



HELOISE LORIMER

School Council By-Laws
February 8th, 2017

BY-LAWS OF HELOISE LORIMER SCHOOL COUNCIL

1. NAME

The name of the Association shall be called Heloise Lorimer School Council.

2. DEFINITIONS

For the purposes of this document:

2.1 “School Council” means the Heloise Lorimer School Council.

2.2 “the School” means Heloise Lorimer School.

2.3 “the Community” means those persons who are:

- a. parents or legal guardians of students currently enrolled in the School;
- b. teachers, teaching assistants, support staff, administrative or custodial workers in School;
- c. elected to the position of School Trustee for the Ward;
- d. Honorary School Community members.

2.4 “Honorary School Community members” means those persons whom the School Council may wish to recognize for their participation and interest in school activities. This designation may be conferred by passage of a motion to this effect at any regular meeting of the School Council and ratification by passage of a like motion at any regular or special meeting of the Community.

2.5 “the Board” means the School Board of Rocky View Schools #41.

2.6 “the Regulations” means the Alberta School Act as currently amended and as interpreted by the School Regulations published by Alberta Education, collectively. Any definition of the School Council, its role and responsibilities is based on these documents, and is subject to them.

2.7 “the Superintendent” means the Superintendent for Rocky View Schools #41, as defined by the Regulations.

3. GOVERNANCE OF THE SCHOOL

While the Regulations provide for significant involvement by the Community in the operation of the School, it is recognized that the day-to-day operation of the School is the responsibility of the Principal and all decisions made by the Principal regarding the School operation are final, even if these decisions may appear to be in conflict with the wishes of School Council.

If there is a dispute between School Council and the Principal regarding any aspect of the School operation, and the dispute cannot be resolved at the School, then this dispute will be referred to the Superintendent for a decision. Any such decision by the Superintendent shall be final.

4. MISSION AND OBJECTIVES

School Council is the collective association of parents, teachers, principal, staff and Community members who seek to:

- positively enhance the educational experience at Heloise Lorimer School through actively supporting administration, staff, students, programs, facilities, parents, school events and the School Division.
- act in an advisory role to school personnel and the School Board with respect to matters related to the School.
- act as liaison between the school and the community
- facilitate cooperation among all the concerned participants in the School.

5. MOTTO *“Building & Belonging”*

6. ELECTION OF SCHOOL COUNCIL

6.1 Membership

- a. Membership in School Council shall be restricted to members of the Community, and shall consist of:
 - i. a minimum of four (4) parents or legal guardians of students enrolled in Heloise Lorimer School, one elected member per family
 - ii. School Principal or his/her designate
 - iii. One staff member, appointed or elected by the school staff
 - iv. One person who is not a parent or legal guardian of a student enrolled in the school, but who has an interest in the school.
- b. Each of these members shall have voting privileges at all meetings of School Council.
- c. In addition, the elected School Trustee for the Ward shall be an ex-officio member of School Council with no voting privileges.
- d. A staff member who has a child attending the School shall be eligible for election to School Council as a parent.

6.2 Election Procedures

The following procedure shall be used to elect members of School Council.

- a. At least four (4) weeks prior to the Annual General Meeting, a notice shall be posted/distributed and shall include the following information:
 - i. The time, date, location and statement of purpose of the Annual General Meeting;
 - ii. The definition of School Council;
 - iii. The composition of School Council;
 - iv. The phone number of the School;
 - v. The deadline for receipt of nominations to School Council.

- b. The School will provide a nomination forms to anyone requesting one. This form shall provide the following information:
 - i. Name, signature, address and telephone number of the Nominee;
 - ii. Brief written statement by the Nominee of the reason for the submission of his/her name for nomination;
 - iii. Name, signature, address and telephone number of one (1) Nominator;
 - iv. Brief written statement by the Nominator of the reason for the nomination of this person.
- c. Nomination forms must be received by the Principal prior to the Annual General Meeting.
- d. At the Annual General Meeting, the following procedure will be followed:
 - i. The School Council Secretary will present a list of nominees for School Council. If the number of nominees is equal to or less than the number of positions available on School Council, the nominees will be declared elected by acclamation by the meeting Chair.
 - ii. If the number of nominees is less than the number of positions available, nominations for the remaining positions will be accepted from the floor until no further nominations are forthcoming.
 - iii. In the event that the number of nominees exceeds the number of positions available, the following election procedure will be followed:
 - 1. Candidates will have the opportunity to speak to their candidacy. The total time for all statements will not exceed five (5) minutes per candidate.
 - 2. Each member of the Community shall be permitted to vote for a nominee for each position available on the School Council. (For example, if there are four positions available, the voting member will be able to vote for up to and including four nominees.)

For the purposes of the election process, the Principal shall record the results.

6.3 Term of Office

The term of office for each member of School Council is one (1) year. Members may be re-elected annually.

6.4 Non-Attendance of Elected Members

If any elected member of School Council fails to attend three (3) consecutive regularly scheduled meetings of School Council without providing adequate explanation to School Council, that member shall be deemed to have resigned and this resignation shall be so recorded automatically in the Minutes of the fourth (4th) meeting following the member's last attendance.

6.5 Vacancies

In the event there is a vacancy on School Council at any time after the Annual General Meeting, nominations may be submitted and an interim election may be held at any regularly scheduled meeting of School Council.

7. OFFICERS OF SCHOOL COUNCIL

Every elected member of School Council is eligible to serve as an Officer.

7.1 Chair – has the following specific duties:

- a. Convene and preside at all meetings of School Council.
- b. Ensure that all decisions of the School Council are carried out.
- c. Official signing authority for all correspondence from School Council.
- d. Represent the School Council to the Board.
- e. Prepare and submit an annual report to School Council and the Board.
- f. Designate, in his or her absence, the Vice-Chairperson or some other member of the School Council, to assume his or her responsibilities.
- g. Signing officer for the School Council bank account.

The Chair must be the parent or legal guardian of a student enrolled at the School. The position of Chair can only be held for two (2) consecutive terms by one person. Once elected, the Chair shall be a non-voting member of School Council, except in the event of a tie vote, whereupon the Chair shall vote.

7.2 Vice-Chair – has the following specific duties:

- a. Assist the chair in carrying out his or her duties.
- b. Assume the responsibilities of the Chair in his/her absence.
- c. Assume other duties and responsibilities as assigned by School Council.
- d. Signing officer for School Council bank account.

7.3 Secretary – has the following specific duties:

- a. Record and prepare accurate Minutes of all meetings of School Council, and see to the appropriate distribution of Minutes in a timely manner.
- b. Attend to any correspondence on behalf of School Council.
- c. Maintain the Minute Book, and keep correspondence, records and other School Council documents filed in an orderly fashion and publicly accessible, in accordance with the Personal Information Protection Act.
- d. Assume other responsibilities and duties as assigned by School Council.

7.4 Treasurer – has the following specific duties:

- a. Signing officer for School Council bank account.
- b. Maintain accurate and current records of all financial transactions made by School Council, and submit monthly reports to School Council on the receipt and expenditure of funds.

- c. Ensure that all financial records and other statutory reports are available, upon request of the Board.
- d. Prepare and submit an annual financial report to School Council and to the Board.
- e. Assume other duties and responsibilities as assigned by School Council.

7.5 Volunteer Coordinator (optional) – has the following specific duties:

- a. Ensure that accurate records are kept of all parent volunteers in compliance with the Personal Information Protection Act.
- b. Coordinate and organize volunteers as required at various school functions.
- c. Prepare and correspond with volunteers and school staff as required.
- d. Assume other responsibilities and duties as assigned by School Council.

7.6 Communications Representative (optional) – has the following specific duties:

- a. Prepare a summary of School Council meetings for submission to the School newsletter.
- b. Promote communication between all parties at the School, including parents, staff, students and the community.
- c. Assume other responsibilities and duties as assigned by School Council.

The term of office for all Officers shall be one (1) year. The six (6) Officers, along with the Principal, shall serve as the Executive Committee of School Council and shall carry out the day-to-day operation of School Council.

8. FINANCIAL AFFAIRS AND BANKING

8.1 Bank Account

School Council shall establish an account at a bank in a location convenient to the School.

8.2 Books

The Treasurer, in accordance with generally accepted accounting principles, shall maintain all books and financial records of School Council and any of its ad-hoc committees.

8.3 Statement of Accounts

On a monthly basis, a statement of the accounts of School Council shall be prepared by the Treasurer and distributed at the next regular meeting of School Council for approval. A copy shall be submitted to the Secretary to be included with the Minutes.

8.4 Bank Statements

The Principal shall review and initial all bank statements as they become available.

8.5 Annual Statement

On an annual basis, a formal statement of the financial status of the School Council shall be prepared by the Treasurer and presented at the Annual General Meeting for approval. A copy shall be submitted to the Secretary to be included with the Minutes.

8.6 Remuneration

Members of School Council and any of its ad hoc committees shall not be entitled to any remuneration other than the reimbursement of out-of-pocket expenses incurred on behalf of the School Council or committee. Reimbursement for out-of-pocket expenses shall only occur upon the submission of original receipts to the Treasurer

8.7 Signing Officers

The Chair, the Vice-Chair, the Treasurer and the Principal shall be the signing officers for School Council for all banking and contractual documents. All banking documents must be signed by two (2) of the signing officers.

8.8 Budget

- a. On an annual basis, shortly after the annual organizational meeting, the Treasurer will form a Budget Committee for preparation of the School Council budget for the forthcoming school year. The proposed budget shall be ratified at a meeting of School Council.
- b. The term of the School Council budget will normally be from July 1st through June 30th of each year. As of fiscal year end, the School Council shall carry over all funds not spent in the current year. These funds will remain in School Council's bank account for use in the following fiscal year.
- c. The detailed budget shall be available at the School for review by any member of the Ccommunity.

9. COMMITTEES

School Council may, from time to time, make use of committees to facilitate certain tasks. Membership on a committee, the term, and the terms of reference of an ad hoc committee shall be determined by School Council by motion passed at a regular meeting of School Council. At least one member of any ad hoc committee shall be a member of School Council, and the chair of a committee shall be a voting member of School Council. Members of any ad hoc committee shall adhere to and be bound by Member Conduct as stipulated in Paragraph 10 of these Bylaws.

9.1 Minutes

Each ad hoc committee of School Council shall prepare informal Minutes of committee meetings. These Minutes shall be presented as information at School Council meetings, and be kept in a binder at the School.

9.2 Finances

All financial records and transactions for ad hoc committees shall be maintained and conducted by the Treasurer and officers of School Council as stipulated in these Bylaws. Each ad hoc committee shall be required to operate within budgetary limits set by School Council.

10. MEMBER CONDUCT

10.1 Code of Ethics

All members of School Council and members of any ad hoc committee of School Council shall:

- a. Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- b. Declare any conflict of interest;
- c. Consider the best interest of all students;
- d. Respect the confidential nature of some school business and respect limitations this may place on the operation of School Council;
- e. Not disclose confidential information.

10.2 Liability

It is the intent of these Bylaws that the actions of School Council shall not create any financial, contractual or other liability or obligation for the members of School Council. School Council assumes responsibility for its actions and the actions of the members of School Council acting on its behalf in accordance with the established liability policy of the Board.

10.3 Conflict Resolution

In accordance with the School Act, School Council shall abide by the conflict resolution procedures outlined by the Board.

11. MEETINGS OF SCHOOL COUNCIL

11.1 Rules

Meetings shall be conducted informally. Parliamentary procedures as set forth in Roberts' Rules of Order shall be used as a guide for meetings (see Appendix A).

11.2 Schedule and Notice

Meetings shall be held once per month during the regular school year at Heloise Lorimer School. The actual dates of the meetings will be determined at the first organizational meeting of the School Council in each fiscal year. Prior to any School Council meeting, notice of the meeting shall be published in the School newsletter. If circumstances require that a meeting time/date be changed, the Chair shall have the authority to do

so, provided that notice of this change is conveyed to the Community. All School Council meetings shall be open to attendance by any member of the Community.

11.3 Decorum

If any attendee at a School Council meeting acts in a manner that prevents the orderly conduct of business of the meeting, in accordance with policies set forth by the School Act and/or the Board, then the attendee will be required to leave the meeting.

11.4 Quorum

Quorum for all meetings of School Council shall be one half (1/2) plus one (1) of the elected membership, with the majority being parents or legal guardians of students.

11.5 Voting

Only members of School Council, as defined in paragraph 6.1 herein, have the right to vote at meetings of School Council. Voting is by show of hands with simple majority rule. Any member may, at his or her own discretion call for a vote by secret ballot. In the event of a tie vote, the Chair shall vote to break the tie.

11.6 Minutes

The Secretary shall keep accurate Minutes of each meeting of School Council. These Minutes shall be adopted at the subsequent meeting of School Council, as an accurate representation of the events of the meeting. After adoption, the Minutes shall be signed by the Secretary and the Chair and kept in the School Council Minute Book at the School. The Minutes shall be available for examination by any member of the Community. Minutes shall be retained for a minimum of seven (7) years from the date of the meeting, in accordance with the Regulations. A copy of all Minutes shall be made available to the Board upon request.

11.7 Annual Report

In accordance with the Regulations, the Chair of School Council shall prepare and provide the Superintendent or his designate with an annual report by July 15th of each year, and should include: a summary of Council's activities for the previous year, a financial statement and copies of the minutes. School Council shall make the report available to all concerned members of the Community.

11.8 Special Meetings

A special meeting may be called by any elected member of School Council, in consultation with the Chair. The Chair must provide all members and the Community with notice at least seven (7) days in advance of any special meeting to be called.

11.9 Electronic Meetings

It may be necessary for School Council to conduct business at a time when it is not possible for a regular meeting to be convened. In that event, the Chair (or designate) may conduct a meeting of all members via electronic means: e-mail, Facebook or some other method that is accessible by all members. The Secretary shall summarize and document into Minutes any decisions made during any such electronic meeting and these Minutes shall be adopted at the next regular meeting of School Council and filed appropriately, as set forth in Paragraph 11.6 herein.

12. ANNUAL GENERAL MEETING

On a yearly basis, an Annual General Meeting (AGM) of the Community shall be held at the School for the purpose of reporting the performance of School Council for that year and to elect members to the School Council for the subsequent school year. This meeting will normally be held during the month of June.

12.1 Quorum

Those members of the Community in attendance shall form the quorum for the purpose of the meeting. For the purposes of the AGM, the Community shall include parents and legal guardians of currently enrolled students and students enrolled in the upcoming school year.

12.2 Notice

Notice of the meeting shall be posted on the School's website and/or printed in the School newsletter at least twenty one (21) days in advance.

12.3 Business

The business of the AGM shall include: summary of the School Council year, election of members for the upcoming year, a review of the School Council financial statements and plans for the upcoming year.

13. ANNUAL ORGANIZATIONAL MEETING

Shortly after the Annual General Meeting or before the end of the school year, an organizational meeting of School Council shall be held. This meeting will select the Officers of School Council, by consensus, and begin the process of defining the goals and objectives for the upcoming year. If, for any reason, consensus cannot be reached in the selection of Officers, then the Principal shall appoint persons to specific portfolios.

14. AMENDMENTS TO THE BYLAWS

The bylaws shall remain in force from year to year. It may be necessary, from time to time, to amend these Bylaws. In that event, the following procedure shall be used:

14.1 First Reading

School Council shall pass a motion adopting the proposed Bylaw amendment(s) at any regularly scheduled meeting.

14.2 Second Reading and Ratification

Notice of the proposed Bylaw amendment(s) shall then be circulated to the Community, along with the notice of meeting, at least twenty-one (21) days in advance of the meeting, and shall include a brief statement indicating that the full text of the proposed Bylaw amendment(s) exactly as passed by motion at the School Council meeting shall be available for viewing on the School website and at the School office.

Those members of the Community in attendance at the meeting to discuss the Bylaw amendment(s) shall form the quorum. The Bylaw may be amended upon a two-thirds majority vote of those members of the Community in attendance at the meeting.

14.3 Effective Date of Amendments

A Bylaw amendment shall become effective immediately upon being passed by a two-thirds (2/3) majority at a meeting of the Community

APPENDIX A

PARLIMENTARY PROCEDURE

--Information Purposes--

IF YOU WANT TO ACCOMPLISH THIS...	MAKE THIS MOTION...
Introduce business, get your idea discussed	Main motion
Change or modify, improve	Amend
Defer a matter or kill it	Postpone indefinitely
Defer action, delay a decision	Postpone to a definite time Make a special order or business Table Refer to committee
Let a few attend to a matter	Refer to committee
Fix a time to attend to a matter	Postpone to a definite time Make a special order of business Make a general order of business
Stop debate and order an immediate vote	Previous question
Limit or extend debate	Limit or extend debate
Stop a question from being considered	Object to consideration Postpone indefinitely Table (will suppress temporarily)
Do something contrary to the bylaws or rules	Suspend the rules Change the bylaws
Have an opportunity to vote a second time on a measure	Reconsider the vote
Prevent action taken at an unrepresentative meeting	Reconsider and enter on the minutes
Prevent a motion from being voted upon	Withdraw a motion Postpone indefinitely
Not consider a question because it is not in accord with bylaws or is not relevant	Objection to consideration
Enforce the rules	Point of order
Consider a motion a second time	Take from the table Reconsider Rescind