

BYLAWS

Elbow Park School Council

NAME

1. The name of the school council shall be The Elbow Park School Council (Council).

MISSION

2. The mission of the Council is to foster the well-being and effectiveness of our school community and to enhance student learning.

VISION

3. The Council will facilitate communication among all of 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 potential. All of the members of the school community and our school council will strive to uphold our school community's guiding principles when providing advice with respect to our school.

OBJECTIVES

4. The objectives of the Council, in keeping with the School Act and the School Councils Regulations, are as follows:
 - (a) To provide advice (input) to the staff and Principal on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs;
 - (b) To encourage meaningful involvement by all members of the school community;
 - (c) To facilitate collaboration among all the concerned participants of the school community;

- (d) To participate in the ongoing development of a common vision for our school;
- (e) To periodically evaluate the programs and procedures of our school council;
- (f) As needed, in cooperation with the Principal, communicate with the school board on the essential tasks of teaching and learning;
- (g) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning;
- (h) To coordinate fundraising activities in the school, save and except those coordinated by The Elbow Park Parent Society;
- (i) To facilitate communication with all educational stakeholders and the community.

MEMBERSHIP

5. (a) The membership of the Council shall consist of the following:
 - (i) The parents of students enrolled in Elbow Park Elementary School
 - (ii) The Principal of the school;
 - (iii) The teachers of the school;
 - (iv) At least one community member.
- (b) For the purpose of voting at a council meeting the majority of voting members must be parents of students enrolled in the school.
- (c) The officers of the council shall consist of a President, a Vice President, a Secretary and a Treasurer.
 - (i) Every parent member of the council is eligible to be elected as an officer of the council
 - (ii) The terms of office shall be for a two-year term, based on an overlapping model.
 - (iii) The officers will be elected at the last regular meeting in the school year prior to the commencement of the their term.
- (d) The membership of the executive committee shall consist of the officers and at least the following additional members:

- (i) The Principal of the school;
- (ii) A teacher of the school, elected by the staff of the school;
- (iii) Parent members elected to the following positions:
 - (A) Past president
 - (B) The Elbow Park Parent Society president;
 - (C) Other members as elected from time to time.
- (iv) A community member selected by the Council.

DUTIES OF THE OFFICERS

7. (a) The President

The President shall work in partnership with the Principal. The President shall be responsible for planning the agenda for meetings, facilitating the meetings, and acting as spokesperson for the council, generally supervising the council and contributing to the school newsletter. The President will contribute to the school's annual report to the school board. The President will ensure there are nominees for all executive positions, which are presented at the annual general meeting and committee officers, as needed. The President oversees the development of an annual budget and plan of activities for presentation at the annual general meeting.

(b) The Vice President

The Vice President shall assist the President with duties as assigned and, in the absence of the President, assume the duties of the President.

(c) The Secretary

The Secretary shall be responsible for keeping accurate minutes and records of the meetings and taking care of all correspondence and communication.

(c) The Treasurer

The Treasurer shall be responsible for keeping all financial transactions of the council, and presenting an account of the funds to the members.

VACANCIES

- 8. With the exceptions of the Council positions filled by the Principal and the teacher member the Council may appoint qualified persons to fill vacancies until

that person returns or a replacement is elected at the next annual school community general meeting.

COMMITTEES

9. The Council or School Council President may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

MEETINGS

10.
 - (a) The first meeting of the Council shall be held in September each year;
 - (b) The school council shall meet at least seven times during the school year;
 - (c) Regular meetings will be held monthly or as deemed necessary by the President;
 - (d) Meetings will take place during weekdays at the school.
 - (e) Special meetings of the Council may be called by the executive or at the written request of ten (10) parents of the school community, except in an emergency for which notice of the meetings shall be provided at least two days in advance.
 - (f) The quorum for meetings of the Council shall be at least nine (9) members.

VOTING PROCEDURES

11.
 - (a) Decisions at Council meetings will be made by consensus as much as possible. The decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
 - (b) The annual budget must be voted on and any further financial expenditures, not included in the budget, shall also be voted on.
 - (d) If a vote is taken, the motion must be moved and seconded and pass by 2/3 in attendance.

ANNUAL MEETING

12. (a) The annual meeting of Council shall be held at the last regular meeting of the school year.
- (b) The meeting will be advertised throughout the school and the community at least 21 days in advance.
- (c) Election of the officers will take place at the annual meeting.
- (d) All parents of students attending the school are eligible to vote at the annual meeting.
- (e) The business of the annual meeting shall include:
 - (i) The election of representatives,
 - (ii) Any proposed bylaw amendments,
 - (iii) Financial statement of the current school year,
 - (iv) Any evaluation of the school council.

ANNUAL REPORT

13. (a) In accordance with appropriate provincial regulations, the Council, through the President, must prepare and provide the school board with an annual report which includes:
 - (i) A summary of Council's activities for the year,
 - (ii) A financial statement,
 - (iii) Copies of the minutes of each meeting.
- (b) The Council shall make the report available to all concerned members of the school community.

AMENDMENTS TO THE BYLAWS

14. (a) The bylaws remain in force from year to year unless amended at the annual meeting.
- (b) The bylaws of the Council may be amended by a two-thirds majority of those in attendance at an annual meeting of the Council.
- (c) Notice of proposed bylaw amendments must be circulated with the notice of the annual meeting at least 21 days in advance of the same.

CONFLICT RESOLUTION PROCEDURES

15. (a) In accordance with s.17 (7.1) School Act, 1995, the Council will abide by the conflict resolution procedures outlined by the Calgary Board of Education.

ELBOW PARK PARENT SOCIETY

The objectives of a parent society are:

- To promote, encourage and assist in the education of students in Calgary, Alberta attending schools funded by the Calgary Board of Education (CBE).
- To create, provide and enlarge a fund to be used for providing additional funding to any such schools for the furtherance of education for students in Calgary, Alberta.
- To operate exclusively as a charitable organization to administer and employ its property, assets and rights for the sole purposes of encouraging or aiding education in Calgary.

In attaining the charitable status of Elbow Park Parent Society, Revenue Canada agreed to the following purpose (if the purpose changes, the Society is required to report back to Revenue Canada to reconfirm the charitable status):

“The Elbow Park Parent Society was formed for the sole purpose of engaging in various methods of fund raising for the purposes of providing property, assets or services to the CBE and more particularly to Elbow Park Elementary School, located in the community of Elbow Park, Calgary, Alberta. The Corporation has not carried on any fund raising activities to date but contemplates during 1993 the carrying on of a “casino” as authorized by the Province of Alberta for certain community institutions, and to undertake a campaign for the solicitation of funds from its membership which is comprised of the parent body of Elbow Park Elementary School. Funds are contemplated to be spent on a variety of items within the school including the library, the gymnasium, the music program, upgrading science and math equipment and text books and other related matters”.

SCHOOL COUNCIL CHAIR DUTIES

Ensure that principal is kept in the information loop. Discreetly communicate concerns so they may be addressed promptly.

MEETINGS

- Schedule school council meetings in conjunction with principal and announce to all parents.
- Schedule executive meetings in conjunction with principal and announce to executive body.
- Create meeting agendas
- Preside over school council meetings in accordance with parliamentary procedure and Elbow Park School council bylaws.
- AGM – typically held in May, must be formally announced at least 21 days in advance.

NEWSLETTERS

Write monthly School Council submission for school newsletter. Due about a week prior to 1st of the month.

ROOM PARENTS

- Encourage (threaten?) room parents to attend school council meetings.
- Liaison role between classroom teacher/parents and parent council/parents is critical to the smooth operation of school.
- Consider hosting a room parent, school council executive & staff social function early in the school year to foster lines of communication.

SCHOOL EVENTS

Keep apprised of committee activity to ensure that volunteers are on task and have the resources they require. These may change from year to year. Some examples are:

STAFF APPRECIATION DINNER

- Select host in conjunction with Appreciation Committee Chair in April.
- Event usually takes place on a weekday evening around mid June. Date needs to be coordinated with host and principal.
- A small gift is presented to outgoing staff members.
- In the past only executive members and committee chairs have been invited. Last few years, all school council volunteers have been invited. Numbers are very high this year, might need to scale things back next year.

VOLUNTEER SIGNUP

- Meet with volunteer coordinator and assess current year volunteer committees and add/delete as necessary.
- Volunteer signup sheet traditionally issued in Sept...and possibly in June to secure those positions which need to start up quickly in the fall, such as muffin mixer, library volunteers, fall fair and magazine drive.

MUFFIN MIXER

- Put notice in the June newsletter, request mass email to people at the end of August.
- This volunteer position should be assigned by June.

FALL FAIR

- Check in with fall fair committee end of May to be sure that planning is underway and dates have been set.
- EPRA Celebration needs to be taken into account when choosing date.
- Ensure activities are cleared with principal.