoming year;
- e) Discussion of any major issues in which Members should have input, such as: changes to the vision or mission statement of the School, major changes in the School program or focus or formal evaluation of the School Council etc.

10.3 Extra-Ordinary General Meeting (EOGM):

10.3.1 An EOGM of the School Council may be called by at least ten (10) Members in writing giving specific reasons for the same;

10.3.2 The notice for EOGM must state the proposed agenda for the EOGM and must be posted and intimated no less than fourteen (14) business days' prior to the said meeting.

10.4 Meeting Venue: All meetings (Regular Meeting, AGM or EOGM as the case may be) shall take place at Ted Harrison School premises.

10.5 Meeting Timings: The meetings shall be held during the weekdays at or around 6:30 pm.

10.6 All meetings of the School Council shall follow Robert's Rule of Order. The Chair may make necessary modifications to Robert's Rule of Order as may be required for smooth conduct of a School Council meeting.

ARTICLE 11 - ANNUAL REPORT

- 11.1 The Chair of the School Council shall prepare and provide the School Board with an annual report. The Annual Report includes;
 - 11.1.1 A summary of the School Council's activities of the previous year;
 - 11.1.2 A financial statement;
 - 11.1.3 A copy of the minutes of each meeting;
 - 11.1.4 The School Council shall make the annual report available to all Members.

ARTICLE 12 - AMENDMENTS TO THE BYLAWS

- 12.1.1 The Bylaws remain in force from year to year, unless altered, rescinded or otherwise amended from time to time, through a majority vote at an AGM or EOGM.

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