

# Calgary Christian School

## School Council Final Draft Bylaws – September 25, 2013

1. **NAME**

The name of the School Council shall be Calgary Christian School – School Council, which resides at 4839 49<sup>th</sup> Street SW, Calgary, AB T3E 3X9, hereinafter referred to as School Council.

2. **MISSION**

School Council will be guided by the Calgary Christian School mission “a community, called and dedicated to integrate faith and learning, reaching for excellence in equipping responsive citizens of God’s Kingdom through a Christ-centered educational environment.”

3. **VISION**

The purpose and vision of School Council is “CCS parents, in partnership with the CCS Community, making God’s school a better place”. The CCS School Council will strive to strengthen the five Pillars of Excellence guiding the CCS educational program.

4. **GOALS**

The goals of the School Council, in accordance with the policies, regulations and procedures set out by the *Education Act*, the School Councils Regulations and the Palliser Regional School District include:

- provide advice (i.e., input) to the Principal, the Calgary Society of Christian Education (CSCE) and Palliser Regional School Board on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs, activities and direction and budget allocations to meet student needs.
- encourage meaningful involvement by all members of the school community and develop and enhance a cooperative Christian relationship between home, school and community.
- facilitate collaboration among participants of the school community.
- encourage greater parent participation in classrooms, school events and School Council meetings and committees to enhance the sense of community between home and school.
- increase involvement and attendance at School Council.
- facilitate a formal performance evaluation of our School Council and communicate the results of the evaluation to the school administration, Palliser and the school community.

- support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- facilitate communication with educational stakeholders and the community.
- delegate certain tasks/special projects or events to subcommittees.

## 5. RESPONSIBILITY AND GOVERNANCE OF COUNCIL

- a. The School Council will be duly formed and constituted in a manner consistent with the *Education Act*.
- b. The School Council provides parents and the school community with a means to consult and provide advice to the principal on matters pertaining to the school and its operations, subject to the provisions of the *Education Act - section 22*.
- c. The School Council may periodically carry out other school-related functions as identified by the principal, Palliser Superintendent, Society Board, and/or Alberta Education, if agreed to by the School Council.
- d. The Palliser division encourages the School Council to build a supportive school community and to advocate on behalf of the school.
- e. Personnel concerns and professional practice of CCS, staff from both Palliser Regional School Board and CCS Educational Society, will not be discussed at School Council meetings.
- f. The School Council shall follow the Code of Ethics in accordance with the *School Council Regulation 171/98* (see Section 12 of this document).
- g. The financial records of the School Council shall be open to audit by the Palliser Associate Superintendent (Business Affairs). Funds shall not be raised through loans from banks, financial institutions or other security requirements.
  - School Council shall not incorporate under the *Societies Act* or the *Companies Act*.
  - The School Council shall not be charged a fee for the use of schools or school facilities for holding its meetings.
  - No officers or other members of the School Council shall receive any remuneration for acting as a member of the council.
- h. Minutes of each School Council meeting shall be recorded and maintained. Copies shall be retained with the CCS School Council Secretary and a Co-Chair, on the CCS website and a copy filed with the Superintendent. On an annual basis, a copy of each meeting's minutes shall be filed with the Palliser board.
- i. Reports forwarded to the Palliser board for consideration or delegate presentation at a Palliser board meeting shall comply

with provisions outlined in the Palliser Administrative Manual.

- j. Resolution of Conflict:
  - all efforts should be made to avoid judgment of other's opinions and thoughts
  - recognition, thank you for the work done
  - recognition of the work of the Council and subcommittees
  - freedom and encouragement to delegate the tasks
  - freedom to survey the school community when making decisions
  - deal and resolve an issue
  - In the event that a conflict cannot be resolved, the situation needs to be referred to school administrators and/or CSCE.

## 6. **MEMBERSHIP**

The membership of the School Council (which includes ALL parents in the school body), shall consist of the following:

- a. School Council Members must ALL be parents/guardians of students enrolled at CCS.
- b. School Council Executive shall consist of the following:
  - a minimum of three elected parents/guardians of CCS students, holding the positions of two Co-Chairs and Secretary,
  - the Principals of the schools,
  - a minimum of one teacher appointed by the teaching staff of each CCS campus,
  - CSCE Representative,
  - High School student.
- c. Resignation of Executive members must be done in writing to the School Council.

## 7. **VOTING**

- a. For the purposes of voting at a School Council meeting, the majority of the voting members shall be parents/guardians of students currently enrolled at the school. Each School Council member is entitled to one vote and must be present to submit their vote (NO Proxy Votes). Decisions made by vote must be passed with a minimum of 51%.
- b. The quorum for any meeting is five members and the majority of members must be parents/guardians of students enrolled at CCS.
- c. Decisions at School Council meetings shall be passed by motion and consensus and shall be sought in each decision. Decisions do not need to be unanimous.

## 8. **OFFICERS AND DUTIES**

- a. The three positions of the School Council executive committee will be elected from its membership - two Co-Chairs and a Secretary.
- b. No officer or member of the Council shall receive any remuneration for his services.
- c. Any officer, upon a majority vote at a special meeting that has quorum, may be removed from office for any cause that the School Council deems reasonable. The officer involved must be notified in writing 21-days in advance of the date of this special meeting by a hand-delivered letter or registered mail.
- d. Every member of the School Council is eligible to be elected for School Council Executive (two Co-Chairs or Secretary) except the Principals and Executive Director of CSCE.
- e. Election of the Executive Officers shall be held each year at the September meeting and terms shall be for a one-year period. An opportunity will be provided at the September Meeting for persons interested in serving on the School Council to indicate their willingness to hold those positions.
- f. The terms of office shall run from 01 October to 30 September.
- g. One School Council member may not hold the same executive position for more than two consecutive terms.
- h. The first School Council meeting of the school year must be held within the first twenty days of the start of school.

## 9. DUTIES OF THE EXECUTIVE OFFICERS

### **The two Co-Chairs**

The Co-Chairs are responsible for planning the agenda for meetings, facilitating the meeting, acting as the voice of School Council and generally supervision of the School Council. A Co-Chair or designate serves as Alberta Home and Schools Councils' representative and attends area meetings.

Specific Duties include:

- calls all monthly School Council and special meetings.
- plans the agenda for the meetings in collaboration with the Administrators when possible.
- convenes and presides at all meetings of the School Council.
- acts as an ex-officio member of all committees and ensures all documentation and reporting to School Council occurs on a timely basis.
- ensures that all decisions of School Council are carried out.
- prepares and submits an Annual Report as required by the *Education Act* to the Board and Palliser by May 31st. This also includes leading a School Council self-evaluation process.

- assumes other duties and responsibilities as assigned by the School Council.
- ensures that there is regular communication with the school community beyond those who attend the meetings.
- strives to ensure the diversity of the school community is represented at School Council.
- provides continuity to the next Co-Chair through guidance, conversations and support through email, conversations and attending the council meetings (when possible).

**The Secretary:**

The Secretary is responsible for keeping accurate minutes and records of the meetings.

Specific Duties include:

- takes, keeps and distributes the minutes of the School Council.
- forwards the minutes to the Co-Chairs within four days of the meeting.
- keeps an accurate record of the proceedings of all School Council and special meetings.
- Creates and distributes meeting notices fifteen days prior to meetings to the school community.

**The CSCE Board Member:**

The Board Member will be responsible to report to the Society Board, at least on an annual basis.

**10. CHANGES TO THE BY-LAWS**

- a. The by-laws remain in force from year to year. In the future, the by-laws can only be changed by special resolution of the members at School Council or special meetings.
- b. Notice of proposed by-law amendments must be circulated with the notice of meeting at least twenty-one (21) days in advance of the meeting.
- c. The by-laws of the School Council may be amended by a two-thirds majority at the proposed School Council meeting.

**11. ANNUAL REPORTS**

- a. In accordance with *School Council Regulations*, the School Council, through an outgoing Co-Chair, must prepare and provide Palliser Regional School District with an annual report by May 31st which includes:
  - (i) summary of School Council's activities for the year,

- (ii) copies of the minutes for each meeting,
  - (iii) financial statement.
- b. The School Council shall make the report available to all members of the school community.
- c. The records of the School Council are available for inspection by the membership and may be done through a Co-Chair.

## 12. **CODE OF ETHICS**

All School Council members shall:

- abide by the legislation that governs them.
- be guided by the mission statement of the school and School Council.
- endeavor to be familiar with school policies and operating practices and act in accordance with them.
- practice the highest standards of honesty, accuracy, integrity and truth.
- 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 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.

## 13. **PRIVACY**

School Council shall adhere to the Personal Information Protection Act (PIPA), and School Council shall not share personal information for purposes other than those of School Council business.

These by-laws were presented at the Establishment Council meeting held for that purpose on September 25, 2013 at Calgary Christian School, Calgary, Alberta. By-laws were approved on XX, XX, 2013 - Calgary, Alberta.

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_