

Nellie McClung Elementary School Constitution Organizational Documents

The following organizational documents collectively make up the Nellie McClung Elementary School Constitution and consist of:

- I Membership of Nellie McClung Elementary School Council
- II Executive of Nellie McClung Elementary School Council
- III Bylaws of Nellie McClung Elementary School Council
 - Article 1 - Definitions
 - Article 2 - Purpose and Objectives
 - Article 3 - School Council Powers and Governance Model
 - Article 4 - Decision Making
 - Article 5 - Membership
 - Article 6 - Committees
 - Article 7 - Officers
 - Article 8 - Elected or Appointed Executive Members
 - Article 9 - Annual General Meeting
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- IV Schedule A
 - Foundation Statements
- V Schedule B
 - Assembly Town Hall Model
- VI Schedule C
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I Membership of Nellie McClung Elementary School Council

Membership of the Nellie McClung Elementary School Council is open to:

- Any person who is the parent, guardian or legal custodian of a child enrolled in Nellie McClung Elementary School.
- Any member of the staff of Nellie McClung Elementary School.
- Community representative(s) appointed by the Nellie McClung Elementary School.

II Executive Members of Nellie McClung Elementary School Council

Executive Members of the Nellie McClung Elementary School Council shall consist of the following positions:

Principal	Key Communicator
Chair	Parent Volunteer Coordinator
Vice Chair	Fund-raising Coordinator
Secretary	C.A.P.S.C. Representative
Treasurer	Teacher Representative
	Members-at-large (2)

Any Member can be nominated for an Executive Member position and elected by the majority of the Members present at that meeting.

III Bylaws of Nellie McClung Elementary School Council

Article 1 – Definitions

1.01 Definitions

In all Bylaws of the School Council, unless the context otherwise specifies or requires:

- a) "Act" means the School Act of the Province of Alberta;
- b) "Annual General Meeting" means the meeting required to be held in Accordance with Article 9;
- c) "Assembly/Town Hall" model of governance means most decisions are made at regular, open meetings of the entire school community (see Schedule B)
- d) "Certification of Establishment" means the document that certifies the proper establishment of the School Council and confirms the composition and size of the School Council as determined by the members at the Establishment Meeting;
- e) "Community Representatives" means the persons appointed as Members that have an interest in the school;
- f) "Eligible Voting Member" means any person who is the parent;
- g) "Members" means Teachers, Staff, Parents, Community representatives appointed by the school; provided that the Principal shall be a member, the majority of the members must be parents and at least one of the members shall be a Teacher.
- h) "Executive Members" means the persons holding the positions referred to in Article II
- i) "Officers" means Members who occupy the offices of Chair, Vice-Chair, Secretary or Treasurer;
- j) "Parents" means parents, guardians or legal custodians of a child enrolled in Nellie McClung Elementary School;
- k) "Principal" means principal as defined in the Act and the Regulations;
- l) "Regulations" means the regulations under the School Act;
- m) "Motion" means a resolution of the School Council passed at a School Council meeting by a majority at the meeting;
- n) "School" means Nellie McClung Elementary School
- o) "School Board" means the Calgary Board of Education (CBE);
- p) "School Community" means
 - i.) Students enrolled in the School and the Parents
 - ii.) The School Staff, and
 - iii.) Other persons who have an interest in the School;
- q) "School Council" means the Members;
- r) "Special Meeting" means a meeting of School Council members outside a regular meeting;
- s) "Staff" means all persons who are employed at the School;

- t) "Foundation Statements" means a statement adopted by the School Council and Parents and includes a mission, a purpose and a vision;
- u) "Students" means the child(ren) enrolled in the School;
- v) "Teachers" means those persons who are employed to teach Students at the school.

1.02 All other capitalized terms used shall have the same meaning as is set out in the Act; the Regulations or elsewhere in these bylaws.

Article 2 –Purpose and Objectives

2.01 The School Council may, at its discretion:

- a) Advise the Principal and School Board respecting any matters relating to the School;
- b) Perform any duty or function delegated to it by the School Board in accordance with the delegation;
- c) Consult with the Principal so that the Principal may ensure that the *Students in the School have the opportunity to meet the standards of education set out by the Minister of Education of the Province of Alberta;*
- d) Consult with the Principal so that the Principal may ensure that the fiscal management of the School is in accordance with the requirements of the School Board and the Superintendent;
- e) Subject to the Regulations, make and implement policies in the School that the School Council considers necessary to carry out its functions;
- f) Make policies and/or participate in processes for conflict resolution among School Council members, between the School Council and the wider community and between the School Council and Staff, consistent with process established in the Act (Act 17(7.1)).

2.02 The School Council shall seek to attain the objectives of the School Council as adopted by the Parents and Members.

Article 3 –School Council Powers and Governance Model

- 3.01 Subject to the Act, the Regulations, and the School Board CBE Regulation 5001 (School Councils and School/Parent Societies), and these bylaws, the School Council shall manage the activities of the School Council.
- 3.02 Subject to the Act, the CBE Regulations and these Bylaws, the Officers shall act in the best interests of the Members.
- 3.03 Where the School Council may request copies of documentation *supporting purchases made from donated funds the principal must ensure that the documentation is provided.*
- 3.04 If School Council wishes to use the name of the School for any reason, prior approval of the Principal is required.
- 3.05 The use of School Staff and resources by School Council must have the prior approval of the Principal.
- 3.06 If the stated purpose for the use of the School name is fundraising, the decision to allow the use of the School name is made by the Principal on a case-by case basis and must be communicated in writing to the School Council outlining the purpose or reason for the use of the School name and the date of the event.

Article 4 –Decision Making

- 4.01 It shall be the duty and responsibility of the School Council activities by following the Assembly/Town Hall model of governance (see Schedule B)
- 4.02 Voting on a motion shall be on the basis of one vote for each Member actually in attendance, and the majority of votes shall prevail. Voting by proxy shall not be permitted.
- 4.03 **Conflict Resolution**
From time to time a difference of opinion may arise among members of School Council. The following procedure(s) will be followed should any conflict arise within School Council and every effort will be made to resolve any dispute in a timely manner:
- a) Each party will prepare a statement of their position.
 - b) A meeting between the parties and a mediator (who is mutually agreed upon) will be held and the discussion and any resolutions will be documented.
 - c) If the conflict has not been resolved after Step b (to the satisfaction of all parties), a committee of individuals (agreeable to all parties) will arbitrate a solution to the conflict.
 - d) *If further resolution is required, the School Council may consider at its own cost:*
 - 1. assistance by a facilitator in dispute resolution techniques, or
 - 2. assistance by an outside trained facilitator, or
 - 3. any other dispute methods that the School Council may agree upon
- 4.04 If a dispute between the Principal and the School Council or any of its members on School Council operations cannot be resolved, either party may refer the matter to the Collaborative Learning Community (CLC) Director, who may meet with the parties either independently or together as the CLC director determines, for the purpose of attempting to resolve the dispute in a timely manner.
- 4.05 If the parties are not satisfied with the resolution of the CLC Director either party may ask the Chief Superintendent or designate for a review of the matter.

Article 5 –Membership

5.01 Duty

It shall be the duty of all Members to act in a manner consistent with the Foundation Statements (Schedule A), in the best interests of the School, ~~(and) the Students and according to these Bylaws,~~ the Act, and the CBE Administrative Regulation 5001.

5.02 Restrictions on Membership

The majority of the Members of the School Council must be Parents of students enrolled in the School, and CBE employees must not form a majority of the Members of School Council for the School in which they work.

5.03 Term

An Officer's term shall commence upon election and continue until a successor is elected.

5.04 Disqualification

A Member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, and the CBE Regulation 5001, the Certificate of Establishment or these bylaws; i.e., a Parent who no longer has a Student enrolled in the School or a Teacher who is no longer employed at the School.

5.05 Removal

The School Council may by a motion, remove any Member, provided that the Member has been notified twenty-one (21) days in advance and is afforded the opportunity to be heard at a Special Meeting called within twenty-one (21) days.

5.06 Meetings by Telephone

Members of a committee of the School Council and/or the School Council may hold a meeting by means of telephone or other communication device or facilities that would permit all persons participating in the meeting to hear each other and any Members participating by those means are deemed to be present at the meeting.

5.07 Place of Meetings

Meetings of the School Council shall ordinarily be held at the School

5.08 Regular Meetings:

- a) The School Council may appoint a day or days in any month or months for regular meetings and even though no further notice shall be required for Members, the School Council shall ensure that all concerned participants of the School Community are

made aware of these meetings by following the practices described in Article 11 Notices.

- b) A minimum of three (3) regular meetings must be held in the school year to maintain status as a School Council

5.09 Calling of Special Meetings

- a) Meetings of the School Council shall be held at the times and places as the Chair or the Vice-chair may specify.
- b) Upon written request the Chair must ensure that a meeting of the School Council is held within twenty-one (21) days of request.

5.09 Quorum

The quorum for the transaction of business at any meeting of the School Council shall be five (5) Members present at the commencement of the meeting with the restriction that quorum shall not be represented by a majority of CBE employees.

5.10 Meeting Agenda

The agenda for any meeting of the School Council shall follow the format as laid out in Schedule C to be prepared by the Chair and approved by the Members in attendance at the onset of the meeting.

5.11 Remuneration

Unless authorized at any meeting and after notice of same has been given, no officer or Member of the School Council shall receive any remuneration for services provided.

Article 6 –Committees

- 6.01 School Council may appoint committees consisting of Members and others from the School Community with either delegated powers or advisory responsibilities through a motion and voting at either a Regular or Special Meeting of the School Council.
- 6.02 Committees may consist of Members who are non-Executive with the exception of:
- a) *Finance Committee*
The Finance Committee shall ordinarily be chaired by the Treasurer and shall present an annual budget to the Annual General Meeting of the School Council. As well, the committee shall periodically review the financial aspects of the School Council's activities including the annual financial statements.
 - b) *Strategic Planning Committee*
The Strategic Planning Committee shall ordinarily include the Chair, Principal, Parents and Teachers and be responsible for conducting processes including presentations at meetings to enable Members, subject to input, or comment from the School Community, to affirm, provide input, or comment upon, for consideration by the Principal, the School's Foundation Statements, business plan, School Improvement Plan or similar documents, if any.

Article 7 –Officers

7.01 The School Council shall have the following Officers as elected by the Eligible Voting Members. CBE employees may serve as Officers subject to CBE Administrative Regulation 5001 5(1).

- a) Chair
- b) Vice-chair
- c) Secretary
- d) Treasurer

7.02 No person may hold more than one (1) office at one time.

7.03 Term

An officer's term shall commence upon appointment and continue until a successor is elected.

7.04 Withdrawal

An Executive Member may withdraw by notice in writing to the Chair and the Principal and if the withdrawing Officer is the Chair, by notice in writing to the Vice-chair and the Principal.

7.05 Vacancies

The School Council will hold a by-election at a regular School Council meeting or a Special Meeting to fill the vacancy of an Officer. This is an interim position only until the election of that Officer's position at the Annual General Meeting.

7.06 Extra-ordinary Expenditures

The Officers of the School Council shall be permitted without a motion to spend up to \$50.00 at their discretion. All other expenditures shall be approved by a motion of the members.

7.07 The Officers can manage the affairs of the School Council and shall have the following duties unless otherwise determined by the School Council:

a) Chair

The Chair shall:

- i.) Preside, when present, at all meetings of the School Council;
- ii.) Have general supervision of all activities of the School Council;
- iii.) Be the official spokesperson of the School Council; and
- iv.) Summarize the activities of the School Council in the preceding year in the annual report.

b) Vice-chair

The Vice-chair shall:

- i.) Aid the Chair and undertake tasks assigned by the Chair;
- ii.) In the absence of the Chair supervise the affairs and preside at any meetings of the School Council;
- iii.) In the event of resignation, incapacity or leave of absence of the Chair fulfill the Chair's responsibilities.

c) Secretary

The Secretary shall:

- i.) Take accurate minutes of all School Council meetings and proceedings and duplicate and distribute them;
- ii.) Maintain a dated record of all the Executive Members of the School Council and their phone numbers, and;
- iii.) Give adequate notice of School Council meetings and Annual General Meetings (in accordance with Article 11); and
- iv.) Maintain the files required to be held for seven (7) years at the school.

d) Treasurer

The Treasurer shall:

- i.) Be responsible for the deposit of all monies paid to the School Council in whatever bank the School Council may order;
- ii.) Properly account for funds of the School Council and keep such books as may be directed;
- iii.) Present a full detailed account of receipts and disbursements to the School Council whenever requested; and
- iv.) Prepare the financial statements for the annual report.
- v.) Make available the books and records for inspection by members at School Council meetings.

Article 8 –Elected Or Appointed Executive Members

8.01 Term

An Executive Member's term shall commence upon election or appointment and continue until a successor is elected.

8.02 An Executive Member may withdraw by notice in writing to the Chair and the Principal and if the withdrawing Executive Member is the Chair, by notice in writing to the Vice-chair and the Principal.

8.03 Unless directed otherwise by the School Council, the duties of the Members elected or appointed to the following positions shall be as follows:

- a) Teacher Representative shall actively seek to understand the views of those constituents that elected or appointed them, and;
 - i.) Communicate the views of the Teachers who elected or appointed them to the School Council;
 - ii.) Communicate on a regular and ongoing basis the activities of the School Council to the Teachers who elected or appointed them;
 - iii.) Aid the Chair of the School Council; and
 - iv.) Monitor and assist in any School Council committees.

- b) Community Representatives shall act as liaisons with the wider community.

- c) **Key Communicator.** It is recommended that each School Council elect or appoint a person in the role of Key Communicator to facilitate information exchange between the CBE, the School and the parents.

The Key Communicator has the responsibility to interpret the educational program to the community, to seek advice from the community, and to represent, to the greatest possible extent, the aspirations of the community for its children. In addition the Key Communicator will:

- i.) Participate in information/discussion sessions held throughout the year and by reading materials circulated to Key Communicators during the school year;
- ii.) Share information with the School Council, other parents, and the Principal and community members;
- iii.) Assist members of the School Community and others in acquiring information;
- iv.) Refer parents to the most appropriate contact(s) within the CBE in response to their individual needs for information or to resolve concerns; and
- v.) Provide individual feedback and input, as requested, on system issues and activities.

- d) Parent Volunteer Coordinator will:
 - i.) Distribute then collect volunteer forms;
 - ii.) Contact and confirm volunteers to positions;
 - iii.) Arrange for training and orientation of volunteers;
 - iv.) Provide teachers with the list of classroom parent and volunteers;
and
 - v.) As required for events during the year distribute volunteer request forms and provide lists to the program coordinators.
- e) Calgary Association of Parent and School Councils Representative (C.A.P.S.C.) will:
 - i.) Participate in information/discussion sessions held during the year;
 - ii.) Represent the School Council at the C.A.P.S.C. meetings; and
 - iii.) Report back to the School Council.

8.04 Vacancies

The School Council will hold a by-election at a regular School Council or a Special Meeting to fill the vacancy of an Executive Member. Any Member can be nominated for an Executive Member position and elected by the majority of the Members present at that meeting. This is an interim position only until the election of that Executive Member's position at the Annual General Meeting.

Article 9 – Annual General Meeting

- 9.01 Every year the School Council shall hold an Annual General Meeting which shall be open to all concerned participants within the School Community. The purpose of the meeting may include, but is not limited to:
- a) Permit the Parents, subject to input and comment from the School Community, to amend or vary, or rescind these Bylaws,
 - b) Permit the Parents, subject to input and comment from the School Community, to amend the size or composition of the School Council;
 - c) Permit the Parents to elect the Officers of the School Council;
 - d) Receive the annual report of the Chair;
 - e) Elect two Members to serve as auditors of the books and records of the School Council for the next year.
 - f) Permit the Members to consider for approval the financial statements for the previous year;
 - g) Receive from the Principal a report for the previous year and the plan for the upcoming year;
 - h) Receive a report on School fundraising activities for the previous year and a plan for the upcoming year;
 - i) *Identify elected or appointed members of the Executive Members of the School Council;*
 - j) Have the Members, subject to input and comment from the School Community, affirm or modify the School Council's Purpose and Objectives, business plan or other documents;
 - k) Receive a report on any formal performance evaluation of the School or the School Council; and
 - l) Change the date of the Annual General Meeting.

Article 10 – Annual Report

10.01 The School Council through the Chair must prepare and provide the School Principal with an annual report as per the requirements of the CBE Regulation(s)

- a) Summarizing the activities of the School Council for the preceding year;
- b) Including the audited financial statements of the School Council for the *previous year*; and
- c) Making available a copy of the minutes for each meeting of the School Council held for the previous year.

Article 11 – Notices

- 11.01 Consistent with the Foundation Statements (Schedule A), every opportunity shall be made by the School Council to ensure that each concerned participant of the School Community shall have a reasonable opportunity to express his or her view for consideration and to attend meetings.
- 11.02 Neither the failure to provide a notice to any participant of the School Community or to a Member, nor any defect in any notice, nor the failure of any particular person to actually receive such notice shall affect the sufficiency of the notice given to either Members or the business transacted at such meetings.
- 11.03 Except for the Annual General Meeting, which requires twenty-one (21) days notice or cancellations, it is expected that at least fourteen (14) days notice prior notice will be given for all meetings or cancellations of meetings and proceedings. Such notices will be given in the School Newsletter and at any two (2) of the following:
- a) Posted at the School,
 - b) Posted at the Palliser Bayview Pumphill Community Centre,
 - c) *Mailed to the home,*
 - d) Communicated through the phone and message center,
 - e) Communicated through any electronic mail or computer School net system;
 - f) Written notice hand delivered to the home of the parents.
- 11.04 The School Council may include School Council communications to Parents in the School newsletter as long as the information complies with CBE policies and regulations, and has the approval of the School Principal.

Article 12 – General

12.01 Fiscal Year

The Fiscal year end for the School Council shall be June 30th.

12.02 Signing Authority

Any two (2) of the Officers are authorized to sign cheques or execute agreements.

12.03 Records

School Council must retain a copy of the following documents at the School, and make them available on request:

- a) A copy of the Bylaws of the School Council
- b) A copy of the School Council Annual Report
- c) The minutes of each meeting of the School Council for at least the last seven (7) years preceding the current year.

12.04 Auditing

The books, accounts and records of the Treasurer shall be audited at least once a year. The audit will be completed by two Members of the School Council elected for that purpose at the Annual General Meeting.

12.05 Effective Date

These Bylaws or amendments to these Bylaws shall come into force when approved by a majority of Members who attend and vote at a meeting of the School Council called for that purpose; (i.e. a Special Meeting) or the Annual General Meeting.

12.06 Borrowing Powers

Members of the School Council or the Executive have no legal right to borrow funds in the name of the School Council.

12.07 Dissolution of Council

The School Council may be dissolved by a two-thirds (2/3) majority vote at a regular meeting provided the motion to dissolve and the meeting date has been publicized for at least four (4) weeks prior to the date of the dissolution meeting. Any funds remaining in the School Council accounts shall be turned over to the School.

These Bylaws are certified to be in force effective the ____ day of _____.

Nellie McClung Elementary School Council

Signature:

Signature:

Principal
Print Name and Address

Witness
Print Name and Address

Chair
Print Name and Address

Witness
Print Name and Address

Secretary
Print Name and Address

Witness
Print Name and Address

Treasurer
Print Name and Address

Witness
Print Name and Address

Schedule A

Foundation Statements

Mission

To nurture a community which prepares young people to make a difference in their lives and in the world.

To be an educated person includes the ability to investigate, and reason logically, to solve problems, to communicate about and through the various disciplines and to connect ideas throughout the curriculum and to the world at large. Our intellectual community involves the promotion and nourishment of self-confidence by nurturing a disposition to seek, critically evaluate, and to use information and ideas in solving problems and in making decisions. This means the promotion of flexibility, risk-taking, perseverance, interest, curiosity and imaginativeness.

Purpose

To create and nurture a context where children have the desire, the ability, the freedom, and the knowledge to make thoughtful, imaginative and intelligent decisions regarding the world and their place within it.

In essence, how we accomplish these complex and noble aspirations is through what Garth Boomer (1989) has entitled the "negotiated curriculum." Negotiation implies that at least two parties become involved in a dialogue about what is important to them. We work to devise curriculums that address the cognitive, social, physical, and emotional domains. We strive to achieve this by coming to understand our students, our subject matter and our pedagogy.

Educational institutions remain viable when an evolutionary disposition towards them is maintained, one that honors new and important educational thought. In moving forward into the future it is appropriate to honor the best of educational ideas from the work and ideas from the past.

Vision

Schooling should relate to a productive life personally and in the community.

The process of learning as well as the final product, are integral and equal aspects of the educational journey. The art of teaching is opening oneself up to others, never pretending to know the way completely, and being willing to change direction and seek the guidance of our students, our colleagues and educational research. Our fundamental thesis is that if our school community comes together in a commitment to making a difference in the lives of our children then we will make a difference in the shaping of our society in the present and in the future.

Schedule B

Assembly Town Hall Model

Before communicating a position, it is expected that the School Council and the Members shall ensure that each concerned participant of the School community and Constituency (as defined by Alberta Learning) shall have a reasonable opportunity, in a timely manner given the circumstances, to express views for consideration by the School Council, usually at regular open meetings of the entire School Community.

The School Council will act to carry out the wishes of the School Community as articulated at the meeting or through processes that confirms the Sufficient Consensus (as defined by Alberta Learning) of the School Community on the issue. The School council may then communicate a position to the Principal or School Board for their own use when making decisions that affect the education of Students.

**Schedule C
Agenda Format**

- 1. Call to order**
- 2. Agenda additions, deletions and approval**
- 3. Approval of prior minutes**
- 4. Business per approved agenda**
- 5. Call for any other business**
- 6. Adjournment**

Suggested Code of Ethics For School Council Members

- The mission statement of his or her school district shall guide a member.
- A member shall endeavor to be familiar with school policies and operating practices and act in accordance with them.
- A member shall practice the highest standards of honesty, accuracy, integrity and truth.
- *A member shall recognize and respect the personal integrity of each member of the school community.*
- A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
- A member shall apply democratic principles.
- A member shall consider the best interests of all students.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school meetings to matters of concern to the school community as a whole.
- A member shall use the appropriate communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall accept accountability for decisions.
- A member shall declare any conflict of interest.
- A member shall accept no payment for school council activities.