

School Council Bylaws/Operating Procedures

Belfast School

The name of the school council shall be Belfast School Council.

MISSION

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

GOALS

The goals of the school council, in keeping with the School Act and the School Councils Regulation, are to:

- a. provide advice (i.e., input) to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs
- b. stimulate continuous improvement through meaningful involvement by all members of the school community
- c. facilitate collaboration among concerned participants of the school community
- d. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning

GOVERNANCE

Town Hall Model

The membership of the school council shall consist of:

- a. the parents/guardians of students enrolled in Belfast school
- b. the principal of Belfast School
- c. employees of Belfast School

MEMBERSHIP

Town Hall Governance Model

- a. The executive committee will prepare the agenda for the general meetings and circulate minutes of the same.

- b. the executive committee will carry out the day-to-day operation of the school council.
- c. Executive committee will consist of chairperson, vice chairperson, secretary, treasurer, kindergarten representative, key communicator.
- d. An executive position can be held up to 2 consecutive years.

DECISION MAKING

- a. Decisions at school council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. If a decision is made by a vote, the motion must be moved, and seconded and passed by the majority of school council members.

QUORUM

Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in Belfast School (at least 3 parents/guardians).

DUTIES OF THE EXECUTIVE

(a) The Chair

- The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Board of Trustees' Council of School Councils representative. The chair ensures the school board receives an annual report from the school council.

(b) The Vice-Chair (Co-Chair)

- The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of the school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility in consultation with the school council, for communicating with the fundraising society.

(c) The Secretary

- The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications. The secretary keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all material relating to Belfast 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 Belfast School.

(d) The Treasurer (if required)

- The treasurer keeps financial transactions of the school council, reports to the school council and complies with the school council and the Calgary Board of Education policies.

(e) The Key Communicator

- The key communicator works to build and enhance a connection between parents/school communities and Calgary Board of Education. The key communicator will attend Community of School Councils (COSC) meetings. Key communicators liaise with school councils, enable more informed citizen input and share information, ideas and concerns as part of a system-wide network of involved parents.

VACANCIES

With the exception of the school council position filled by the principal, the school council may appoint school council members and/or community members to fill vacancies until the election at the next annual general meeting.

COMMITTEES

A 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.

MEETINGS

The first meeting of the school council will be held by the end of September of the school year.

- a. The school council will meet a minimum of seven times during the school year.
- b. Regular meetings will be determined by the school council members attending the first meeting and/or the executive of the school council.
- c. Meetings will take place at the school or online unless indicated with a 20 school day notice to change the location.
- d. Special meetings of the school council may be called by the executive or at the written request of 5 parents of students enrolled at Belfast School.

ANNUAL GENERAL MEETING (AGM)

- a. The annual general meeting of the school council will be held within 20 days after the start of the school year or at an appropriate time during the school year determined by the school council.
- b. The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date
- c. Election of school council members and/or executive positions will take place at the AGM
- d. All parents of students attending Belfast School are eligible for election.
- e. All parents of students attending the Belfast School are eligible to vote at the AGM.

The business of the AGM shall include:

- election of school council members and/or executive members
- proposed bylaws/operating procedures amendments
- motion to accept a financial statement of the previous year
- plans and budget for the upcoming year
- discussion of any major issues in which parents should have input, such as:
 - changes to the vision or mission statement of the school,
 - major changes in the school program or focus ,
 - formal evaluation of the school council.

ANNUAL REPORT

a. In accordance with the School Councils Regulation, the school council, through the chair, prepares and provides the school board with an annual report submitted by June 15, 20XX that includes:

- a summary of the school council's activities of the year
- a financial statement
- a copy of the minutes of each meeting

b. The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

a. The bylaws remain in force from year to year, unless amended at the AGM or the first meeting of the school council.

b. The bylaws of the school council may be amended by a majority vote of the school council at an AGM or the first meeting of the school council.

c. Notice of proposed bylaw amendments must be circulated with the notice of the AGM or the first meeting of the school council.

CODE OF ETHICS

1. All School Council members shall:

- Abide by the legislation that governs them
- Endeavour to be familiar with school policies and operating practices and act in accordance with them
- Practice the highest standards of honesty, accuracy, integrity and trust
- Recognize and respect the personal integrity of each member of the school community
- Declare any conflict of interest
- Encourage a positive atmosphere in which individual contributions are encouraged and valued
- Apply democratic principles
- Consider the best interests of all students
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- Not disclose confidential information

- Limit discussions at school council meetings to matters of concern to the school community as a whole
- Use the appropriate communication channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Accept accountability for decisions
- Not accept payment for school council activities

PRIVACY

- a. School council shall adhere to the Personal Information Protection Act (PIPA).
- b. School council shall not share personal information for purposes other than those of school council business.

POLICIES

- a. School council may develop policy for the duration of their term.
- b. The policies of the school council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new school council and its term.

FUNDRAISING SOCIETY

- a. School council will communicate regularly with the fundraising society to support their activities and to solicit support for school council activities.
- b. School council can develop policy to promote productive, open and transparent relations with the fundraising society.

School Council Fundraising

- a. School council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- b. School council can fundraise and funds can be kept in a school council bank account or given to the school.
- c. School council's funds given to the school will be subject to the Calgary Board of Education's policy on school council fundraising.