

# **SPRINGBANK COMMUNITY HIGH SCHOOL SCHOOL COUNCIL**

## **BYLAWS**

**Approved  
October 18<sup>th</sup>, 2023**

Springbank Community High School  
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# 1. STATEMENT OF PHILOSOPHY

## 1.1 Mission

The mission of the Springbank Community High School Council, in partnership with home and school, is to foster and promote the well being and effectiveness of the entire school community and thereby, to enhance student learning.

## 1.2 Vision

Springbank Community High School Council will promote communication among all the concerned participants of our school community so that our school can facilitate the learning of young adults, enabling them to succeed and excel in academics, fine arts and physical activities, through a range of learning and teaching options appropriate to the needs of the individual students.

## 1.3 Guiding Principles

The shared principles and values, which will guide all activities of Springbank Community High School Council, are as follows:

1. The responsibility of each member of Springbank Community High School Council is to act in the best interests of all students.
2. Each partner should have a distinct role to play, and the best possible education for the students can be attained when all partners work together to honour, support and facilitate each other's roles.
3. Students are most likely to be successful learners when members of the school community work together as partners to support, enable, enhance, and promote the effectiveness of our school.

## 1.4 Objectives

The objectives of the Springbank Community High School Council are to

1. represent the parent perspective by providing advice to and consulting with the principal and the school board on matters relating to the school such as: the school philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs.
2. stimulate meaningful involvement by parents/guardians, teachers, the principal, staff, students and interested persons from the community at large in our school.
3. foster a collaborative relationship and facilitate communication among home and school pertaining to education to help create a positive school atmosphere which enhances student learning.
4. support school activities within the school in the following capacities: advisory, consultative and participatory.
5. initiate, organize and implement special projects and events that will enhance student learning.
6. initiate, organize and implement parent information sessions to increase and enhance parent engagement.
7. coordinate events wherever possible with Ecole Elbow Valley Elementary and Springbank Middle School councils for the benefit of all school families.
8. assist the Friends of Springbank Community High School Society in coordinating the fundraising activities in our school to provide funds for specific materials or activities not included in the school's budget.
9. facilitate communications with all educational stakeholders.
10. support the school in its efforts to provide additional resources or resource people for the benefit of its programs and its students.
11. advise school boards, Alberta Education, or other provincial organizations on broader educational issues.

## 2. BYLAWS

### Article 1 - Preamble

- 1.1 The following Articles set forth the bylaws of Springbank Community High School Council.
- 1.2 The name of the council is Springbank Community High School Council (hereinafter referred to as school council). It is a member of the Alberta School Councils' Association.

### Article 2 - Definitions

- 2.1 In all bylaws of Springbank Community High School Council, unless the context otherwise specifies or requires:
  - a) 'Administration' means the Principal and Assistant Principal(s) of Springbank Community High School;
  - b) 'Board' means the Board of Trustees of Rocky View Schools;
  - c) 'Executive Committee' means Chair, Vice-Chair, Secretary and Treasurer;
  - d) 'Parent' means a parent or legal guardian of a student;
  - e) "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
  - f) 'School' means Springbank Community High School;
  - g) 'School Community' means persons other than parents who have, in the opinion of the majority of the members of the school council, an interest in the well-being of the students and the school;
  - h) 'School Council' means Springbank Community High School Council.

### Article 3 - Governance

- 3.1 The school council acts as a democratic organization that is administered by an elected executive committee. The executive committee will ensure that each participant of the school community has a reasonable opportunity to express views for consideration.
- 3.2 The school council derives its authority to participate in the education of our students through Alberta Provincial Legislation (*Education Act, Section 55*), hereinafter referred to as "legislation".
- 3.3 The school council may, at its discretion,
  - a) advise the principal and board respecting any matter relating to the school.
  - b) perform any duty or function delegated to it by the board.
  - c) consult with the principal so that the principal may ensure that students have the opportunity to meet the standards of education set by the Minister of Education.
  - d) consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with requirements of the board and the superintendent.
- 3.4 The school council will
  - a) assist the Friends of Springbank Community High School Society in coordinating fundraising activities.
  - b) consult with and advise the Friends of Springbank Community High School Society to ensure monies are administered in a responsible manner.
  - c) request a reasonable portion of the Friends of Springbank Community High School Society account be held for the management of school council activities.
  - d) work together with the Friends of Springbank Community High School Society and administration to ensure funds are allocated to deserving projects and programs at the school.

## **Article 4 - Membership**

- 4.1 The school council must consist of the following members:
- a) All parents of students enrolled in the school, in accordance with section 55(2) of the Education Act.
  - b) The principal of the school.
  - c) At least one representative who is a teacher at the school, elected or appointed by the teachers at the school.
  - d) At least one representative who is a student enrolled in the school, elected or appointed by the students enrolled in the school.
  - e) Others as decided by the school council who are not parents of students enrolled in the school but have an interest in the school. (optional)
- 4.2 The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration, staff, students and/or community representatives.

## **Article 5 - Code of Ethics**

- 5.1 All school council members will
- a) abide by the legislation that governs them.
  - b) be guided by the mission statements of the school and school council.
  - c) endeavour to be familiar with the school's policies and operating practices and act in accordance with them.
  - d) practice the highest standards of honesty, accuracy, integrity and truth.
  - e) recognize and respect the personal integrity of each member of the school community.
  - f) declare any conflict of interest.
  - g) encourage a positive atmosphere in which individual contributions are encouraged and valued.
  - h) apply democratic principles.
  - i) consider the best interests of all students.
  - j) respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
  - k) not disclose confidential information.
  - l) limit discussions at school council meetings to matters of concern to the school community.
  - m) use the appropriate communication channels when questions or concerns arise.
  - n) promote high standards of ethical practice within the school community.
  - o) accept accountability for decisions.
  - p) not accept payment for school council activities.
  - q) adhere to the Personal Information Protection Act (PIPA) and must not use or share personal information for purposes other than those of school council business.

## **Article 6 - School Council Meetings**

- 6.1 All meetings of the school council will be open to interested individuals of the school community.
- 6.2 School council meetings may be held in-person or use a virtual or online platform suitable for conducting school council business, or a combination of the two. The executive, in collaboration with the principal, will determine the format of the meetings. Virtual meetings may include electronic voting which will be determined by the executive (i.e., 'Raise Hand' feature, chat window, mic, ballots via private messaging).
- 6.3 Any school council member may be suspended or expelled for the duration of the school year from attendance at any school council meetings, if, upon a majority vote of voting members present at a special general meeting called for that purpose, it is determined to be in the best interests of the school council to do so.

## **Article 7 - Quorum**

- 7.1 Quorum will be attained when the majority of members present at any school council meeting are parents and the principal or designate is present.
- 7.2 For executive committee meetings, three (3) members of the executive committee must be present.
- 7.3 In the absence of a quorum:
  - a) If the parents and school council members present agree to proceed in the absence of a quorum, the school council may continue for the purposes of discussion of issues.
  - b) No motions will be considered or approved.
  - c) No decisions by consensus will be reached.

## **Article 8 - Notice of Meetings**

- 8.1 Notices must include the date, time, and place of meeting and an agenda, including a description of business or resolutions to be transacted at the meeting.
- 8.2 Notice of school council meetings will be deemed to have been properly given upon date of posting or publication
  - a) seven (7) days in advance of the meeting in the case of regular and special meetings,
  - b) thirty (30) days in advance of the AGM,
  - c) by way of
    - i. the school newsletter and/or website;
    - ii. electronically via the school.
- 8.3 The chair will work in partnership with the principal to co-create the agendas for all meetings. Agenda item requests must be made through the chair, who will consult with the executive and principal as to the appropriateness of the item requested.

## **Article 9 - Regular School Council Meetings**

- 9.1 For any school year, the first meeting of the school council must be held within 40 days after the start of the school year.
- 9.2 Proper notification of a meeting in accordance with Article 8 must be given, including an agenda and a description of any business or resolutions to be transacted at the meeting.
- 9.3 The executive committee will determine the dates and times of regular school council meetings in consultation with the principal prior to the commencement of the school year.
- 9.4 A minimum of five (5) general meetings must be scheduled during the school year or as called by the executive. The meetings will take place at the school, unless otherwise advertised.

## **Article 10 - Special General Meetings**

- 10.1 The school council executive may at any time give notice of a special general meeting of the school council.
- 10.2 Notice will be given at least 7 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with.

## **Article 11 - Annual General Meeting**

- 11.1 An annual general meeting of the school council will take place once each school year.
  - a) The annual general meeting of the school council will be held in the month of June or at an appropriate time during the school year as determined by the school council. The meeting will be advertised throughout the school and the community no less than 30 days beforehand and will state the business to take place at the annual general meeting.

- b) All parents are eligible for election;
- c) All members are eligible to vote at the annual general meeting;
- d) The business of the annual general meeting may include:
  - i. the election of executive members;
  - ii. any proposed amendments to the bylaws;
  - iii. presentation of the financial statement of the previous year (if any);
- e) May also include:
  - i. plans and budget for the upcoming year;
  - ii. discussion of any major issue in which all parents should have input such as changes to the vision or mission of the school or school board, school policy or other major changes in the school program or focus.

11.2 In addition to elections, the agenda may include, but not be limited to, reports from the chair, treasurer, and principal.

11.3 The election of members for the positions of general representatives will also be conducted at the annual general meeting.

## **Article 12 - Elections**

12.1 All parents are eligible for election to the offices of chair, vice-chair, secretary or treasurer.

12.2 School representatives will be the principal or designate, teacher representative(s) and student representative(s). Specific duties of each of the school representatives are described in Appendix B to these bylaws.

12.3 General Representatives will be elected by members and may include: Volunteer Coordinator(s), French Program Representative, Grad Representative and Friends of Springbank Community High School Society Representative. Specific duties of each of the general representatives are described in Appendix C to these bylaws.

12.4 Voting in the election process will be in accordance with Article 13, by a show of hands, except where a position is filled by acclamation.

12.5 With the exception of the school council positions filled by the principal, teacher and student representative, any vacancy of the school council will be advertised to the parent community. Elections for a vacant position will be held at subsequent meetings of the school council until the vacancy is filled.

## **Article 13 - Voting**

13.1 In order to call for a vote a motion must have been moved and seconded.

- a) A regular resolution must be passed by a simple majority of votes.
- b) A special resolution must be passed by a two thirds majority of votes.
- c) Any resolution must be stated clearly and recorded as such in the minutes of the meeting.

13.2 Voting is conducted as follows:

- a) All members have one vote;
- b) Proxy votes are NOT permitted;
- c) The chair will not vote except in the case of a tie;
- d) All members are entitled to vote on a motion at a regular or special meeting of the school council, EXCEPT that, in accordance with school councils regulation 17(2), only parents are entitled to vote on a motion to change the bylaws of the school council, and only at a special meeting called for that purpose.

## **Article 14 - Committees**

14.1 The school council may appoint committees that consist of school council members and/or school community members. Committees meet outside of school council meetings to complete

their assigned tasks as per the direction of the school council and present a report of their activities at school council meetings.

- 14.2 Ad Hoc committees will be dissolved once the assigned task has been completed.
- 14.3 Committees will submit their recommendations to the school council for approval before any work is undertaken or monies spent.

### **Article 15 - School Council Fundraising**

- 15.1 Subject to any provincially or school board-mandated policies and/or regulations, the school council may raise funds that do not require incorporation to obtain (e.g., not casinos, bingos, raffles).
  - a) The school council will, where possible, encourage the Friends of Springbank Community High School Society to do the fundraising for the school and the school council.
  - b) Should the school council choose to fundraise, funds must be given to the school to track and record or given to the Friends of Springbank Community High School Society.
  - c) School council funds given to the school will be subject to the school board's policy on school council fundraising and/or school-generated funds.
  - d) In the absence of mutually agreed terms, school council funds given to the Friends of Springbank Community High School Society will be subject to the policies of the Friends of Springbank Community High School Society.

### **Article 16 - Fundraising Association and Other Groups of Parents**

- 16.1 The school council recognizes and appreciates the efforts of other groups of parents striving to support and enhance the educational opportunities in the school.
  - a) The school council will communicate regularly with the Friends of Springbank Community High School Society and/or other groups of parents to support their activities and to solicit support for school council activities.
  - b) The school council may develop policies to promote a productive, open and transparent relationship with the Springbank Community High School Society and/or other groups of parents.

### **Article 17 - Conflict Resolution**

- 17.1 The school council will abide by the dispute resolution process outlined in the school board's policies and regulations to address disputes between members of the school council or the principal and the school council with respect to policies proposed or adopted for a school.
- 17.2 The school council will apply every effort to resolve internal disputes using the steps outlined in these bylaws. If at any time, 25 parents, or 5 parents and 50% of the executive members of the school council believe a dispute causing significant impairment of school council operations is occurring, they may deliver a signed written letter to all executive members and the principal requesting a special general meeting, and the following will apply:
  - a) The chair will call a special general meeting of the school council.
  - b) The secretary will provide a minimum of 7 days written notice to all parents and school council members of the date, time, place and purpose of the special general meeting.
  - c) At the special general meeting, all parents and school council members present will have an opportunity to hear and discuss the issues causing the dispute.
  - d) On motion, a vote must be taken respecting a proposed resolution to the dispute.
  - e) If a majority of voting members present vote in favour of the resolution proposed, the school council will immediately act upon it.

### **Article 18 - Suspension of a School Council**

- 18.1 If a quorum is not available for a meeting of a school council and the meeting has been rescheduled on 2 or more occasions, the board may suspend the operation of the school council until the following year.



- 18.2 If the operation of a school council is suspended, the principal may establish an advisory committee to carry out one or more of the duties or functions of the school council until a new school council is established under subsection (3).
- 18.3 If the operation of a school council is suspended under subsection (1), a new school council must be established within 40 school days after the start of the next school year.

### **Article 19 - Duty to Report to the Board**

- 19.1 The chair of the school council must prepare and provide to the board of Rocky View Schools by September 30<sup>th</sup> of each year, a report
- a) summarizing the activities of the school council in the previous school year, and
  - b) detailing the receipt, handing and use of any money by the school council in the previous school year.
- 19.2 The school council must retain at the school a copy of the minutes for each meeting of the school council and make them available to the board or the public upon request.
- 19.3 The school council must retain the minutes for each meeting of the school council for at least 7 years.

### **Article 20 - Reviews and Amendments**

- 20.1 These bylaws continue in force from year to year unless they are amended in accordance with the school councils regulation.

council may make any changes to these bylaws deemed necessary to carry out its functions.


- a) The bylaws will be reviewed for their relevance and effectiveness annually by the school council executive or by a committee established expressly for that purpose.
- b) The bylaws of the school council may be amended by a majority vote of the voting members present at any scheduled meeting of the school council.
- c) Notice of proposed amendments to the bylaws will be provided to the school community no less than 7 days before a meeting.


### **Article 21 - Effective Date**

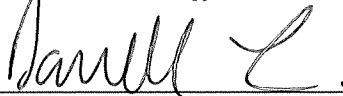
- 21.1 These bylaws or amendments to these bylaws will come into force when approved in accordance with Article 13.2 d).

These bylaws have been accepted by a majority of members entitled to vote at a special general meeting of the school council.

Date October 18, 2023

  
\_\_\_\_\_  
Melanie Spagrud, Chair

  
\_\_\_\_\_  
Kim Corti, Secretary

  
\_\_\_\_\_  
Darrell Lonsberry, Principal

## **Appendix A – Duties of the Executive Committee**

The positions of the executive will consist of: Chair, Vice-Chair, Secretary and Treasurer (if required).

1. All executive positions must be filled by parents as defined in 2.1 d) above.
2. Every parent is eligible to be elected to an executive position on the school council.
3. The terms of office are from the close of the annual general meeting to the close of the following annual general meeting. Any elected member may serve consecutive terms in the same position.
4. The executive of the school council will be elected by parents attending the annual general meeting or in the event of vacancies after the annual general meeting, elected by the voting members present at a subsequent school council meeting.
5. Any executive member may resign their position by providing written notice to the chair and principal.
6. Any executive member may be removed from the executive at any time with cause by a majority vote of the executive whenever, in its judgment, the best interest of the school council will be served.
7. In the event of a vacancy, other than that of the chair, the vice-chair will fill the office on an interim basis until the school council can fill the office through an election. If the vacant office is that of chair, the vice-chair will fill the office until the next annual general meeting.
8. No member of school council will receive any remuneration for acting as a member of the council.
9. The executive will carry out the day-to-day operations of the school council.

The duties of the executive committee are to:

1. Advise the school council about important matters, necessary procedures, etc.
2. Authorize discretionary or urgent financial expenditures provided at least three (3) executive members have approved them. These expenditures are to be reported to the members at the next regular school council meeting.
3. Circulate minutes of the regular school council meetings.
4. Gather information and make recommendations to the members on the spending of school council funds. The executive committee will present proposals for spending of funds to the members at regular school council meetings. These proposals must be voted on and ratified or rejected in whole or in part.
5. Inform the members of any plans for events or special topics and consider suggestions from the members.
6. Keep the members informed of all ongoing business, special events and upcoming meetings through the school newsletter, website, individual school council email notices, and regular meetings.

### **Duties of Executive Committee Members**

#### **A. Chair**

The school council chair must be a parent of a student enrolled in the school. Unless otherwise delegated, the chair of the school council will:

1. Chair all meetings of the school council.
2. Coordinate with the principal to co-create meeting agendas.
3. Communicate with the principal on a regular basis.
4. Decide all matters relating to rules of order at the meetings.
5. Ensure that school council bylaws are current and followed.
6. Be the official spokesperson of the school council.
7. Ensure that there is regular communication with the whole school community.
8. Be an ex-officio member of all committees.
9. Review any communication to the school community prior to distribution and include the principal in same.
10. Stay informed about school board policy that impacts school council.
11. Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer.

12. Comply with the school councils regulation by providing the school board with an annual report that summarizes the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council, no later than September 30<sup>th</sup>.
13. Have general responsibility for all activities of the school council.
14. Coordinate the collection of committee records at the end of each school year so that these can be passed on to the new executive and the school council.

**B. Vice-chair**

Unless otherwise delegated, the vice-chair of the school council will:

1. In the event of resignation, incapacity or leave of absence of the chair, fulfill the chair's responsibilities (while remaining in the vice-chair position).
2. In the absence of the chair, supervise the affairs and preside at any meetings of the school council.
3. Work with and support the chair in agenda preparation.
4. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the school council.
5. Assume responsibility, in consultation with the school council, for communicating with the fundraising association or other parent groups within the school.
6. Promote teamwork and assist the chair in the smooth running of the meetings.
7. Keep informed of relevant school and school board policies.
8. Have signing authority, if required, on any financial accounts together with the chair and/or the treasurer.
9. Assist the chair and undertake tasks assigned by the chair.
10. Assist on any committees as required.

**C. Secretary**

Unless otherwise delegated, the secretary of the school council will:

1. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting.
2. Keep minutes, correspondence, records and other school council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the school, for a period of 7 years.
3. Distribute, as determined by the school council, agendas, minutes, notices of meetings and notices of other events.
4. In the absence of the secretary, the school council will choose a recording secretary for the meeting.

**D. Treasurer (if required, depending on school board policy – see Fundraising clause)**

Unless otherwise delegated, the Treasurer of the school council will:

1. Keep accurate records of all financial transactions.
2. Ensure that records are available upon request of the school board or school community.
3. Submit all funds raised either to the school or the Friends of Springbank Community High School Society to be deposited, tracked and recorded.
4. Have signing authority on any financial accounts together with the chair and/or vice-chair.
5. Present a full, detailed account of receipts and disbursements to the school council as required by the school council and prepare the financial statements for the annual report.
6. Ensure all debts of the school council are paid on time.

## **Appendix B – Duties of The School Council School Representatives**

### **Principal**

1. Consult with the school council and receive advice on matters related to the operation of the school.
2. Attend all regular school council meetings, or provide an alternate, to present the principal's report.

### **Teacher Representative(s)**

1. Actively seek to understand the views of the teachers.
2. Attend all regular school council meetings or provide an alternate and advise the chair accordingly.
3. Communicate the views of the teachers to the school council.
4. Communicate the activities of the school council to the teachers.
5. Monitor and assist on any school council committee pertaining to teachers.

### **Student Representative(s)**

1. Actively seek to understand the views of the students.
2. Attend all regular school council meetings, provide an alternate or submit a report and advise the chairperson accordingly.
3. Communicate the views of the students to the school council.
4. Communicate the activities of the school council to the students.
5. Undertake tasks assigned by the chair or the school council.
6. Monitor and assist on any committee, when assigned by the school council.

## **Appendix C – Duties of The School Council General Representatives**

The duties of the school council general representatives are as follows:

### **Volunteer Coordinator**

1. Act as liaison among administration, teachers, and executive committee.
2. Generate and maintain a list of volunteers willing to help in various programs and special events at the school.
3. Schedule volunteers in programs as requests come in.
4. When necessary, co-ordinate orientation for volunteers.
5. Report to the school council as appropriate.
6. Evaluate the volunteer program annually with input from the volunteers, teachers, and administration.
7. Organize recognition and appreciation events for volunteers.
8. Organize recognition and appreciation events for teachers and staff.

### **French Program Representative**

1. Support French Language programs as required by the French Department in conjunction with the Canadian Parents for French (CPF) Springbank Chapter.
2. Hold the position of High School French Rep on the CPF Springbank Chapter executive.
3. Identify opportunities to support FI/FSL programs through annual CPF fundraising proceeds.
4. Coordinate annual CPF fundraising effort at the school.
5. Identify any opportunities for the ongoing promotion of French Language and culture within the school.
6. Report to the school council as appropriate.

### **Grad Representative**

1. Meet in September to decide how to assist the school with the grade 12 graduation commencement.
2. Act as a liaison between school council and the school with matters that pertain to grade 12 graduation.
3. When necessary, work with the volunteer coordinators to obtain volunteers for various tasks related to graduation.
4. Report to the school council as appropriate.

### **Friends of Springbank Community High School Society Representative(s)**

1. Act as liaison between school council and the Friends of Springbank Community High School Society.
2. Carry out fundraising activities as requested by council.
3. Maintain financial records and report to school council on society matters.