

Maple Ridge School Council Bylaws

NAME

1. The name of the school council shall be Maple Ridge School Council.

MISSION

2. To foster the well-being and effectiveness of our school community and to enhance student learning.

GOALS

3. The goals of the school council, in keeping with the *School Act* and the *School Councils Regulation*, are to:
 - a. provide advice to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs
 - b. stimulate continuous improvement through meaningful involvement by all members of the school community
 - c. facilitate collaboration among concerned participants of the school community
 - d. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning

GOVERNANCE

4. The membership of the school council shall consist of:
 - a. the parents of students enrolled in Maple Ridge School
 - b. the principal of Maple Ridge School
 - c. employees of Maple Ridge School

MEMBERSHIP

5. The positions of the Executive Committee shall consist of:
 - a. a Chairperson, Vice Chairperson, Secretary and Treasurer
 - b. all executive positions must be filled by parents of students enrolled at Maple Ridge School

- c. every member of the school council and/or parent of a student enrolled at Maple Ridge School are eligible to be elected to an executive position on the school council
- d. the terms of office are from the annual general meeting one year to the next annual general meeting the following year
- e. the executive of the school council can be elected by parents of students enrolled at Maple Ridge School attending the annual general meeting

DECISION MAKING

- 6.
 - a. Decisions at school council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
 - b. If a decision is made by a vote, the motion must be moved, and seconded and passed by the majority of school council members present at the meeting.

QUORUM

- 7. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in Maple Ridge School.

DUTIES OF THE EXECUTIVE

- 8.
 - a. The Chair
 - The Chair plans and attends all council meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair ensures the school board receives an annual report from school council.
 - b. The Vice-Chair
 - The Vice-Chair attends all council meetings and assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of the school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility in consultation with the school council, for communicating with the fundraising society.
 - c. The Secretary
 - The Secretary attends all council meetings, keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications. The secretary keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all material relating to the Maple Ridge School

Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in Maple Ridge School.

d. The Treasurer

- The Treasurer attends all council meetings and keeps financial transactions of the school council, reports to the school council and complies with the school council and the Calgary Board of Education policies.

e. The Key Communicator

- The Key Communicator attends all council meetings and works to build and enhance a connection between parents, school communities and Calgary's public education system. The Key Communicator serves as the Board of Trustees' Council of School Councils representative and will attend the Council of School Council meetings and share information back with the school council and community.

VACANCIES

9. With the exception of the school council position filled by the principal, the school council may appoint school council members and/or community members to fill vacancies until the election at the next annual general meeting.

COMMITTEES

10. A school council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.

MEETINGS

11.
 - a. The first regular meeting of the school council is to be held within 40 days of the start of the new school year.
 - b. The school council will meet a minimum of 7 times during the school year.
 - c. Regular meetings will be determined by the school council members attending the first meeting and/or the executive of the school council.
 - d. Meetings will take place at the school or virtually (online) unless indicated with a 20 school day notice to change the location.
 - e. Special meetings of the school council may be called by the executive or at the written request of 20 parents of students enrolled at Maple Ridge School.

ANNUAL GENERAL MEETING (AGM)

12.
 - a. The annual general meeting of the school council will be held in January or at an appropriate time during the school year determined by the school council.
 - b. The meeting will be advertised through the school newsletter and webpage at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date.
 - c. Election of school council members and/or executive positions will take place at the AGM.
 - d. All parents of students attending Maple Ridge School are eligible for election.
 - e. All parents of students attending Maple Ridge School are eligible to vote at the AGM.
 - f. The business of the AGM or special meetings shall include:
 - election of school council members and/or executive members
 - proposed bylaws/operating procedures amendments
 - motion to accept a financial statement of the previous year
 - plans and budget for the upcoming year
 - discussion of any major issues in which parents should have input, such as changes to the vision or mission statement of the school, major changes in the school program or focus as well as formal evaluation of the school council.

DISPUTES

13.
 - a. If a dispute between the principal and the school council, or any of its members about school council operations cannot be resolved, either party may refer the matter to Calgary Board of Education's Area Director who may meet with the parties either independently or together, as the Area Director determines, for the purpose of attempting to resolve the dispute in a timely manner. If the parties are not satisfied with the resolution of the Area Director, either party may ask the Chief Superintendent or designate for a review of the matter.
 - b. If an internal school council dispute arises the school council at its own cost may seek assistance by a facilitator in dispute resolution techniques or any other dispute resolution method that the school council may agree upon.

ANNUAL REPORT

14.
 - a. In accordance with the *School Councils Regulation*, the school council, through the chair, prepares and provides the school board with an annual report submitted by June 15, 20XX that includes:
 - a summary of the school council's activities of the year
 - a financial statement

- a copy of the minutes of each meeting
- b. The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

15. a. The bylaws remain in force from year to year, unless amended at the AGM, regular meeting or special meeting.
- b. The bylaws of the school council may be amended by a majority vote of the school council at an AGM, regular meeting or special meeting.
- c. Notice of proposed bylaw amendments must be circulated with the notice of the AGM, regular meeting or special meeting.

EFFECTIVE DATE

16. These bylaws shall come into force when approved by the majority of parents of students enrolled in Maple Ridge School who vote at a meeting of school council called for that purpose in accordance with the *School Councils Regulation*.

These Bylaws are certified to be in force effective the 21st day of April, 2023.



Nicole St. Arnaud, Chair
Maple Ridge School Council