

WEST RIDGE SCHOOL SCHOOL COUNCIL BYLAWS

Table of Contents

ARTICLE I – NAME	3
ARTICLE II - MISSION STATEMENT	3
ARTICLE III – PURPOSES	3
3.1 Mandate	3
3.2 Objectives	3
3.3 Responsibilities of the School Council	3
ARTICLE IV - MEMBERSHIP AND MODEL OF GOVERNANCE	4
4.1 Membership	4
4.2 Model of Governance	4
ARTICLE V - EXECUTIVE COUNCIL	4
5.1 Executive Council	4
5.2 Duties and Responsibilities of Executive members	4
5.3 Meetings	4
5.4 Finances	4
ARTICLE VI - ELECTION PROCEDURES	5
6.1 Elections	5
6.2 Appointment of Community Representative(s)	5
6.3 Disqualification	5
6.4 Withdrawal	5
6.5 Removal	5
6.6 Vacancies	6
ARTICLE VII - QUORUM FOR SCHOOL COUNCIL MEETINGS	6
7.1 Transaction of Business	6
7.2 Lack of Quorum	6
7.3 Amendments to the Bylaws	6
ARTICLE VIII - CONFLICT RESOLUTION	6
APPENDIX A	7
PART A: Duties and Responsibilities of the Executive	7
1. Chairperson / 2. Vice-Chairs	7
3. Secretary	7

4. Treasurer.....	7
PART B: Duties and Responsibilities of Other Key WRSC Members.....	8
1. Student Representative	8
2. Directors at Large	8
PART C: Duties and Responsibilities of Optional Elected WRSC Members	8
1. Community Representative	8
2. CBE Liaison (Key Communicator).....	8
3. Fundraising Coordinator	8
APPENDIX B.....	9
Responsibilities of the WRSC.....	9

ARTICLE I – NAME

The name of this association is West Ridge School Council, hereinafter referred to as the “WRSC”.

ARTICLE II - MISSION STATEMENT

The West Ridge School Council endeavors to ensure that each student will be inspired to discover, explore and engage in challenging and relevant learning experiences fostered through safe, caring, and respectful relationships with their school and community.

ARTICLE III – PURPOSES

3.1 Mandate

The WRSC will provide ideas and opinions to assist the Principal in making decisions that affect the school and will consult with the school administration on issues regarding school philosophy, educational programs, and any other issues related to regulations that would come under WRSC responsibilities as defined by the Calgary Board of Education and the Alberta Education policies. These responsibilities are included in Appendix B.

The WRSC will not deal with personal and or confidential issues which affect individual staff members, students, or WRSC members.

The WRSC will respect the roles of the school staff, each of which has professional and legal responsibilities in accordance with the school system.

The WRSC will consult with administration before initiating any activities.

3.2 Objectives

- To promote communication between parents and school staff and to provide an effective forum for discussion of school philosophy, educational programs, and issues of parental or staff concern.
- To provide opportunities for parents to become aware of current educational trends, topics and issues.
- To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- To encourage a sense of community fellowship among parents, staff and students.
- To encourage and provide appropriate support for special programs operating within the school.
- To initiate and carry out programs designed to enhance the social or educational programs of the school in consultation with administration and staff.
- To develop and implement fundraising activities.
- To be ambassadors for the school and to encourage parental and staff involvement within the WRSC.
- To prepare an annual report on WRSC activities for the Principal, for inclusion in the Annual School Report and School Improvement Plan, and for the Calgary Board of Education.
- To promote a common vision for West Ridge School (“WRS”).

3.3 Responsibilities of the School Council

- a) To work with and provide advice to the school Principal regarding matters related to the school.
- b) To perform any duty or function delegated to the WRSC by the Calgary Board of Education in accordance with the delegation.
- c) To make policies and/or participate in processes for conflict resolution arising from an Executive decision or action. (See guidelines in Article VIII.)
- d) To manage the activities of the WRSC in accordance with the School Act and these bylaws.

ARTICLE IV - MEMBERSHIP AND MODEL OF GOVERNANCE

4.1 Membership

WRSC membership includes all parents, guardians or legal custodians of students enrolled at WRS, and all teachers and staff of the school. An Executive Council (as listed in Article 5.1) shall be elected to operate the affairs of the WRSC.

4.2 Model of Governance

The WRSC shall use a town hall model of governance where all members of the WRSC shall have voting privileges at any WRSC meeting.

ARTICLE V - EXECUTIVE COUNCIL

5.1 Executive Council

The Executive shall meet a minimum of six times per school year to conduct WRSC business. This body shall represent the entire WRSC in the absence of all members. For emergency decisions, one-half (1/2) of the Executive must be apprised of the situation and be in verbal agreement. The membership will be informed of these decisions at the next meeting. Two people may share a position. Teacher representatives may attend the meetings on a rotating basis.

The members of the Executive are as follows:

- Chairperson(s)
- Vice-Chairperson(s)
- Treasurer
- Secretary

5.2 Duties and Responsibilities of Executive members

- a) Outgoing Executive members are required to pass on any records and relevant material to the new Executive at the Annual General Meeting ("AGM").
- b) All members of the Executive shall attend all regularly scheduled meetings of the WRSC or let the secretary know that they cannot attend. If an Executive member does not attend three consecutive meetings they will be asked to resign their position, unless there are extenuating circumstances.
- c) A description of the specific duties and responsibilities of each Executive member is in Appendix A.

5.3 Meetings

- a) An AGM shall be held at the school no later than June to elect the new Executive, review Executive responsibilities and establish meeting times. These times may be amended at any WRSC meeting.
- b) The new Council will hold a pre-planning meeting, no later than the end of June, for the upcoming school year.
- c) All WRSC meetings are general meetings and will be held at WRS unless the WRSC Executive advises otherwise.

5.4 Finances

A spending limit of no more than \$500 for the council year can be disbursed at the discretion of the signing authorities. Any disbursements over \$500 shall be approved by the members at a regular meeting.

ARTICLE VI - ELECTION PROCEDURES

6.1 Elections

- a) Elections shall be held at the WRSC AGM, to be effective at the end of June.
- b) The WRSC shall advertise the AGM through digital and print media.
- c) The term of office shall be from the end of the current school year to the end of the following school year.
- d) Any member of the Executive may extend their current position past one year providing that person is re-nominated and they are re-elected. Whenever possible, to ensure equal representation from each of our communities, the Co-Vice Chairpersons will be from alternate communities. A member may serve up to a three-year maximum term in any one position (except that of the school representatives, which may be longer).
- e) WRSC positions may be elected by acclamation where not more than one person expresses an interest in a position. If necessary, a Nominating Committee of three members, chaired by the Chairperson or an appointed alternate, shall be formed and carry out the following duties:
 - i. Call for nominations for all positions through a notice in the school newsletter at least one week prior to the AGM.
 - ii. Contact potential candidates to fill any vacancies on the Executive.
 - iii. Prepare a slate of candidates for all positions and present it at the AGM.
- f) Nominations from the floor shall be taken at the AGM for all Executive positions held by parents.
- g) Voting procedures shall be as follows:
 - i. Voting is conducted by a show of hands.
 - ii. Votes are counted by two members not standing for an office.
 - iii. Positions are elected by a majority vote.
 - iv. The Chairperson votes only if there is a tie vote.
 - v. Members must be present to vote (no voting by proxy).
 - vi. Only WRSC members (Article 4.1) are eligible to vote.

6.2 Appointment of Community Representative(s)

- a) At the first WRSC meeting after the AGM, the WRSC may approve the appointment of a Community Representative who is either a member of the community or representative of a business that has a link with the school.
- b) Any Community Representative may be re-appointed by the WRSC.

6.3 Disqualification

An Executive member shall be disqualified if that person no longer meets the qualifications of the School Act or these bylaws.

6.4 Withdrawal

An Executive member may withdraw from their position by giving 30 day written notice to the Chairperson and the Principal. If the member withdrawing is the Chairperson, the notice must be given to the Co-chairperson and the Principal.

6.5 Removal

The Executive may, for any reason, remove a member of the council at a special meeting called for that purpose, and by Resolution of not less than two-thirds (2/3) of the Executive members (excluding the member

who is the subject of the Resolution), providing that member has been notified twenty-one (21) days in advance of the meeting and is given the opportunity to be heard at the meeting.

6.6 Vacancies

Vacancies occurring among positions of Executive members will be filled, for the balance of the term of the vacated position, through appointment by the WRSC. When necessary, nomination and voting procedures will be followed.

ARTICLE VII - QUORUM FOR SCHOOL COUNCIL MEETINGS

7.1 Transaction of Business

The quorum for WRSC meetings shall be one-half (1/2) of the Executive for the transaction of all business.

7.2 Lack of Quorum

If a quorum is present at the start of a meeting, the meeting may continue even if a quorum is not maintained throughout. Any WRSC meetings for which there is not a quorum may be rescheduled by the Chairperson.

7.3 Amendments to the Bylaws

The bylaws remain in effect from year to year unless amended at an Amendment of the Bylaws meeting.

- The Amendment of the bylaws meeting may take place at a general meeting or at a special meeting.
- Notice of motion to amend the bylaws and the proposed amendment shall be made available to members of the WRSC by the Executive a minimum of one week prior to the date of the amendment meeting.
- The bylaws may be amended by a two-thirds (2/3) majority vote of those present at the meeting.

ARTICLE VIII - CONFLICT RESOLUTION

These guidelines are designed to assist the Executive with any conflict which cannot be resolved by the WRSC that results from an Executive decision or action.

Each party will prepare a written statement (on a form provided by the secretary of the WRSC) of their position to be given to the Chairperson. In consultation with the Principal, the Chairperson will decide on a strategy for resolution, such as:

- Providing a mediator (who is agreeable to all parties) to facilitate in resolving the conflict.
- Setting up a meeting between the parties in conflict and the mediator, with the mediator documenting the discussion.
- Establishing a committee of individuals agreeable to all parties to arbitrate a solution to the conflict.
- Referring the conflict to the Calgary Board of Education for resolution if agreement cannot be reached.

APPENDICES TO THE BYLAWS OF THE WEST RIDGE SCHOOL COUNCIL

APPENDIX A

PART A: Duties and Responsibilities of the Executive

All Executive members shall attend all regularly scheduled meetings of the WRSC or let the secretary know that they cannot attend. If an Executive member does not attend three consecutive meetings they will be asked to resign their position.

1. Chairperson / 2. Vice-Chairs

In consultation with each other, these three executive members will fulfill the following duties:

- Act as Chairperson of all WRSC general meetings
- Prepare, in consultation with the Principal, and distribute an agenda for meetings
- Be an ex-officio member of every committee
- Be a signing officer
- Prepare an article to the general parent body via the school newsletter after each WRSC meeting
- Distribute a copy of the bylaws and its addendum to all members of the Executive after their election
- At the end of the school calendar year, prepare an Annual Report, which includes the activities of the WRSC and a financial statement relating to money handled by the WRSC
- Ensure the Principal has a copy of the WRSC's Annual Report (by the end of May) for inclusion in the Annual School Report
- Complete insurance renewal documentation
- Act as chairperson of nominating committee if necessary

3. Secretary

- Record the minutes of general meetings
- Record and distribute minutes of each meeting to the Executive and attending members
- Ensure a copy of the WRSC minutes of each meeting is posted to the school website for membership access, in a central digital file location for executive access and in a main Meeting Minutes binder located in the West Ridge School office
- Requires an alternate if unable to attend meeting
- Take care of any correspondence in liaison with the Chairperson
- Maintain an updated record of all WRSC members' phone numbers and addresses

4. Treasurer

- Be a signing officer
- Assist Chair and Co-Vice Chairs in the creation of an annual budget
- Keep accurate records of all financial transactions
- Be responsible for the deposits of all monies paid to the WRSC
- Ensure a fundraising coordinator has made record of funds for deposit prior to those funds being forwarded to the Treasurer
- Prepare written financial statements for all meetings and a written annual financial report for the AGM
- Ensure that the books and records are audited by two members of the West Ridge School Council before the books are handed over to the newly elected Treasurer
- Provide the necessary documentation for transferring signing authority to the newly elected signing officers by the end of August
- Provide the Chairperson with a copy of the year-end financials for the Annual Report

PART B: Duties and Responsibilities of Other Key WRSC Members

1. Student Representative

- Provide information on student perspectives to WRSC.
- Represent the student body and represent a student voice at meetings.
- The student representative is not required to stay for the full meeting.

2. Directors at Large

- Provide specific service to the WRSC as delegated at WRSC meetings.
- Report back to WRSC as needed.
- Provide the WRSC with notice if they are unable to fulfill their duties.

PART C: Duties and Responsibilities of Optional Elected WRSC Members

1. Community Representative

- Is a member of the community or representative of a business that has a link with the school
- Has an interest in both the school and the community
- Promote ideas and attitudes congruent with the school's philosophy

2. CBE Liaison (Key Communicator)

- Act as liaison between the Calgary Board of Education and the WRSC for the Key Communicator Program
- Attend (or ensure an alternate attends) system-wide or area Key Communicator meetings and workshops
- Relate new information for Key Communicator meetings by reporting regularly at WRSC meetings and by contributing to the school newsletter

3. Fundraising Coordinator

- Coordinate all the fundraising activities sponsored by the WRSC that are outside of the Fundraising Society's responsibilities
- Inform all parents about the year's fundraising events and what the funds will be used for
- Form subcommittees as necessary and appoint a Coordinator for each
- Advise all subcommittee coordinators and/or fundraising volunteers that they are required to report to the Fundraising Coordinator

APPENDIX B

Responsibilities of the WRSC

As defined by the Calgary Board of Education and the Alberta Education policies, it is the responsibility of the WRSC to:

- a) **Actively seek the views of the school community.** Continually seeking input from the school community is the only way Councils can accurately formulate goals and expectations for the school that will meet community needs.
- b) **Actively represent the views of the school community.** School Councils have a responsibility to make the views of the school community known to the Principal, School Board, Alberta Education or other education partners, where applicable.
- c) **Inform the school community.** School Councils must keep the community well informed of the council's roles, functions, projects and decisions (along with the reasons behind them).
- d) **Involve the school community.** The WRSC will need to make a special effort to bring all parents into the education circle to ensure decisions reflect the interests of all children in the school.
- e) **Encourage all forms of parental involvement and support.** The WRSC is only one way for parents to participate in the life of the school. Parent volunteers play an important school role, and parents and school alike benefit from direct parental involvement and support.
- f) **Work within the policies of the local school board.** WRSC members will be guided by the mission statement of their school district and must work within district policies and guidelines.
- g) **Become well informed.** WRSC members must be familiar with school policies and operating practices and act in accordance with them. It is important for WRSC to take advantage of sessions designed to increase their understanding of the principles of team work, consensus building, school-based decision making and other issues that affect the work of the WRSC.
- h) **Focus on the best interests of all students.** The WRSC must ensure all students' needs are expressed, considered and addressed. No individual or group can be allowed to promote its own agenda or self-interest at the expense of others.
- i) **Maintain high ethical standards.** The WRSC must limit discussions to matters of concern to the school community as a whole. The confidential nature of individual student learning and behavior must be respected. The WRSC must handle financial matters in an accountable manner.