

**BYLAWS OF THE SCHOOL COUNCIL of
BALMORAL SCHOOL**

Version 1.2 October, 2011

**ARTICLE 1
DEFINITIONS**

1.01 Definitions

In these Bylaws, the following terms have the meanings below:

- (a) "Act" means the School Act;
- (b) "Board" means Calgary Board of Education;
- (c) "Certification of Establishment" means the document that certifies the proper establishment, composition and size of the School Council;
- (d) "Chair" means one of the Co-Chairs or both of them, as the situation implies;
- (e) "Officers" means all persons who have been elected or appointed to fill the School Council positions stipulated in Article 6;
- (f) "AGM" means the Annual General Meeting of the School Council described in Article 7;
- (g) "Regular Meeting" means the monthly School Council meeting;
- (h) "Parents" means the parents, guardians or legal custodians of Students;
- (i) "Permanent Committee" means permanent on-going committees and positions of the School Council as described in Section 5.01.
- (j) "Principal" means the Principal as defined in the Act and the Regulations;
- (k) "Regulations" means the regulations under the School Act;
- (l) "Resolution" means a decision made by School Council in one of the manners set out in these Bylaws;
- (m) "School" means The Traditional Learning Centre at Balmoral school;
- (n) "School Year" means the period September 1 of a year to June 30 of the next year;
- (o) "School Council" means the Officers, Members and others as described in Article 3;
- (p) "Staff" means persons other than Teachers who are employed at the School;
- (q) "Statement of Philosophy" means the statement adopted by the School Council and includes a mission, a vision, guiding principles and objectives and set out in Schedule 1 to these Bylaws;
- (r) "Students" means the students enrolled in the School;
- (s) "Teacher Representative" means the teacher(s) described under Section 3.05 of these Bylaws;
- (t) "Teachers" means those persons who are employed to teach Students at the School; and
- (u) "Member" means any Parent;

**ARTICLE 2
SCHOOL COUNCIL PURPOSE, OBJECTIVES, POWERS AND RESPONSIBILITIES**

2.01 Purpose

The School Council may, at its discretion:

- (a) advise the Principal and Board respecting any matter relating to the School;
- (b) perform any duty or function delegated to it by the Board in accordance with the delegation;
- (c) consult with the Principal so that the Principal may ensure that the Students in the School have the opportunity to meet the standards of education set by the Minister;
- (d) consult with the Principal so that the Principal may ensure that the fiscal management of the School is in accordance with the requirements of the Board and the Superintendent;
- (e) subject to the Regulations, make and implement policies in the School that the School Council considers necessary to carry out its functions; and
- (f) make policies and/or participate in processes for conflict resolution among School Council Members, between the School Council and the wider community and between the School Council and the Principal, Teachers or Staff.

2.02 Objectives

The School Council shall seek to achieve the Objectives and conduct itself in accordance with the Guiding Principles of the School Council set out in the Statement of Philosophy.

2.03 Powers

The School Council has all power to manage the activities of the School Council in accordance with the Act, Regulations and these Bylaws.

2.04 Delegations

Subject to any restrictions in the Act, Regulations, these Bylaws or conflicts with the Statement of Philosophy, the School Council may delegate to its Officers or committees, any of the School Council's powers.

2.05 Responsibility

The School Council insofar as is reasonably practicable, shall ensure that all School Council activity is conducted with the involvement of concerned participants from the School Community.

ARTICLE 3 SCHOOL COUNCIL MEMBERSHIP AND OFFICERS

3.01 Number and Qualification

The School Council shall consist of all Parents, Officers, the Principal and Teacher Representative(s) as described in this Article and Section 6.01.

3.02 Duties of Members

All Members shall:

- (a) act in a manner consistent with the Statement of Philosophy;
- (b) act in the best interests of the School and the Students, as a whole;
- (c) act according to these Bylaws;
- (d) as far as reasonably practicable, be aware of the views of concerned participants of the School Community on matters of the School Council; and
- (e) fairly express their views at meetings of the School Council.

3.03 Consensus Building Model

It is the express intention of the Parents, through these Bylaws, that the decisions of the School Council be reached so far as possible through a consensus. In recognition of a commitment to consensus building, decisions at all School Council Meetings, including the Annual General Meetings, shall be made as follows:

- (a) every concerned participant of the School Community shall be given the opportunity of leading the discussion in the direction of a decision that needs to be made. The responsibility of speaking ensures that all will benefit from the thinking of each other but accepting the responsibility to speak implies accepting the responsibility to listen;
- (b) after real dialogue about a particular issue has taken place and everyone has been given legitimate opportunity to state their case and be listened to, the Chair will bring closure on the decision by articulating the consensus of the meeting. If a small number of people are not in agreement, such disagreement should not hold up the majority taking action;
- (c) the Chair will then ask twice if any person remains opposed to the consensus and any person entitled to participate in the decision (in the case of a vote) may voice their opposition as a dissenting person. The dissenting person will be requested by the Chair to give careful thought as to whether the personal stand is one of individual preference. If the answer is yes, then that individual is expected to lay the personal preference aside to allow the group to move forward with consensus. If, however, the dissenting person declares the personal stand to be one

- of a matter of conscience then the Chair shall declare the consensus to be a motion upon which those persons entitled to vote shall vote. The consensus shall then be deemed to be a motion under Roberts Rules of Orders with the usual rights for discussion and amendment and the requirement of a seconder; and
- (d) voting on a motion shall be on the basis of one vote for each person entitled to vote and actually in attendance and the majority of votes shall prevail. Voting by proxy shall not be permitted.

Notwithstanding the consensus building process described above, decisions in respect of the election of Officers and Permanent Committee Chairs, shall be made only in accordance with Section 3.06.

3.04 Principal as a Member

The Principal of the School is, ex officio, a Member of the School Council. When the Principal is unable to attend a School Council meeting the Principal may appoint a designate with full authority.

3.05 Election and Term of Teacher Representative(s)

Prior to the AGM each year the Principal and Teachers will determine a process acceptable to the majority of them by which Teacher Representative(s) will participate in the School Council.

3.06 Election and Term of Officers

Officers will be elected at the Annual General Meeting (AGM). Subject to these Bylaws, Officers will remain Officers until the close of business at the next Annual General Meeting. With respect to the election of Officers:

- (a) nominations will be made at the AGM and may only be made by Parents;
- (b) only Parents actually present in person at the AGM may vote on the election of Officers;
- (c) Parents are each entitled to one vote for each Officer position to be filled;
- (d) Officer positions will be filled in order of those candidates receiving the most votes;
- (e) voting will be by written, secret ballot tallied by the Principal; and
- (f) any Officer may stand for re-election so long as such Officer remains qualified.

The Chair will declare as elected those persons elected through the above voting process.

3.07 Disqualification

An Officer is disqualified if that person no longer meets the qualifications of the Act, the Regulations or these Bylaws.

3.08 Withdrawal

An Officer may withdraw by notice in writing to the Chair and the Principal and if the withdrawing Officer is the Chair, by notice in writing to the Vice-Chair and the Principal.

3.09 Removal

The School Council may for any reason, at a special meeting of the School Council called for the purpose and by Resolution of not less than two-thirds (2/3) of the Members in attendance (excluding the member who is the subject of the Resolution) remove an Officer, Permanent Committee Chair or other Member appointed by School Council under Article 5, providing that such Officer or Member, as the case may be, has been notified twenty-one (21) days in advance of the meeting and is afforded the opportunity to be heard at the meeting.

3.10 Vacancies

Vacancies occurring among positions of Officers, will be filled, for the balance of the term of the vacated position, through appointment by the School Council in the same manner as set out in Section 3.06.

ARTICLE 4

SCHOOL COUNCIL MEETINGS

4.01 Place of Meetings

Meetings of the School Council will be held at the School unless the School Council resolves otherwise.

4.02 Calling of Meetings

Regular Meetings and special meetings of the School Council will be held at the times and places set out in these Bylaws or as the Chair may specify. Upon written request signed by at least 10 % of the Members, the Chair will ensure that a special meeting of the School Council is held within fourteen (14) days of the request.

4.03 Regular Meetings

The School Council may appoint a day or days in any month or months for Regular Meetings. No further notice of Regular Meetings shall be required for Members. The School Council shall ensure that concerned participants of the School Community are made aware of these meetings by following the practices described in Article 9.

4.04 Quorum

The quorum for any Regular Meeting of the School Council shall consist of a minimum of any two (2) Officers, being one of the Chair, Vice Chair, Secretary, Treasurer or Colonel Sanders School Community Representative, plus the Principal or designate, one Teacher Representative and two (2) Members which do not hold Officer roles. If a quorum is present at the start of a meeting, the meeting may continue even if a quorum is not maintained throughout. Any School Council meeting for which there is no quorum may be re-scheduled by the Chair or conducted as a non-voting meeting.

4.05 Meeting Agenda

The agenda for any meeting of the School Council shall be set by the Chair. Notwithstanding this, any Member may make a motion at a meeting or raise an item to be discussed and the motion or item will be considered by the School Council at that meeting. All Members shall make reasonable efforts to advise the Chair, in advance of any matters proposed to be raised at a meeting.

4.06 Records of School Council Meetings

The Secretary shall maintain records containing the minutes of all meetings, Resolutions, and correspondence of the School Council and of any committee of the School Council. Such records shall be available, upon request, to any concerned participant of the School Community.

4.07 Resolutions

Matters to be decided by a vote of the School Council shall be decided by a majority of positive votes of the Members actually in attendance at the meeting. Each Member has one vote. A Member may abstain from voting.

4.08 Signed Resolution

A Resolution in writing signed by all Members entitled to vote is as valid as if it had been passed at a meeting of the School Council.

4.09 Persons Entitled to be Present at School Council Meetings

All concerned participants of the School Community may be present at the meetings of the School Council and may, subject to reasonable limitations set by the Chair, provide input to the School Council to assist it in its deliberations.

4.10 Conflict Resolution

If any two Officers believe (or any ten (10) or more Members believe) that the School Council is in a state of conflict that adversely affects its ability to perform, then on written request to the Chair by such Officers or Members, the Chair will request the Board provide a person to serve as a facilitator to assist in resolving the conflict. If a facilitator is provided, all Officers will participate as reasonably required in the conflict resolution process determined by the facilitator and will act in good faith and as reasonably required, in ways that appear appropriate to resolve the conflict. If the facilitation process does not resolve the conflict then the School Council shall seek resolution through the formal conflict resolution process established by the Board.

ARTICLE 5 COMMITTEES

5.01 Permanent Committees and Positions

The following committees and positions shall be Permanent Committees with the duties described thereunder, or as may be amended by School Council at any Annual General Meeting. The election of the chair positions of all Permanent Committees shall follow the process outlined in Section 3.06. The Permanent Committees shall be affirmed at each Annual General Meeting.

(A) **Fundraising Committee:**

The purpose of the Fundraising Committee is to develop and implement a fundraising plan for each School Year. Under the leadership of the Fundraising Committee Chair, this is to be accomplished by:

- (a) developing a fundraising plan for the School Year and submitting same to Parent Council for approval as requested by the Chair;
- (b) implementing the approved fundraising plan;
- (c) undertaking all organizational aspects of each fundraising activity;
- (d) having the Committee Chair, or a designate, attend at Regular Meetings and the AGM to report on the Committee's activities; and
- (e) ensuring the proper handling and accounting of money received and dispersed for each fundraising activity, in consultation or as requested by the Treasurer.

The Fundraising Committee Chair has general responsibility for the Fundraising Committee and all fundraising activities.

(B) **Band Committee**

Unless otherwise determined by the School Council, the Band Committee shall have the following duties:

- (a) assist band teacher with developing a band plan for the year, and provide input on same;
- (b) assist band teacher with organizational duties relating to implementation of the band plan and activities;
- (c) solicit volunteers as requested; and
- (d) having the Committee Chair, or a designate, attend at Regular Meetings and the AGM to report on the Committee's activities, expenditures.

The Band Committee Chair has general responsibility for the Band Committee and its activities.

(C) **Key Communicator:**

Unless otherwise determined by the School Council, the Key Communicator shall have the following duties:

- (a) participate in public education information/discussion sessions held throughout the year;
- (b) share information with the School Council, other Parents, the Principal and community members through various means, e.g. column in School newsletter, bulletin board in the School, etc.
- (c) assist Members of the school community and others in acquiring information;
- (d) refer parents to the most appropriate contact(s) within the system for resolving individual needs; and
- (e) provide individual feedback and input, as required, on system issues and activities.

(D) **Volunteer Coordinator**

Unless otherwise determined by the School Council, the Volunteer Coordinator shall have the following duties.

- (a) at the beginning of the School Year solicit input from School Council, and from the Principal, Teachers or Staff if requested, regarding volunteer requirements for the School Year; and review and update same throughout the School Year as necessary;
- (b) at the beginning of the School Year prepare and issue a volunteer form soliciting parent response to volunteer needs of the School;
- (c) maintain and update record of volunteers and provide lists of names to School Council officers, committees, School Staff and Teachers as requested;
- (d) assist with securing volunteers if requested;
- (e) assist with organization of function to thank volunteers at year end; and
- (f) prepare an annual volunteer report for submission at the Annual General Meeting.

(E) **Naturalization Committee**

Unless otherwise determined by the School Council, the Naturalization Committee shall have the following duties:

- (a) look after all aspects of maintenance of the natural areas that were created by parents on the Balmoral School grounds in June of 2009, including but not limited to:
 - 1. start-up and winterization of the irrigation system,
 - 2. regular inspection of the irrigation system throughout the summer,
 - 3. protection of vulnerable plants for the winter,
 - 4. implementing a weed management plan such that weeds do not become predominant,
 - 5. pruning shrubs as necessary,
 - 6. replacing plants as necessary,
 - 7. maintaining the wooden picnic tables,
 - 8. refreshing the mulch cover as necessary
- (b) The name of the chair(s) of the committee and contact information for the chair(s) must be maintained up-to-date in the school office as per CBE regulations governing creation of Naturalization areas on school grounds.

5.02 Other Committees

The School Council may appoint standing or ad-hoc committees, or positions, consisting of Officers and others from the School Community with either delegated powers or advisory responsibilities.

ARTICLE 6 OFFICERS

6.01 Officers

The Officers of the School Council shall be: the Chair, Vice-Chair, Treasurer; Secretary, and Colonel Sanders School Community Representative elected by the School Council from its Members. No person may hold more than one (1) office at any time.

6.02 Duties of the Chair

Unless otherwise determined by the School Council, the Chair shall have the following duties:

- (a) preside at all meetings of the School Council;
- (b) have general supervision of all activities of the School Council;
- (c) be the official spokesperson of the School Council; and

6.03 Duties of the Vice-Chair

Unless otherwise determined by the School Council, the Vice-Chair shall have the following duties:

- (a) aid the Chair and undertake tasks assigned by the Chair;
- (b) in the absence of the Chair, supervise the affairs, and preside at any meetings, of the School Council;
- (c) in the event of resignation incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities; and
- (d) act in the role of Vice-Chair of the Fundraising Committee.

6.04 Duties of the Secretary

Unless otherwise determined by the School Council, the Secretary shall have the following duties:

- (a) cause accurate minutes of all School Council meetings and proceedings to be kept;
- (b) have charge of all the correspondence and official records of the School Council; and
- (c) cause notices of Regular Meetings, Annual General Meeting and proceedings to be given in accordance with these Bylaws.

6.05 Duties of the Treasurer

Unless otherwise determined by the School Council, the Treasurer shall have the following duties:

- (a) 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;
- (b) properly account for funds of the School Council and keep such books as may be directed;
- (c) present a full detailed account of receipts and disbursements to the School Council whenever requested, and
- (d) cause to be prepared the financial statements for the annual report.

6.06 Duties of the Colonel Sanders School Community Representative

Unless otherwise determined by the School Council, the Colonel Sanders School Community Representative shall have the following duties:

- (a) be responsible for representing the interests of the Colonel Sanders Elementary School community. This position shall be filled by a parent of a student enrolled at Colonel Sanders Elementary school.

ARTICLE 7
ANNUAL GENERAL MEETING OF THE SCHOOL COMMUNITY

7.01 Calling of Annual General Meeting

The Chair will call the Annual General Meeting before September 30 of each School Year. Such meeting will be called by not less than twenty-one (21) days notice to the School Council, Parents and concerned participants within the School Community in the manner described in these Bylaws.

7.02 Agenda for Annual General Meeting

In addition to agenda items described in Section 7.03, the agenda for the Annual General Meeting shall:

- (a) permit the Members the opportunity, subject to input and comment from the School Community, to amend the size or composition of the School Council, including confirmation of the Permanent Committees and any other ad-hoc committees or positions;
- (b) permit the Members to elect the Officers for the forthcoming year in accordance with Section 3.06;
- (c) allow for the report of the outgoing Chair, Treasurer, Committees and other members appointed under Article 5, to be received;
- (d) permit the Members to consider the financial statements for the previous year;
- (e) allow for the Principal to provide a report for the previous year and the plan and budget for the upcoming year;
- (f) allow for a report from the Permanent Committees and any ad-hoc positions, as appropriate, on activities for the previous year and a plan for the upcoming year to be received;
- (g) permit the Members and Officers the opportunity, subject to input and comment from the School Community, to affirm or modify the Statement of Philosophy; and
- (h) allow for a report on any formal performance evaluation conducted of the School or the School Council to be received.

7.03 Agenda for Annual General Meeting

The agenda for the Annual General Meeting shall also include in the following order:

- (a) such matters as the School Council places before the meeting;
- (b) such matters as are raised by Parents, Teachers, Students or concerned participants of the School Community by written notice to the Chair not less than seven (7) days prior to the meeting; and
- (c) such matters as are raised at the meeting and can be discussed in the time allotted for the meeting.

7.04 Quorum for Annual General Meeting

The quorum for the Annual General Meeting of the School Council shall consist of a minimum of any two (2) Officers, consisting of one of the Chair, Vice-Chair, Secretary, Treasurer or Colonel Sanders School Community Representative, plus the Principal or designate, one Teacher Representative and six (6) School Council Members which do not hold Officer roles.

If a quorum is present at the start of the meeting, the meeting may continue even if a quorum is not maintained throughout.

ARTICLE 8
ANNUAL REPORT

8.01 Report

The School Council through the Chair shall prepare and provide the Board, annually, with an annual report:

- (a) summarizing the activities of the School Council for the previous year;
- (b) including a financial statement relating to money handled by the School Council for the previous year, if any; and

(c) including a copy of the minutes for each meeting of the School Council held for the previous year.

8.02 Availability of Report

The School Council shall make the annual report available to all concerned participants of the School Community.

ARTICLE 9 NOTICES

9.01 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 the Annual General Meeting as well as other meetings of the School Council.

9.02 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 Annual 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 such meeting.

9.03 Specific Notice

Except for the Annual General Meeting which requires at least twenty-one (21) days notice, it is expected that at least seven (7) days prior notice will be given for all Regular Meetings and proceedings and that such notice will be given by as many of the following practices as are applicable to the School:

- (a) posted at the School;
- (b) posted on the School website;
- (c) posted in Student Agendas; and
- (d) included in newsletters sent to the homes of Parents.

ARTICLE 10 GENERAL

10.02 Fiscal Year

The fiscal year of the School Council shall be July 1 to June 30 inclusive of each year.

10.03 Signing Authority

Any two (2) Officers of the School Council are authorized to sign cheques or execute agreements and the School Council may appoint any additional signing authorities.

10.04 Effective Date and Amendments

These Bylaws and amendments to these Bylaws come into force when approved by a majority of the Parents who vote at a special meeting called for that purpose.

These Bylaws are certified to be in force effective the 17 day of October, 2011

School Council
Chair

School Council
Secretary

Statement of Philosophy of the Traditional Learning Centre at Balmoral School Council

Mission:

The mission of our school council is to promote student success within a school community that fosters reflective thinking, continuous learning and responsible citizenship.

Vision:

Our school council will facilitate communication among all the concerned participants of our school community so that we may work together, as partners, to create an effective learning environment and enable our students to achieve their full potential. All the members of our school council will strive to uphold our school community's guiding principles when providing advice with respect to our school or acting in any school council capacity.

Guiding Principles:

1. We value our individual differences and cultural diversity and are united by celebrating them.
2. We value our unique learning environment within the public school system.
3. We believe that student success is best fostered within a program that includes visual and performing arts, physical education, second language, and extra-curricular opportunities, in addition to core subject instruction.
4. We believe that students are most likely to be successful learners when all the concerned participants of our school community (parents, teachers, principal, staff, students and interested persons in the community at large) strive together, or collaborate, as partners to support, enable, enhance, and promote the effectiveness of our school.
5. We believe that each of these partners has a distinct role to play in educating our children, and the best possible education for each student can best be attained when all of the partners work together to honor, support and facilitate each others' role.
6. We believe that effective partnerships are built on understanding, trust, and mutual respect, which are best fostered by honest and open communication between all the concerned participants of our school community.
7. We believe that our school must:
 - Strive to meet the needs of each learner enrolled in the school
 - Stress excellence and achievement in the educational and personal growth of our students.

Objectives:

1. To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
2. To encourage continuous and meaningful involvement in our school by parents, teachers, principal, staff, students and interested persons from the community at large.
3. To provide advice and input to the staff and principal on issues of common concern.
4. To develop a common vision for our school.
5. To co-ordinate any fundraising activities deemed necessary by the school council.
6. To provide feedback and consultation regarding the School Development Plan.
7. To enhance the safety of the students while attending school.
8. To organize functions that will encourage a family atmosphere at the school.
9. To always act with the best interests of the students in mind.