

# **CHESTERMERE LAKE MIDDLE SCHOOL COUNCIL BY-LAWS**

## **ARTICLE I**

### **1 NAME:**

- 1.1 The name of the council shall be the Chestermere Lake Middle School Council.

## **ARTICLE II**

### **2 INTERPRETATION:**

- 2.1 In this By-law, the following definitions shall have the following meanings:
- (a) "Act" means the School Act of Alberta, SA 1988, c.S-3.1, and any amendments thereto or substitutions therefore;
  - (b) "School Council" means the Chestermere Lake Middle School Council, a formally constituted group made up of parents, school staff, students and community members, which makes decisions about and advises on educational matters at the school level;
  - (c) "Director" means a person elected or appointed to the council';
  - (d) "Parents" means parents, guardians or legal custodians of students attending the School;
  - (e) "School" means Chestermere Lake Middle School;
  - (f) "School Board" means the Rocky View School Division No. 41;
  - (g) "School Staff" or "Staff" means persons employed at the school.

## **ARTICLE III**

### **3 PURPOSE:**

- 3.1 The goals and objectives of the School Council are:
- (a) to foster a sense of community and pride and a spirit of cooperation, trust and understanding among all stakeholders;
  - (b) to identify, initiate and support activities and projects beneficial to the education and development of students;
  - (c) to cooperate in group projects to aid in providing school needs;
  - (d) to strengthen and promote communication and a working relationship between parents, students, school staff, school board, superintendent and government in matters of educational and general interest;
  - (e) to provide a support network for parents, if deemed necessary;
  - (f) to inform and advise the school principal, the school board and the superintendent in matters relating to the school;
  - (g) to provide a forum to discuss and debate education-related matters affecting the Chestermere Lake Middle School community;
  - (h) to involve itself in, at its discretion,
    - the planning and/or management of the school
    - the nature of programs offered and their development
    - budgeting and the expenditure of money
    - educational standards to be met by the students
    - communications and community relations.

#### ARTICLE IV

#### 4 FISCAL YEAR

- 4.1 The fiscal year shall be from July 1 of one calendar year to June 30 of the succeeding calendar year.

#### ARTICLE V

#### 5 GOVERNING AUTHORITY

- 5.1 The governing legislation shall be the Act and any regulation, orders, directives, or other subordinate legislation relating thereto.
- 5.2 The governing authority shall be Alberta Learning.

#### ARTICLE VI

#### 6 MEMBERSHIP

- 6.1 The executive of the School Council consists of the following voting director positions. All positions, other than Treasurer, may be held as a co-position.
- (a) Chairperson
  - (b) Vice-Chairperson
  - (c) Secretary
  - (d) Treasurer
  - (e) Past Executive person

School council further consists of the following voting director positions. Ideally all grades will be represented:

- (a) Parent representatives

And the following non-voting director positions:

- (a) Principal
- (b) Student Council representatives
- (c) Teacher representative(s)
- (d) Community representative

- 6.2 A director position may be shared by more than one person but there is only one vote per director positions.
- 6.3 The School Council may be formed with a minimum of five (5) directors (Principal, and four (4) parents) and no maximum.
- 6.4 The Majority of directors must be parents who are not on the School staff.
- 6.5 **Term of office:** the term of office for each Director shall be one year. Directors may be re-elected.
- 6.6 **Election/Appointment of School Council Members:**
- (a) Parent members shall be elected to positions on the School council by parents at an Annual General Meeting. The Principal or designated alternative shall preside over these elections.

- (b) Staff representatives shall be elected to the School Council by the School Staff on or before the thirtieth (30<sup>th</sup>) day of September of each year. The Principal or designated alternate shall preside over these elections.
  - (c) Community members shall be appointed by the elected members of School Council.
  - (d) Elections shall be carried out by secret ballot if so requested by any two (2) eligible voters.
  - (e) Student representatives shall be appointed by the Principal.
  - (f) If the past-executive position is not filled, this position may become an additional parent representative position.
- 6.7 **Attendance:** In the event that a director is absent from three consecutive meetings, without reasonable extenuating circumstances, their membership may be reviewed by the School Council.
- 6.8 **Expulsion from School Council:** Any director upon a majority vote of all directors of the School Council in good standing may be expelled from membership for any cause which the School Council may deem reasonable.
- 6.9 **Vacancies:** Vacancies will be filled:
- (a) by School Council appointment; or
  - (b) by election at the Annual General Meeting or a Special General Meeting

## ARTICLE VII

### 7 DUTIES

- 7.1 **Duties of Directors:** Directors shall
- (a) attend meetings of the School Council;
  - (b) perform other duties and responsibilities as assigned by the School Council.
- 7.2 **Duties of Officers:**
- (a) **The Chairperson shall:**
- (i) convene and preside at all meetings of the School Council or delegate this responsibility to someone, usually the Vice-Chairperson;
  - (ii) speak on behalf of the School Council to the School Board, the community, the press, etc.;
  - (iii) ensure that all the by-laws are being followed and that all the decisions of the School Council are carried out;
  - (iv) prepare an agenda for every meeting;
  - (v) be responsible for submitting an annual report to the School Board by July 15<sup>th</sup> following the end of the school year;
  - (vi) receive all outside correspondence;
  - (vii) ensure committees are taking action towards addressing their purpose;
  - (viii) delegate responsibilities and ensure that they are carried out;
  - (ix) ensure that the by-laws are reviewed on an annual basis;
- (b) **The Vice-Chairperson shall:**
- (i) act for the Chairperson when asked to do so;
  - (ii) assist the Chairperson in carrying out his or her duties when requested;
  - (iii) assume other duties and responsibilities as assigned by the School Council.
- (c) **The Secretary shall:**
- (i) The secretary will be responsible for all official documentation of the meeting minutes.
  - (ii) distribute the minutes prior to the next School Council meeting;

- (iii) maintain a history of the School Council minutes and make it available for inspection by parents or staff;
- (iv) file the correspondence of the School Council;
- (v) be responsible for preparing copies of all meeting minutes for the annual report to the School Board;
- (vi) assume other duties and responsibilities as assigned by the School Council.

**(d) The Treasurer shall:**

- (i) ensure that accurate accounts, receipts and disbursements of the School Council finances are maintained and are available for inspection by parents or staff;
- (ii) keep a bank account in the name of the School Council at such bank as may be determined;
- (iii) produce financial reports for each regular meeting if available;
- (iv) prepare and submit an annual financial report to the School Council and to the School Board;
- (v) ensure that an annual audit or review of the books, accounts and records of the School Council is completed subject to clause 12.3;
- (vi) shall prepare a budget for approval as early as possible;
- (vii) assume other duties and responsibilities as assigned by the School Council.

**(e) The past-executive person shall:**

Have no specific duties, but is invaluable as a resource person to provide continuity to the operations of the School Council. The past-executive person may perform such duties requested by the School Council.

**ARTICLE VIII**

**8 COMMITTEES**

- 8.1 School Council may appoint committees consisting of members and/or others from the school community with either delegated or advisory responsibilities.
- 8.2 Reporting: Each committee chairperson shall report to the School Council. A written report of the year's activities must be presented at the Annual General Meeting if available.
- 8.3 Unless the School Council specifies otherwise in its commission, all plans shall be approved by the School Council before any work is undertaken.

**ARTICLE IX**

**9 MEETINGS**

**9.1 Voting:**

- (a) If a vote is taken, the motion must be moved and seconded and passed by a simple majority.
- (b) Voting shall be carried out in person, and not by proxy or otherwise.
- (c) The chair person for the meeting shall have the deciding vote in the case of a tie. In no other event shall the chairperson vote.

**9.2 Annual General Meeting:**

- (a) **When:** The annual meeting shall be held on or before the fifteenth (15<sup>th</sup>) day of June each year.
- (b) **Notice:** The annual meeting is advertised throughout the school, the area elementary schools and the community at least ten (10) days in advance. The notice shall specify the date, time and place of the

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meeting and the general nature of any business or resolution to be transacted at the meeting. Non-receipt of notice by a parent does not invalidate the meeting or any proceedings thereat.

- (c) **Business:** The business at the Annual General Meeting shall include:
  - (i) the handling of any unapproved minutes;
  - (ii) unfinished business;
  - (iii) treasurer's report, including a complete and proper statement of the books for the previous fiscal year;
  - (iv) motion to appoint a duly qualified accountant or two (2) members-at-large to conduct an annual audit or review of the books, accounts and records of the School Council;
  - (v) written committee reports if available;
  - (vi) any proposed by-law amendments;
  - (vii) elections of parent School Council members;
  - (viii) new business
- (d) **Capacity:** If School Council is not elected at the Annual General Meeting, the Principal shall call a second meeting. If a School Council is not elected at the second meeting, the powers and duties of the School Council shall revert to the Principal for that year. The Principal shall select an advisory committee comprised of parents, staff and community members.

### 9.3 Regular School Council Meetings:

- (a) **When:** The School Council shall meet a minimum of five (5) times during the school year, with the first meeting being held no later than September 30<sup>th</sup>. Meeting times for the year shall be determined at the first meeting. Additional meetings can be called by the Chairperson or within ten (10) days of a written request by five (5) or more school council members.

### 9.4 Executive Meetings:

- (a) **When:** Executive meetings shall be held at the call of the Chairperson, or whenever determined by a simple majority of the Executive.

### 9.5 Special General Meetings:

- (a) **When:** A Special General Meeting must be held within 30 days of a written request by three (3) or more directors or at least (20) parents.
- (b) **Notice:** At least seven (7) days written notice shall be given to parents and staff with reasonable details of the matters to be discussed and voted upon. Non-receipt of notice by a parent or staff member does not invalidate the meeting or any proceedings thereat.
- (c)

### 9.6 Documentation of Meeting Minutes

- (a) The Secretary will be responsible for all official documentation of the meeting minutes. There will be no digital, audio and/or video recording allowed of these meetings.

## ARTICLE X

### 10 AMENDMENTS TO THE BY-LAWS

- 10.1 A simple majority at an Annual General meeting or a Special General Meeting may amend the by-laws of the School Council.
- 10.2 Notice of the proposed by-law amendments must be circulated with the notice of meeting.

## ARTICLE XI

## 11 CONFLICT RESOLUTION PROCEDURES

- 11.1 In cases of conflict between School Council members:
- (a) The School Council shall appoint a Committee of Inquiry to investigate and settle disputes from any member(s) on the affairs of the School Council.
  - (b) The committee of Inquiry shall consist of the Principal, or their designate, and 2 parents who are not directors.
  - (c) The findings and decisions of the Committee of Inquiry are final and binding on the affected parties.
- 11.2 In cases of conflict between the School Council and the Principal:  
If there is a dispute between the School Council and the Principal regarding any aspect of the school operation and the dispute cannot be resolved at the school, then this dispute shall be referred to the Superintendent for a decision. Any such decision by the Superintendent shall be final.
- 11.3 In cases of conflict of interest:  
Members of School Council who find that items of business being brought to the School Council may put them in a conflict of interest must declare that conflict and withdraw from debate and voting on the matter.

## ARTICLE XII

## 12 FINANCIAL MANAGEMENT

- 12.1 **Signing authority:** Chairperson, Treasurer and one (1) of the following shall have signing authority on all spending:
- (a) Vice Chairperson
  - (b) Secretary
  - (c) Past executive
- 12.2 **Limits of spending:** Monies spent out of general funds shall be limited to the following:
- (a) up to \$500.00 – any two signing officers
  - (b) over \$500.00 – approval of School Council
- Purchases for the hot lunch program as well as previously approved budgeted expenditures are exempt from the above limits.
- 12.3 **Audit or Review:** The books, accounts and records of the Treasurer shall be audited or reviewed at least once each year by a duly qualified accountant or by two (2) members-at-large appointed for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous fiscal year shall be submitted by such auditor or members-at-large at the Annual General Meeting of the School Council.

## ARTICLE XIII

## 13 RULES OF ORDER

- 13.1 “Parliamentary Procedure” as supplied by the Alberta Home and School Councils Association shall be the official guideline for all meetings and shall form part of these by-laws.

Chestermere Lake Middle School Council By-Laws  
June 2016  
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