

SCHOOL COUNCIL & FUNDRAISING SOCIETY
INFORMATION PACKAGE
2019-2020

School Council Participant Roles

School Council Chair

It is expected that the School Council Chairperson will be a parent of a student enrolled in the school. The Chair should be someone who can work collaboratively and knows how to organize both programs and people. The Chair should actively encourage others to become involved in meaningful ways.

Typical Chairing duties include:

- Chair all meetings of the School Council;
- Coordinate with the Principal to create meeting agendas;
- Communicate with the Principal on a regular basis;
- Decide all matters relating to rules of order at the meetings;
- Ensure that School Council Operating Procedures are current and followed;
- Be the official spokesperson of the School Council;
- Ensure there is regular communication with the whole school community,
- Review any communication to the school community prior to distribution and include the Principal in same;
- Stay informed about School Board policy that impacts School Council;
- 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 30th;
- Have general responsibility for all activities of the School Council;

Chair's Relationship with the Principal

The Chair's role is key to the success of the School Council. Partnerships work – so use them! One important responsibility is regular and ongoing communication with the school Principal. This relationship of mutual trust and respect must be nurtured, being mindful of common goals for the learning community.

Vice-Chair

On some School Councils, the role of Chair is shared, either through the creation of co-Chairing positions or through the Chair's dependence on the Vice-Chair to undertake part of the work.

Typically, the Vice-Chair's duties are to:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- Work with and support the Chair in agenda preparation;
- Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- Assume responsibility, in consultation with the School Council, for communicating with the fundraising association or other parent groups within the School;
- Promote teamwork and assist the Chair in the smooth running of the meetings;
- Keep informed of relevant School and School Board policies;
- Prepare to assume the position of Chair in the future;
- Assist the Chair and undertake tasks assigned by the Chair.

School Council Participant Roles

Secretary

The School Council Secretary typically will:

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- 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;
- Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;

Treasurer (if handling funds, depending on school board policy)

If the School Council is handling money, through fundraising activities or donations, the Treasurer will:

- Keep accurate records of all financial transactions;
- Ensure that records are available upon request of the School Board or school community;
- Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- 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;
- Supervise the affairs and preside at any meetings of the financial committee.

Principal

The Principal is the instructional leader who manages the day-to-day operations of the school and is a key member on School Council who promotes cooperation between the school and the community. The Principal implements the policies of Alberta Education and the local school board, ensures instruction is consistent with the *Programs of Study*, ensures the standards of education are met, evaluates the programs, maintains order and discipline within the school, evaluates and supervises teachers and supervises the evaluation and advancement of students.

As a provincially-mandated member of the School Council, the Principal:

- Works in collaboration with the Chair to prepare School Council agendas
- Supports the Chair in running efficient School Council meetings, as per the School Council Rules of Order
- Provides contextual information, as requested by the School Council, on matters relating to the school
- Promotes cooperation between the school and the community it serves
- Seeks input from the School Council, parents and community on major decisions that affect the school
- Establishes, facilitates, communicates and encourages opportunities for School Council, parent and community engagement in school matters
- Encourages and supports the formation and continuous improvement of School Council
- Interprets and shares results of provincial achievement tests and diploma exams
- Shares information about the school community
- Provides information on the programs in the school and the needs of the students
- Refers School Council to the appropriate resource for information on laws, regulations and policies that affect School Council
- Enables the School Council to provide input into the school's education plan.

School Council Participant Roles

Teacher

Each School Council must have at least one Teacher Representative, as per the legislation. A Teacher Representative contributes to a successful School Council in the following ways:

- Promotes a collaborative, collegial model of decision making at the school and for the School Council and provides support for the decisions of the School Council
- Shares professional knowledge with School Council members
- Encourages parents and community members to become involved in school activities
- Shares School Council activities and information with other staff, parents and community members
- Follows the code of ethics and professional protocols set out by the Alberta Teachers' Association (ATA)
- Represents the teachers' perspective.

Example: **Feature Teacher** on the agenda – a different teacher each month gives a brief update/summary of what their class/grade is doing. May want to include a few students as well (bring in new parents to the meetings).

Communication Officer

The Communication Officer works under the direct supervision of the School Council and undertakes all responsibilities in consultation and cooperation with the School Council Chair and the School Principal.

In general, the Communication Officer applies his/her communications expertise to improve the links between the School Council and the School Community and to advance the goals and profile of the School Council.

The Communication Officer of the School Council, in consultation with the Chair and the Principal, may:

- Assist the School Council in developing, implementing and evaluating a Communication Policy and Communications Plan.
- Prepare School Council Newsletters and the School Council's section of the School Newsletters.
- Provide information for the School Council section of the School website to inform of the purpose and structure of the School Council, highlight activities and accomplishments of the School Council and to promote parental involvement.
- Ensure that the information in the School Council section of the (School Name) Parent's Handbook is updated annually.
- Develop promotional material for the Annual General Meeting, special events, projects and programs and other School Council materials as directed by the School Council and in keeping with the School Council Communications Policy and the Communications Plan.
- Collaborate with Alberta School Councils' Association (ASCA) in obtaining templates and samples for promotional and other School Council materials.
- Assist the Chair and the School Council by proofreading and editing reports, correspondence and other material, to ensure they reflect the School Council in a professional and consistent manner.
- Develop communication strategies which facilitate two-way communication between the School Council and the School Community. (Surveys, discussion groups, social media).
- Promote the School and its activities with the public (local media, community newspapers), as requested by the Principal.
- Assess the effectiveness of School Council publications, distribution systems, etc. and recommend improvements.
- Attend School Council meetings regularly.
- Managing social media platforms (Facebook, Twitter, website).

School Council Participant Roles

Parents and others

Parents of children enrolled at the school form the majority of the members of School Council.

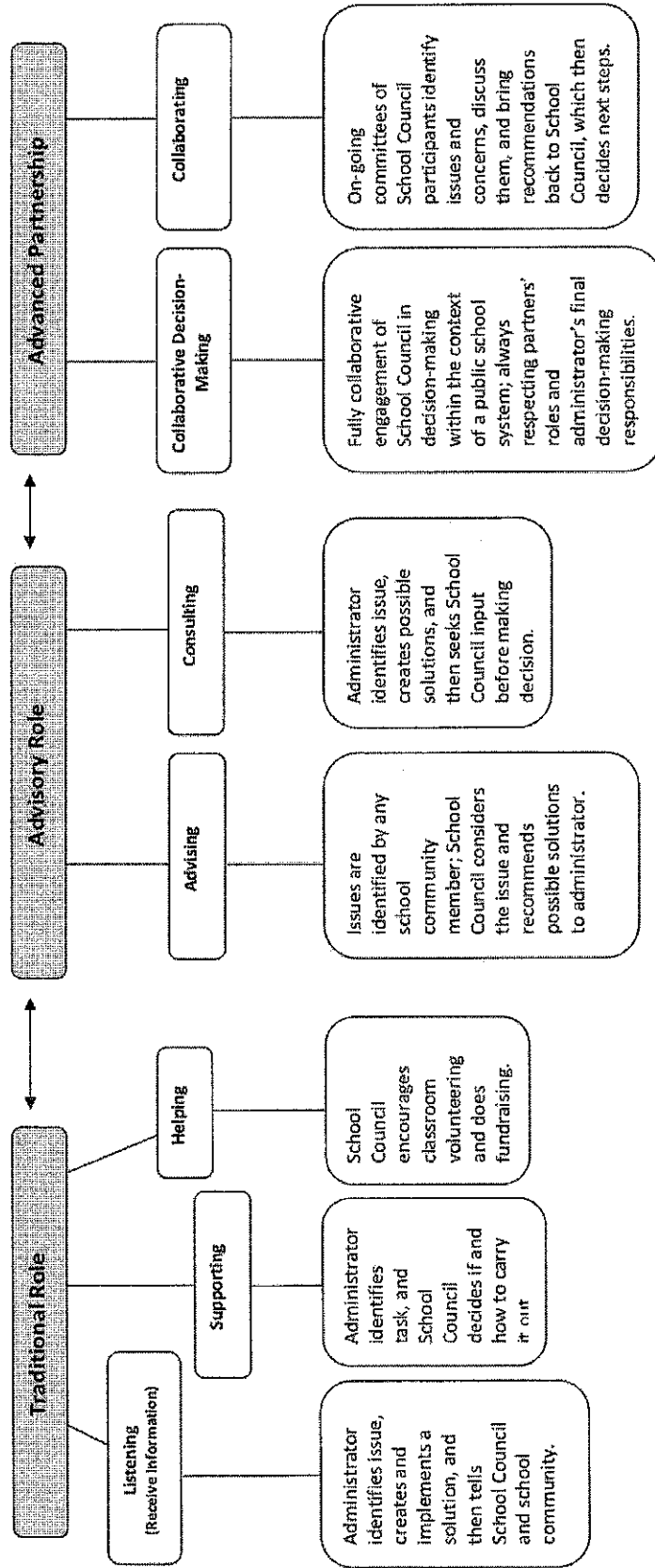
Parents and other members of the School Council will:

- Share their professional knowledge, expertise and life experience;
- Encourage feedback and participation from community groups and individuals;
- Communicate information of interest to the School Council and the school community;
- Share information from School Council meetings with the community;
- Have a clear understanding of the School Council's objectives;
- Attend School Council meetings;
- Identify possible topics for agendas;
- Serve as a liaison between the School Council and their organization or area of responsibility.

School Council Participant Roles

Types of Engagement for School Councils

Alberta School Councils were mandated (1995) as forums to involve members of the school community in advising the principal and the board respecting matters related to the school, focusing on supporting and enhancing student achievement and participating in school improvement planning. Each year, a School Council will determine its own types of engagement, based on the people participating that year, their interests and ideas. The flowchart below may be used as a tool to determine if the current levels of engagement meet expectations of the school community, and specifically those serving on School Council. Such a discussion may also acknowledge the significant contributions made by past and current School Councils, as well as help to plan for future growth.



It's an exciting time when new people are elected to fill the necessary positions on any executive team. For some, the new world of this type of leadership can be a little confusing, overwhelming and even a bit scary. There may be much to learn, to do and to remember. This quick checklist may help to ensure that some of the important operational items are not forgotten during the transition of one executive team to another.

Person Responsible	Action	Completed Date
Chairperson	Notify School District, in writing, of all new and returning Executive members. Timeline: 30 days	
	Notify ASCA, in writing (form on ASCA website), of new Chair and contact information. Timeline: 30 days	
	Meet with outgoing Chairperson (if available) and principal to become familiar with practices, processes and promises, and to receive relevant historical records for smooth transition. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Vice- Chairperson	Arrange updating of website with new names and contact information (if needed). Timeline: 2 weeks	
	Source and distribute information on resources, support, training available for executive (if needed) such as ASCA, School District, etc. Timeline: 30 days	
	Meet with outgoing vice-chairperson to become familiar with practices and processes. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Treasurer (if necessary)	Meet with outgoing treasurer to become familiar with financial records, processes, practices and to receive historical records. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Secretary	Provide summary (or draft minutes) of meeting to all members and interested parties. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
	Obtain and become familiar with relevant historical records and practices. Timeline: 2 – 3 weeks	
Others	Attend any orientation sessions offered. Timeline: 30 – 60 days	

Fundraising Association Board of Directors Role Descriptions

All Board Members

Authority and Responsibility

The Board of Directors are the legal authority for any society/association incorporated under the Alberta *Societies Act*.

All Board Members act in a position of trust for the community and are responsible for the effective governance of the organization.

Board Members are responsible for ensuring that the Board is conducting Association business as indicated within the Bylaws of the Association, the rules and regulations of Alberta Corporate Registry, the *Societies Act* and any other agency with which the Association has a relationship, as well as the expectations of the general membership of the Association.

Board Members have the authority to act and speak on behalf of the Association, given by the Membership through election and decision making at the Annual General Meeting. This covers matters specific to overseeing operations, and making decisions that will fulfill the mission of the Association.

Requirements

Requirements of all Board Members include:

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, operations and advocacy.
- Willingness to serve, when needed or requested, on one or more committee(s).
- Be a current Member in good standing of the Association.
- Attend and support special events, such as fundraisers.
- An understanding of, and true belief in, the mission and purpose of the Association.
- An understanding of the Bylaws and Policies of the Association.
- An ability to develop mutually beneficial relationships within the membership and beyond.
- Treating all members, volunteers, students and School staff members with respect.
- The ability to receive and offer feedback.
- Agreeing to all aspects of this job description.
- Acting in good faith.
- Being a team player.

Time Requirements

Board Members are expected to attend all Regular Meetings of the Board. These meetings will be no longer than 2 hours in duration and will occur every 4 to 6 weeks as determined by the Board. Some Board Members may be required to spend additional time preparing reports for presentation at specific meetings.

Board Members are also expected to attend all Special Meetings of the Board or Association. These may include, but are not limited to; the Annual General Meeting, Board Development and Strategic Planning Meetings. Time requirements for these events vary, but will be communicated well in advance to all Board Members.

Term of Office

All Board Members, with the exception of the Past President, are elected by majority vote of the membership in attendance at the Annual General Meeting. Board Members serve for a one or two year term, as indicated in the Bylaws and are released at the end of the elected term.

General Duties

Fundraising Association Board of Directors Role Descriptions

Board Members will be fully informed on Association matters, and participate in the Board's deliberations and decisions in matters of Association policy, finance, operations and advocacy.

Board Members will:

- Attend Annual, Regular and Special General Meetings.
- Be prepared for, attend and actively participate in all Board Meetings.
- Actively support the initiatives and actions of the Association.
- Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- Review the Bylaws and recommend Board-approved bylaw changes to the Membership.
- Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- Participate in the development of the Association's plan and annual review.
- Review the Annual budget for the Association and submit to the Membership for approval.
- Assist in developing and maintaining positive working relations among the Board, committees, School and School Council to support and enhance education in the School Community.
- Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- Act as a leader and an ambassador of the Association.
- Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
- Address operational concerns openly and with input from Board Members.
- Address personal concerns relating to Board Members roles privately, constructively, respectfully and in a timely manner.

Evaluation

The Board's performance may be evaluated annually and is based on the most current role description.

The evaluation shall be:

- Completed by all Board Members.
- Completed in a manner that fosters respect and positive personal development.
- In written format – or at minimum, documented.
- Shared with Membership using a Results Summary.

Approval and Review Dates

Approval Date:

Review Date:

Fundraising Association Board of Directors Role Descriptions

President

- Provides leadership to the Board of Directors.
- Ensures the Board adheres to provincial legislation and its Bylaws, Mission and Policies.
- Prepares the Board's agenda with input from Board Members.
- Chairs meetings of the Board and of the Association.
- Encourages Board Members to participate in meetings and activities.
- Keeps the Board's discussions on topic by summarizing issues.
- Keeps the Board's activities focused on the Association's Mission.
- Maintains the integrity of the Board's decision-making process.
- Ensures that Committee Chairs are appointed.
- Orients Board Members and Committee Chairs to the Board responsibilities and expectations.
- Serves as ex officio member of committees and attends their meetings when needed.
- Enables the Board to govern the Association, allowing the committees to carry out the day to day operations.
- Ensures there is a process to evaluate the effectiveness of the Board and its Members, using measurable criteria.
- Recognizes Board Members' contributions to the Board's work.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Plays a leading role in supporting fundraising activities.
- Promotes the Association's purpose in the community and to the media.
- Presents a President's Report to the Membership at the Annual General Meeting.

Approval and Review Dates

Approval Date:

Review Date:

Vice President

- Acts in the absence of the President.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Chairs at least one major committee.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Supports special events of the Association, such as fundraisers.
- Orients the new Vice-President.

Approval and Review Dates

Approval Date:

Review Date:

Secretary

- Maintains records, files and details that are important for the operation of the Association.
- Maintains official records of the Association.
- Keeps copies of the Association's Bylaws and the Board's Policies.
- Keeps lists of Officers, Board Members, committees and General Membership.
- Notifies Board Members of meetings.
- Confirms a quorum at Board meetings.
- Keeps accurate attendance records and minutes of meetings.
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and committee meetings.
- Distributes copies of minutes to Board Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.

Fundraising Association Board of Directors Role Descriptions

- Signs official documents of the Association as required.
- Files the Annual Return, amendments to the Bylaws and other required documents with the Corporate Registry.
- Makes sure members are notified of General Meetings.
- In the absence of the President and Vice-President, chairs Board meetings until the election of an alternate Chair by the Board members present.
- Supports special events of the Association, such as fundraisers.
- Orients the new Secretary.

Approval and Review Dates

Approval Date:

Review Date:

Treasurer

- Prepares and monitors annual Association budget.
- Provides regular reports to the Board on the financial state of the Association.
- Chairs the Finance Committee, if created.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Maintains full and accurate accounts and physical records of all Association receipts and disbursements.
- Receives and deposits all monies due to the organization.
- Prepares receipts for donations received, if required.
- Disburses all monies as directed by the Board.
- Prepares committee budgets with committee chairs.
- Prepares and submits all financial reports in a timely manner, as required by organizations and agencies.
- Presents the Audited Financial Statement and a financial report to the Membership at the Annual General Meeting.
- Supports special events of the Association, such as fundraisers.
- Orients the new Treasurer.

Approval and Review Dates

Approval Date:

Review Date:

Director at Large

- Prepares for, attends and actively participates in scheduled Board Meetings.
- Prepares for, attends and actively participates in meetings of assigned committees.
- Prepares for, attends and actively participates in Membership Meetings.
- Prepares for, attends and actively supports special events of the Association, such as fundraisers.
- Orients the new Directors.

Approval and Review Dates

Approval Date:

Review Date:

Past President

- Acts in the absence of the President and Vice President.
- Chairs the Annual General Meeting.
- Works closely as consultant and advisor to the President.
- Chairs at least one major committee.
- Orients the new President.

Approval and Review Dates

Fundraising Association Board of Directors Role Descriptions

Approval Date:

Review Date:

Board Transition Checklist for Fundraising Associations

It's an exciting time when new people are elected to fill the necessary positions on any executive team. For some, the new world of this type of leadership can be a little confusing, overwhelming and even a bit scary. There may be much to learn, to do and to remember. This quick checklist may help to ensure that some of the important operational items are not forgotten during the transition of one executive team to another.

Person Responsible	Action	Completed Date
President	Notify Corporate Registries, in writing, of all new and returning Directors/Officers. Timeline: within 30 days	
President	Submit Special Resolution re bylaw changes to Corporate Registries (if needed). Timeline: 30 days	
President	Notify AGLC, in writing (form on AGLC website), of all new and returning Directors/Officers. Timeline: 30 days	
President	Notify AGLC, in writing, of approved bylaws once received from Corporate Registries (if needed). Timeline: Call AGLC to determine.	
President	Meet with outgoing president and principal (if needed) to become familiar with practices, processes and promises, and to receive relevant historical records for smooth transition. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Vice-President	Arrange updating of website with new names and contact information (if needed). Timeline: 2 weeks	
	Source and distribute information on resources, support, training available for board (if needed) such as ASCA, AGLC, Alberta Board Development, etc. Timeline: 30 days	
	Meet with outgoing vice-president to become familiar with practices and processes. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Treasurer	Set appointment with bank to change signing authorities (if needed). Timeline: 2 weeks	
	Meet with outgoing treasurer to become familiar with financial records, processes, practices and to receive historical records (ie. annual audited financial statement submitted to Corp Reg, reports submitted to AGLC for casino). Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Secretary	Meet with outgoing secretary to become familiar with records, processes, practices and to receive historical records. Timeline: 2 – 3 weeks	
	Provide summary (or draft minutes) of meeting to all members and interested parties. Timeline: 2 – 3 weeks	

Board Transition Checklist for Fundraising Associations

	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Directors	Obtain and become familiar with relevant historical records and practices. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	

School Councils and Fundraising Societies Comparison

	School Council	Society
Authority	School Council can only do what the <i>Education Act</i> allows	Societies can do anything within the <i>Societies Act</i>
Responsibilities	Defined by the <i>Education Act</i>	Defined by the <i>Societies Act</i>
	Defined in the <i>School Councils Regulation</i>	Defined in the society's objects and bylaws
Accountability	School Councils are ethically accountable to the school community	Societies are legally and ethically accountable to their members. The Board of Directors has legal responsibilities
	School Councils can change their operating procedures (bylaws) as defined by the procedures in those operating procedures (bylaws) without further authorization	Societies can change their objects or bylaws by specific procedures outlined in their bylaws and in the <i>Societies Act</i> , with final approval given by Corporate Registry
	Accurate minutes, reports, records are available to the public. Keep for 7 years	Accurate minutes, reports, records are available to Society members. Keep for 6 years
	Subject to <i>Personal Information Protection Act</i> (PIPA not FOIP)	Subject to <i>Personal Information Protection Act</i> (PIPA not FOIP)
Reporting	<i>School Councils Regulation</i> requires a report be filed by September 30th with the School Board	Society's Annual Report is due yearly the month following the incorporation date anniversary. I.e.: Incorporated in August 1992, report due yearly in September
	School Council's Report includes the activities of the previous school year and financial statements (if any) detailing money collected and spent by the School Council in the previous school year	Society's Annual Report, filed with Corporate Registries, includes the specifics of the Board of Directors and an audited financial statement
		Societies licensed by AGLC must

School Councils and Fundraising Societies Comparison

complete AGLC issued financial reports specific to their gaming activities in order to maintain their license

	School Council	Society
Operation	Utilize school building and resources for duties as per the <i>Education Act</i>	May request of principal permission to use school building and resources for duties
	Establish as per the <i>Education Act</i> and hold Annual General Meetings to ensure leadership is elected	Establish as per the <i>Societies Act</i> and hold Annual General meetings to ensure leadership is elected
	May ask the school to track financial transactions (depending on school board policy) or may not handle funds	Maintain bank accounts and signing authorities
	Orient members and general school community to their purpose and duties	Orient members to their duties and purpose; may extend to general community
	Hold regular meetings to discuss relevant issues, plan activities and gather input	Hold regular meetings to discuss relevant issues, plan activities and gather input
	Discuss and decide matters of policy, priorities and operations	Discuss and decide matters of policy, priorities and operations
	Coordinate/follow through on activities as planned	Coordinate/follow through on activities as planned
	Provide for 2-way communication with school community	Request permission of principal for 2-way communication with members and school community
	Build strong working relationships with others in the school community	Build strong working relationships with others in the school community
	Provide advice and parental perspective on matters related to the school	Provide funding, upon approval of society board, to the school, School Council, or others as requested

School Councils and Fundraising Societies Comparison

Liability for legislated duties and activities is held by the School Board - School Board insurance is sufficient

Liability for duties and activities is held by the Society – private insurance is recommended (may be required by school board)

SPECIAL RESOLUTION

That Penhold School Parent Council repeal its existing bylaws, to be replaced with the following bylaws.

Penhold School Parent Council Bylaws

Membership

- A. Any person having a vested interest in the educational well-being of students enrolled in Penhold Elementary School, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Association, is eligible to become a Member of the Association with voting privileges at any General Meeting of the Association Membership.
- B. The majority of the Members of the Association will be parents or guardians of students currently enrolled in Penhold Elementary School.
- C. Membership must be renewed annually. Membership fees, if any, in the Association shall be determined from time to time by the Members at an Annual General Meeting.
- D. Any Member wishing to withdraw from membership may do so upon giving notice in writing or verbally to the Board through its Secretary.
- E. Any Member, upon a majority vote of all Members of the Association in good standing and present at a Special General Meeting of the Membership called for that purpose, may be suspended or expelled from membership for any cause that the Association may deem reasonable.

1. Associate Membership

- A. The Principal and staff members of Penhold Elementary School can choose to have an Associate Membership only.
- B. As Associate Members, the Principal and all other staff members shall serve as resource people and in an advisory capacity; however, they will not have voting rights at any General Meeting of the Membership or Meeting of the Board.
- C. Neither the Principal nor any staff member shall have signing authority for the Association.
- D. The Principal, by virtue of the Education Act, shall have the power of veto relating to actions directly affecting the School building, staff or students, but not relating to financial expenditures, revenues or investments of the Association.

2. Board of Directors

- A. "Board of Directors," "Executive," or "Board" shall mean the Board of Directors of the Association.

COMPOSITION OF THE BOARD

The Board will be composed of the following Officers and Directors.

1. Officers: President, Vice-President, Secretary, Treasurer, or Secretary-Treasurer, and Fundraising Coordinator – These positions are mandatory. The Office of the Secretary and Treasurer may be filled by one person if the membership at any General Meeting of the Membership for the election of Officers shall so decide.
2. Directors: There will be no minimum or maximum number of directors. These positions are optional, and will be filled provided there are Members willing to do so.

a. President

The President shall have general knowledge of all activities of the Association and will carry out duties assigned by the Association.

- i. The President shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.
- ii. The President will be the chief spokesperson for the Association, unless otherwise delegated.
- iii. The President shall be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same.
- iv. The President shall have a vote at any meeting.
- v. The President will be an ex-officio member of all Committees.

b. Vice-President

- i. The Vice-President shall assist the President in all Association activities and will carry out other duties assigned by the President.
- ii. In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.
- iii. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
- iv. The Vice-President will be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution.

c. Secretary

- i. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
- ii. In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
- iii. The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board.
- iv. The Secretary shall keep a Register of Members of the Association and their contact information, as required by the *Societies Act*, and shall send all Association correspondence/notices as required.

d. Treasurer

- i. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
- ii. The Treasurer shall properly account for the funds of the Association, keep such books as may be directed and disburse funds as required.
- iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.
- iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
- v. The signing authorities of the financial accounts will be a minimum of two elected Officers of the Association.

e. Officers and Directors at Large

All Members of the Board will:

- i. Attend Annual, Regular and Special General Meetings of the Membership.
- ii. Be prepared for, attend and actively participate in all Meetings of the Board.
- iii. Actively support the initiatives and actions of the Association.
- iv. Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- v. Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
- vi. Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- vii. Participate in the development of the Association's plan and annual review.
- viii. Review the annual budget for the Association and submit to the membership for approval.
- ix. Assist in developing and maintaining positive working relations among the Board, committees, School and School Council to support and enhance education in the School community.
- x. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- xi. Act as a leader and an ambassador of the Association.
- xii. Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
- xiii. Address operational concerns openly and with input from Board Members.
- xiv. Address personal concerns relating to Board Members' roles privately, constructively, respectfully, and in a timely manner.

B. The Board shall, subject to the Bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association.

C. Any Director or Officer may resign his/her position by providing written notice to the Board.

D. Any Director or Officer may be removed from the Board at any time with cause by a majority vote of the Board whenever, in its judgment, the best interest of the Association will be served.

3. Auditing

A. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two Members of the Association without signing authority, elected or appointed for that purpose at the Annual General Meeting of the Membership.

- B. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor for presentation at the Annual General Meeting of the Membership.
- C. The fiscal year of the Association in each year shall be September 1st to August 31st.

4. Standing and Ad Hoc Committees

- A. Standing and ad hoc committees will be formed as necessary by the Board and will operate on an ongoing basis with specified lengths of terms for Members.
- B. Committees will meet outside of Meetings of the Board or General Meetings of the Membership to complete their assigned tasks as per the direction of the Board and present a report of their activities at meetings as requested.

5. Meetings

Irregularities or errors done in good faith do not invalidate acts done by any General Meeting of the Membership or Meeting of the Board. No action taken at a meeting is invalid due to accidental omission to give notice to any Member, any Member not receiving any notice, or any error in any notice that does not affect the meeting.

General Meetings of the Membership

A. Annual General Meeting of the Membership (AGM)

- i. An **Annual General Meeting of the Membership (AGM)** will take place on or before October 31st in each year, by providing no less than 14 days' notice in writing using a newsletter, website, email, text and/or social media. If a Special Resolution will be proposed, no less than 21 days' notice will be required.
- ii. Only the matters set out in the notice for the AGM may be considered at the AGM.
- iii. At this meeting, there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary-Treasurer), Fundraising Coordinator and optionally any number of Directors. The Officers and Directors so elected shall form a Board, and shall serve until the end of the meeting at which their successors are elected.
- iv. Quorum at an Annual General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members.
- v. If quorum cannot be attained at the meeting, a General Meeting (GM) of the Membership will be scheduled for the same day, time and location the following week. The voting Members in attendance at that General Meeting will constitute quorum for the purposes of conducting Annual General Meeting business such as election of Officers, determining signing authority, and approval of financial statements.

B. Regular General Meeting of the Membership (RGM)

- i. A **Regular General Meeting of the Membership (RGM)** may be scheduled at the request of the membership at an Annual General Meeting of the Membership.
- ii. Regular General Meetings of the Membership shall be announced to all Members in good standing by providing no less than 10 days' notice in writing using a newsletter, website, email, text and/or social media.
- iii. Quorum at a Regular General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members and 2 of whom must be elected Officers of the Association.

C. Special General Meeting of the Membership (SGM)

- i. A **Special General Meeting of the Membership (SGM)** may be called at any time by the Secretary upon the instructions of the President or Board by providing no less than 14 days' notice in writing using a newsletter, website, email, text and/or social media. If a Special Resolution will be proposed, no less than 21 days' notice will be required, specifying the intention of the Special Resolution.
- ii. Only the matters set out in the notice for the SGM may be considered at the SGM.
- iii. Quorum at a Special General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members and 2 of whom must be elected Officers of the Association.

Meetings of the Board

D. Regular Meeting of the Board

- i. A **Regular Meeting of the Board** shall be called at the frequency determined by the Board that will permit their duties to be accomplished. All Members of the Association are allowed to attend and observe Regular Meetings of the Board. At the discretion of the President, Members may participate in discussions and ask questions, but shall not be permitted to make, second or vote on a motion.
- ii. Regular Meetings of the Board will be announced to all Board Members by providing no less than 10 days' notice in writing using a newsletter, website, email, text and/or social media or 3 days' notice verbally by telephone or in person.
- iii. Quorum at any Regular Meeting of the Board shall be 4 Board Members, 2 of whom must be elected Officers.
- iv. Regular Meetings of the Board may be held without notice if a quorum of the Board is present, provided that any business transactions shall be ratified at the next Regular Meeting of the Board; otherwise they shall be null and void.
- v. A topic to be discussed at a Regular Meeting of the Board may be deemed to be "in camera" or closed to anyone the Board chooses should the Board determine, by a majority vote of those present, that the topic is of a personal, sensitive or confidential nature.

E. Special Meeting of the Board

- i. A **Special Meeting of the Board** shall be called by the Secretary upon the instructions of any 2 Board Members, by providing no less than 3 days' notice in writing using a newsletter, website, email, text and/or social media or 24 hours' notice verbally by telephone or in person, to all Board Members setting forth the reasons for calling such meeting.
- ii. Quorum at a Special Meeting of the Board shall be any 4 Board Members.
- iii. All or any portion of a Special Meeting of the Board may be deemed to be "in camera" or closed to anyone the Board chooses should the Board determine, by a majority vote of those present, that the content of the meeting or agenda item is of a personal, sensitive or confidential nature.

6. Special Resolution

Special Resolution will mean a resolution passed at a General Meeting of the Membership of which not less than 21 days' notice in writing using a newsletter, website, email, text and/or social media, or provided verbally by telephone or in person, specifying the intention to propose the resolution has been duly given, and by the approval of not less than 75% of those Members entitled to vote in attendance.

7. Election Process

- A. Board Members are elected by the voting Members at an AGM held annually on or before October 31st.
- B. Candidates must be voting Members in good standing.
- C. Notification of the nomination procedure will be included with the notice of the election.

- D. The term of office shall be from the close of the AGM to close of the following AGM unless written notice of resignation is submitted to the Board.
- E. There is no maximum number of consecutive terms a member can serve in the same Officer or Director position of the board, provided they are voting members in good standing.
- F. Any vacancy occurring during the year may be filled at the next meeting, provided it is so stated in the notice calling such meeting, with the exception of the position of President (see Clause 3.A.2.b.ii.).
- G. In the event of a tie during the elections process, all voting members shall cast their vote a second time. If the second set of votes also results in a tie, the final decision will be made by way of coin toss conducted by a non-voting member.

8. Voting

A. General Meetings of the Membership

- i. Any voting Member, including each Member of the Board, who has not withdrawn from membership and who has been neither suspended nor expelled shall have the right to vote at any Annual, Regular or Special General Meeting of the Membership.
- ii. Such votes must be made in person and not by proxy or otherwise.
- iii. Members will vote by show of hands or by secret ballot where 50% + 1 will be considered the majority, except in the case of a Special Resolution. (See Clause #7)

B. Meetings of the Board-

- i. Only each Member of the Board will have 1 vote, including the President at all Meetings of the Board.
- ii. Such votes must be made in person and not by proxy or otherwise.
- iii. Members will vote by show of hands where 50% + 1 will be considered the majority.
- iv. The President may authorize an electronic vote by email if a situation needs to be acted upon by the Board between physical meetings. In the case of an electronic vote, a quorum shall be constituted when at least 60% of the Members of the Board cast a vote by email. Any motion taken electronically will be formally recorded into the minutes of the next Board meeting.

C. In the case of a tie, the motion is defeated.

D. Any Member having a personal pecuniary gain or conflict of interest in any matter being discussed by the membership or the Board is required to declare such and absent himself/herself from any discussion or vote on such matter.

9. General Management

A. The registered office of the Association is located within the School.

B. The mailing address for all communication or correspondence shall be the registered office of the Association.

C. To maintain integrity, minute books and financial records will be securely stored and may be inspected by any Member in good standing of the Association upon reasonable request, including the reason for inspection.

- D. Such inspection may only take place at the registered office of the Association, in the presence of a Board Member, and dual control (2 people present, 1 of whom is a Board Member) will be maintained at all times.

10. Remuneration

- A. Unless authorized at any meeting and after notice for same shall have been given, no Officer, Director or Member of the Association shall receive any remuneration for his/her services.

11. Borrowing Powers

- A. For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

12. Association Seal

- A. The Association has not adopted an Association Seal.

13. Insurance and Indemnity

- A. **Insurance:** For the purpose of carrying out its objectives, the Association will annually review and carry liability insurance as deemed necessary by the Board, or if required by the policies of the School or School Board.
- B. **Indemnity:** Provided appropriate insurance is in place, each Officer and Director holds office with protection from the Association.
 - i. The Association indemnifies each Officer and Director against all costs or charges that result from any act done in her/his role for the Association.
 - ii. The Association does not protect any Officer or Director for acts of fraud, dishonesty or bad faith.
 - iii. No Officer or Director is liable for the acts of any other Officer, Director or Member.
 - iv. No Officer or Director is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Association.
 - v. No Officer or Director is liable for any loss due to an oversight or error in judgment, or by an act in his role for the Association, unless the act is fraud, dishonesty or bad faith.

14. Privacy

- A. The Association shall not collect, use, share or store personal information for purposes other than those of Association business, and shall destroy it appropriately once it is no longer needed.
- B. The Association will adhere to *Personal Information Protection Act* (PIPA) guidelines as required by Alberta legislation, and voluntarily where appropriate.

15. Conflict Resolution

- A. If at any time 10 Members, or 5 Members and greater than 50% of the Board Members, of the Association are of the opinion that the Association is in a state of conflict such that its operation is

significantly impaired, they may deliver a written "Special General Meeting of the Membership" request signed by them to all Board Members.

- B. Upon receipt of such, the President will call a Special General Meeting of the Membership, providing due notice as stated, and Members in attendance will have an opportunity to hear and discuss the issues causing conflict.
- C. On motion, a vote shall be held respecting a proposed resolution to the conflict, and if a majority of voting Members present vote in favour of the resolution proposed, the Association will immediately act upon the resolution, as directed by the assembly.

16. Bylaws

- A. All Members are responsible for behaving in accordance with the Bylaws and objectives of the Association.
- B. The Association Bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to the Association's operation and objectives.
- C. The Bylaws may be rescinded, altered or added to by a "Special Resolution." Changes to the Bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registry. Special Resolution(s) sent to the Corporate Registry shall be dated and verified by a person authorized by the Association.
- D. Any question regarding the proper application and interpretation of these Bylaws shall be determined by the Chair of any Association meeting. The Chair's decision may be appealed by a voting Member and can be overturned by a simple majority vote at a Special General Meeting of the Membership called in accordance with the Conflict Resolution clause in these Bylaws.

17. Policies and Procedures

A Policy and Procedure Manual may be created, maintained and reviewed annually by the Board. Members in good standing may put forward policies to the Board for consideration and/or implementation.

18. Dissolution of the Association

- A. In the event of the dissolution (closing) of the Association, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Penhold Elementary School with the exception of gaming proceeds.
- B. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming and Liquor Commission regulations.

Date: _____

President (clearly print name)

President's Signature

Vice-President (clearly print name)

Vice-President's Signature

Secretary (clearly print name)

Secretary's Signature

Treasurer (clearly print name)

Treasurer's Signature

Penhold Elementary School Council Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Penhold Elementary School;
- B. "Council" means the School Council for the School;
- C. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the School;
- D. "School Staff" means the principal, vice principal, teachers, support and administration staff of the School;
- E. "Board" means Chinooks Edge School Division;
- F. "Fundraising Society" means Penhold Elementary Parents Advisory Council;
- G. "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
- H. "School community" means persons other than parents (as defined in 1C above) 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;
- I. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.

2. AUTHORITY

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically *Section 22* of the *School Act*, and the School Councils Regulation, which supports it, hereinafter referred to as "legislation."

3. MISSION STATEMENT/PHILOSOPHY

The School Council will provide the opportunity for all Parents to connect with the School, School Staff and Board. The School Council will maintain a working partnership with those entities and will undertake discussions and activities to enhance student learning and foster the well-being and effectiveness of our School and School Community.

4. OBJECTIVES

The objectives of the School Council, in keeping with the legislation, are to:

- A. 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;
- B. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School community;
- C. Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community;
- D. Facilitate a performance evaluation of our School Council and communicate the results of this evaluation to the School Board and the School community;
- E. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- F. Adhere to School Council's Code of Ethics;
- G. Consult with other School Councils and provincial organizations;
- H. Support an approach to education in which decisions are made collaboratively;



Penhold Elementary School Council Operating Procedures

- I. Advise School Boards, Alberta Education or other provincial organizations on broader educational issues;

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

The School Council uses a **Town Hall** Operating Style and/or Model of Governance.

- A. The membership of the School Council shall consist of:
 - 1) All parents, as defined in 1c above
 - 2) The Principal of the School
 - 3) One or more teachers and staff of the School, elected or appointed by the teachers
 - 4) Residents of Penhold with a vested interest (i.e. Town Council Representative)
 - 5) Others as decided by the School Council (optional)
- B. The voting Members of the School Council shall consist of: any Parent (as defined in 1C);
- C. The non-voting Members of the School Council shall consist of: School Staff, Board Representative, Penhold residents, and any other members;
- D. 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.

6. DECISION MAKING

Decisions at School Council meetings will be made by consensus as much as possible.

- A. A 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, seconded and passed by the majority of School Council voting Members present at the meeting at which the vote was taken.

7. QUORUM

- A. Quorum will be attained when the majority of voting Members present at any School Council meeting are parents as defined in 1C above, and the Principal or designate is present.
- B. In the absence of a quorum:
 - 1) 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.
 - 2) No motions shall be considered or approved.
 - 3) No decisions by consensus shall be reached.

8. EXECUTIVE and TERMS OF OFFICE

The positions of the Executive shall consist of: Chair, Vice-Chair (or Co-Chair), Secretary and Treasurer (if required).

- A. All Executive positions must be filled by Parents as defined in 1C above.
- B. Every parent is eligible to be elected to an Executive position on the School Council.
- C. 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 unlimited consecutive terms in the same position, as long as they fulfill the requirements of a Parent, as defined in 1C.



Penhold Elementary School Council Operating Procedures

- D. 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.
- E. Any Executive member may resign his/her position by providing written notice to the Chair and Principal.
- F. 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.
- G. The Executive will carry out the day-to-day operation of the School Council.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the School Council Chair will 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 establish meeting agendas;
- 3) Communicate with the Principal on a regular basis;
- 4) Call regular School Council meetings;
- 5) Be recorded as the Fundraising Society President;
- 6) Decide all matters relating to rules of order at the meetings;
- 7) Ensure that School Council Operating Procedures are current and followed;
- 8) Be the official spokesperson of the School Council;
- 9) Ensure that there is regular communication with the whole School community;
- 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 October 15th;
- 13) Have general responsibility for all activities of 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;
- 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) Be recorded as the Fundraising Society Vice-President;
- 5) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 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) Prepare to assume the position of Chair in the future;
- 9) Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer;
- 10) Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary



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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) Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- 4) Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;
- 5) Be recorded as the Fundraising Society Secretary

In the absence of the Secretary, the School Council shall choose a recording Secretary for the meeting.

D. Treasurer (if required – 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, public or School community;
- 3) Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- 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) Supervise the affairs and preside at any meetings of the financial committee.
- 7) Be recorded as the Fundraising Society Treasurer

E. Members at Large/Community Members/ /Others as decided by the School Council

These Members will:

- 1) Share their professional knowledge, expertise and life experience;
- 2) Encourage feedback and participation from community groups and individuals;
- 3) Communicate information of interest to the School Council and the School community;
- 4) Share information from School Council meetings with the community;
- 5) Have a clear understanding of the School Council's objectives;
- 6) Respect confidentiality;
- 7) Attend School Council meetings;
- 8) Identify possible topics for agendas;
- 9) Serve as a liaison between the School Council and their organization or area of responsibility.

10. VACANCIES

With the exception of the School Council positions filled by the Principal and teacher representative, any vacancy of the School Council will be advertised to the parent community. Elections for a vacant position will be held at the subsequent meeting of the School Council Annual General Meeting to fill the vacancy. In the event the position is not filled at the subsequent



Penhold Elementary School Council Operating Procedures

meeting, School Council may appoint School Council members and/or School Community members to fill vacancies until the election at the next Annual General Meeting.

11. MEETINGS

A. Annual General Meetings

Where the School Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation, otherwise an Annual General Meeting of the School Council will take place once each School year.

- 1) The Annual General Meeting of the School Council will be held in the month of October 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 2 weeks beforehand and will state the business to take place at the Annual General Meeting.
- 2) All parents as defined in 1C above are eligible for election.
- 3) All parents as defined in 1C above are eligible to vote at the Annual General Meeting.
- 4) The business of the Annual General Meeting shall include:
 - a. the election of School Council Executive Members
 - b. any proposed amendments to the Operating Procedures;
- 5) And may also include:
 - a. plans and budget for the upcoming year;
 - b. 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;
 - c. any evaluation of the School Council.

B. Special General Meetings

The School Council Executive may at any time give notice of a Special General Meeting of the School Council. Notice will be given at least 5 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special General Meeting, all parents in attendance shall have the right to vote.

C. Regular Meetings

A minimum of five (5) Regular School Council meetings will be held per School year or as called by the Executive. It will be decided when these meetings will take place at the Annual General Meeting. The meetings will take place at the School, unless otherwise advertised.

Any School Council member may be suspended or expelled for the duration of the School year from attendance at any Regular School Council meetings, if, upon a majority vote of voting Members present at Special General Meeting called for that purpose, it is determined to be in the best interests of the School Council to do so.

13. MEETING AGENDAS

The Chair will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.



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14. COMMITTEES

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.

15. POLICIES

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may make and implement policies that it considers necessary to carry out its functions.

- A. The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.
- B. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Elections, Communication (Internal and External), Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and Social Media.

16. SCHOOL COUNCIL FUNDRAISING

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 Fundraising Society to do the fundraising for the School, the School Council and the School community.
- B. Should the School Council choose to fundraise, funds may be given to the School to track and record, given to the Fundraising Society or deposited in a bank account operated by the School Council.
- 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.

17. FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS

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 Executive are one and the same as the Fundraising Society Executive.
- B. ~~The School Council may develop policies to promote a productive, open and transparent relationship with the Fundraising Society and/or other groups of parents.~~

18. CODE OF ETHICS

All School Council Members shall:

- 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;



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- 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 as a *whole*;
- 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.

19. CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- A. If at any time, ~~ten (10) Parents, or five (5) Parents and fifty percent (50%) of the Executive~~ Members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a signed written letter to all Executive Members and the Principal requesting a Special General Meeting, and the following will apply:
 - 1) The Chair will call a Special General Meeting of the School Council.
 - 2) The Secretary will provide a minimum of five (5) days written notice to all parents and School Council Members of the date, time, place and purpose of the Special General Meeting.
 - 3) At the Special General Meeting, all Parents and School Council Members present will have an opportunity to ~~hear and discuss the issues causing conflict.~~
 - 4) All decision making will follow the Decision Making guidelines, as defined in section 7B, a vote shall be taken respecting a proposed resolution to the conflict.
 - 5) If the majority of voting Members present vote in favour of the resolution proposed, the School Council will immediately act upon it.

20. PRIVACY

The School Council shall adhere to the Personal Information Protection Act (PIPA), and shall not use or share personal information for purposes other than those of School Council business.

21. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the School Council until the next School year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the School Council within forty (40) School days after the start of the next School year.

22. REVIEWS and AMENDMENTS



Penhold Elementary School Council Operating Procedures

- A. The Operating Procedures 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 Operating Procedures 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 Operating Procedures will be provided to the School community no less than 5 days before a meeting.

These Operating Procedures have been accepted by a majority of the Members entitled to vote at a General meeting of the School Council.

Date January 10, 2017

Becky Steele
Chair's Name

Becky Steele
Chair's Signature

Julie Windebank
Secretary's Name

Julie Windebank
Secretary's Signature

CLARK PETERS
Principal's Name

Clark Peters
Principal's Signature

