

GLAMORGAN SCHOOL COUNCIL

BY-LAWS

Amended Copy 2015

I.

CERTIFICATION OF ESTABLISHMENT

SCHOOL: Glamorgan School

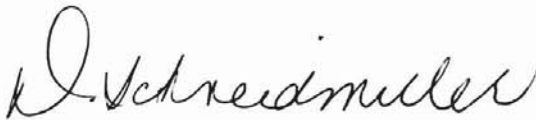
ESTABLISHMENT DATE: October 16, 1995

NAME OF SCHOOL COUNCIL: Glamorgan School Council

The Principal and Chair or Secretary by their signatures certify the establishment of a School Council, formed by way of a properly constituted Establishment Meeting held on the Establishment Date at which:

1. a Chair and Secretary were selected;
2. seven (7) or more Parents were in attendance and a majority of Parents voting:
 - a) decided upon the size of our School Council which is attached as Schedule A;
 - b) decided upon a term of office for each Member of our School Council; and
 - c) elected Parents of Students enrolled in our School to become Officers of our School Council.

DATED as of the Establishment Date and certified to be true and correct by our signatures.



D. Schneidmiller
Principal



Kirsten Mills
Chair

II.

STATEMENT OF PHILOSOPHY

A. OUR MISSION:

The mission of our School Council is to foster the well being and effectiveness of all our School Community and thereby enhance Student learning.

B. OUR VISION:

Our School Council will facilitate communication amongst all of the concerned participants of our School Community so that we may work together, as partners, to create an effective learning environment and enable our Students to achieve their potential. All of the Members of our School Community and our School Council will strive to uphold our School Community's guiding principles when making decisions, or providing advice, with respect to our School.

C. OUR GUIDING PRINCIPLES:

The shared principles and values which will guide all activities of our School Council are as follows:

1. We believe that Students are most likely to be successful learners when all the concerned participants of our School Community (Parents, Teachers, the Principal, Staff, Students and interested persons in the community at large) work together, or collaborate, as partners to support, enable, enhance, and promote the effectiveness of our School.
2. We believe that each of these partners has a distinct and different role to play in educating a child, and that the best possible education for the Student cannot be attained unless each of the partners works together to honor, support and facilitate each other's role.
3. We believe that effective partnerships are built on understanding, trust, and mutual respect and that these are best fostered by honest and open communication between all of the concerned participants of our School Community.
4. We believe that success of our School is dependent upon all of the partners sharing a common vision for our School and working together to define and achieve that common vision.
5. We believe that our School's common vision must:
 - a) be based on current, relevant, and meaningful information which is gathered with integrity and understood by all;
 - b) focus on the collective needs of all the Students in our School; and
 - c) address the educational needs unique to the Students in this School, while staying within the parameters of the regional and provincial standards and curriculum.

6. We believe that effective communication strategies will be the cornerstone upon which our School Council is built. Therefore, we believe that:
 - a) all concerned participants of our School Community must have the opportunity to provide information to our School Council in a variety of ways e.g. surveys, committee work, attending School Council meetings, communicating with their Parent Classroom Coordinators or any other manner which our School Council deems appropriate;
 - b) all concerned participants of our School Community should be given a reasonable opportunity to respond in a timely fashion depending on the circumstances of the issue at hand;
 - c) *no single participant of our School Community shall be compelled to respond but every participant of our School Community shall be bound by the decision that is made; and*
 - d) our School Council must communicate to all concerned participants of our School Community the reasons and justification for any decisions made by our School Council and the principles upon which those decisions were based.
7. We believe that with the reasonable exception of confidential Student and personnel matters, that all concerned participants of our School Community should have full and open access to all School, District and Alberta Education information on all aspects of public education.
8. While we understand that the School Principal has the authority to determine which, if any, of the decisions made by our School Council will be implemented at our School, we believe that the Principal, as far as is reasonably practicable, should communicate to our School Council and if appropriate, to other concerned participants of our School Community, the reasons and justifications for any decisions made and the principles upon which those decisions were based.
9. We believe that it is the responsibility of each member of our School Council to base all of his or her deliberations on the interest of "the common good" of all the Students in our School and act in the best interests of all of the Students and our School.

D. OUR OBJECTIVES

1. To stimulate meaningful involvement by Parents, Teachers, Principal, Staff, Students, and interested persons from the community at large in our School.
2. To facilitate collaboration among all the concerned participants of our School Community so that they may work together to promote the well being and effectiveness of all our School Community and thereby enhance Student learning.

3. To facilitate the development of a common vision for our School.
4. To facilitate communication, planning and resource allocation regarding priorities and programs that are needed to meet the expectations of our School Community.
5. To operate the fundraising activities in our School through an independent organization.

III. BYLAWS OF GLAMORGAN SCHOOL COUNCIL

ARTICLE 1 – DEFINITIONS

1.01 Definitions

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

- a) "Act" means the School Act;
- b) "Annual School Community General Meeting" means the meeting required to be held in accordance with Article 10;
- c) "Bylaws" means the Bylaws of the Glamorgan School Council, as amended from time to time;
- d) "Certification of Establishment" means the document that certifies the proper establishment of this School Council and confirms the composition and size of the School Council as determined by the Parents at the Establishment Meeting;
- e) "Classroom Representative" means the Appointed Parent of each classroom in the School;
- f) "Community Representatives" means the persons that have an interest in the School;
- g) "Constituency" means the group or unit of organizational structure of Parents, Students or Teachers that elected or appointed the Member;
- h) "Decision Making Process" means the commitment made to the consensus model that is set out in Article 3 of these Bylaws and which *uses voting only when a matter of conscience divides the decision makers*;
- i) "Members" includes the Principal, the Officers, and those persons who have been elected or appointed to fill the School Council positions as outlined in Schedule A to these Bylaws;
- j) "Officers" means the Members that occupy the offices of Chair, Vice Chair and Secretary;

- k) "Parents" means parents, guardians or legal custodians of a child or children registered at the School, as well as those parents of children about to enter Kindergarten;
- l) "Principal" means principal as defined in the Act and the Regulations;
- m) "Quorum" means the majority needed to conduct business at any School Council meeting;
- n) "Regulations" means the regulations under the School Act;
- o) "Resolution" means a decision made by a School Council through a majority of votes;
- p) "School" means Glamorgan Elementary School;
- q) "School Board" means the School Board of the School District in which the School is located (Calgary Board of Education);
- r) "School Council" means the Members;
- s) "Special Resolution" means a resolution of the School Council passed at a School Council meeting by a majority of at least 2/3 of the Members present at a meeting called with less than fourteen (14) days notice. The notice must state the proposed Resolution;
- t) "Staff" means persons other than Teachers who are employed at the School;
- u) "Statement of Philosophy" means a statement adopted by the School Council and Parents and includes a mission, a vision, guiding principles and objectives;
- v) "Students" means the students enrolled in Glamorgan School;
- w) "Sufficient Consensus" means the articulation of a decision as described in Article 3; and
- x) "Teachers" means those persons who are employed to teach Students at the School.

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

ARTICLE 2 - PURPOSE AND OBJECTIVES

2.01 The School Council may, at its discretion:

- a) advise the Principal and School Board respecting any matter relating to the School;

- b) perform any duty or function delegated to it by the School Board in accordance with the delegation;
- c) consult with the Principal so that the Principal may ensure that the Students in the School have the opportunity to meet the standards of education set by the Minister;
- d) consult with the Principal so that the Principal may ensure that the fiscal management of the School is in accordance with the requirements of the School Board and the Superintendent;
- e) subject to the Regulations, make and implement policies in the School that the School Council considers necessary to carry out its functions; and,
- g) make policies and/or participate in processes for conflict resolution among School Council members, between the School Council and the wider community and between the School Council and the School Staff.

NOTE: While the Decision Making Process (Article 3) will address most internal School Council conflict, the specific policy, procedures or process should be consistent with the process or procedure to be established by the School Board (Act 17(7.1)), as addressed in Schedule D.

- 2.02 The School Council shall seek to attain the Objectives of the School Council as adopted by the Parents and Members which are attached as Schedule B.

ARTICLE 3 - DECISION MAKING PROCESS

3.01 Consensus Building Model

In recognition of a commitment to consensus building, the decisions of the School Council shall be made as follows:

- a) every concerned participant of the School Community shall be given the opportunity and responsibility of initiating the discussion of a decision that needs to be made. The responsibility of speaking ensures that all will benefit from the thinking of each other but accepting the responsibility to speak implies accepting the responsibility to listen;
- b) after real dialogue about a particular issue has taken place and everyone has been given legitimate opportunity to state their case and be listened to, the Chair will bring closure on the decision by articulating the Sufficient Consensus. If a small number of people were not in agreement, such disagreement should not hold up the majority taking action.

- c) the Chair will then ask if any person remains opposed to the Sufficient Consensus and any person entitled to participate in the decision may voice their opposition as a dissenting person. The dissenting person will be requested by the Chair to give careful thought as to whether the personal stand is one of individual preference. If the answer is yes, then that individual is expected to lay the personal preference aside to allow the group to move forward with Sufficient Consensus. If, however, the dissenting person declares the personal stand to be one of a matter of **conscience** then the Chair shall declare the Sufficient Consensus to be a motion upon which Members shall vote. The Sufficient Consensus shall then be deemed to be a motion under Roberts Rules of Orders with the usual rights for discussion and amendment and the requirement of a seconder; and
- d) voting on a motion shall be on the basis of one vote for each Member and those Parents actually in attendance, and the majority of votes shall prevail. A tie vote will result in the motion being defeated.

ARTICLE 4 - SCHOOL COUNCIL POWERS AND GOVERNANCE MODEL

- 4.01 Subject to the Act, the Regulations and these Bylaws, the School Council shall have all power to manage the activities of the School Council.
- 4.02 Subject to any restrictions contained in the Act, the Regulations, these Bylaws or conflicts with the Statement of Philosophy, the School Council may delegate to its Officers or committees appointed by the School Council, any of the School Council's powers.
- 4.03 The School Council insofar as is reasonably practicable, shall ensure that all School Council activity is conducted with the involvement of concerned participants from the School Community and shall use the Decision Making Process to make decisions.
- 4.04 It shall be the duty and responsibility of the School Council to manage School Council activities by following the governance model outlined in Schedule C.

ARTICLE 5 – MEMBERSHIP

- 5.01 Membership shall be open to:
 - a) the Parent of a Student registered at the School as well as the Parent of a child that will become a Student at the School in the following year;
 - b) the Principal of the School;
 - c) a Teacher of the School; and,
 - d) one or more community liaisons which may be appointed by the Council from time to time and may be for a limited time.

5.02 Responsibilities of Members

Members will:

- a) uphold the objectives of the Council and agree to the Bylaws of the Council;
- b) act in a manner consistent with the Statement of Philosophy;
- c) act in the best interests of the School and Students as a whole;
- d) as far as reasonably practicable, be aware of the views of the community on matters before the Council; and,
- e) make all reasonable efforts to advise the Chairperson, in advance of any meeting, of any matters proposed to be raised at a meeting.

5.03 Number

The School Council shall consist of the number of Members as stipulated in Schedule A.

5.04 Disqualification

A Member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, Certification of Establishment or these Bylaws. (i.e. a Parent who no longer has a Student enrolled in the School or a Teacher that is no longer employed at the School)

5.05 Term

A Member's term shall commence upon election or appointment and continue until the end of the current school year or until a successor is elected or appointed. Members may be re-elected.

5.06 Withdrawal

A Member may withdraw by notice in writing to the Chair and if the withdrawing Member is the Chair, by notice in writing to the Vice-Chair.

5.07 Removal

The Council may, by Special Resolution, remove any Member for just cause, provided that such Member has received written notification 14 days in advance and is afforded the opportunity to be heard at the meeting.

5.08 Vacancies

The School Council may appoint qualified persons to fill vacancies in the School Council other than the Principal, until that vacancy has been filled by the appropriate Constituency or in the case of Officers, new Officers have been elected at the next Annual School Community General Meeting.

ARTICLE 6 - COMMITTEES

6.01 A School Council may appoint committees consisting of Members and others from the School Community with either delegated powers or advisory responsibilities.

ARTICLE 7 - OFFICERS

7.01 The School Council shall have the following Officers as elected by the Parents at the Annual School Community General Meeting:

- a) Chair;
- b) Vice-Chair; and
- c) Secretary.

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

7.03 Unless otherwise determined by the School Council, the Officers shall have the following duties:

- a) Chair

The Chair shall:

- i) preside when present at and participate in all meetings of the School Council;
- ii) have general supervision of all activities of the School Council; and
- iii) be the official spokesperson of the School Council.

- b) Vice-Chair

The Vice-Chair shall:

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

c) Secretary

The Secretary shall:

- i) cause accurate minutes of all School Council meetings and proceedings to be kept;
- ii) have charge of all the correspondence and official records of the School Council;
- iii) maintain a dated record of all the Members of the School Council and their addresses; and
- iv) cause notices of School Council meetings and proceedings to be given in accordance with Article 11.

ARTICLE 8 - CONSTITUENCY ELECTED OR APPOINTED MEMBERS

8.01 Unless determined otherwise by the School Council, the duties of the Members elected or appointed by the Constituencies shall be as follows:

a) Classroom Representatives

- i) communicate the views of the Parents of their classroom to the School Council;
- ii) communicate, on a regular and ongoing basis, the activities of the School Council to the Parents of their classroom;
- iii) aid the Chair and undertake tasks assigned by the Chair or the School Council; and
- iv) monitor and assist in any committee so assigned by the School Council.

b) Teachers

The Teachers shall actively seek to understand the views of those constituents that elected them and:

- i) communicate the views of the Teachers who elected them to the Glamorgan School Council;
- ii) communicate, on a regular and ongoing basis, the activities of the School Council to the Teachers who elected them;
- iii) aid the Chair and the School Council; and
- iv) monitor and assist in any School Council committee.

c) Community Representatives

The Community Representatives shall act as liaisons with the wider community.

ARTICLE 9 - GENERAL MEETINGS

9.01 Time and Place of Meetings

- a) Unless otherwise noted, meetings of the School Council shall ordinarily be held on the day of the week determined by the current Council Members. The meetings shall be held within the School library, at or around 7:00 pm.
- b) Concerned participants must be made aware, by 14 days prior notice, of any date change to the normal date and time of the regular meetings.

9.02 Calling of Special Meetings

- a) Meetings of the School Council shall be held at the times and places as the Chair or the Vice-Chair may specify;
- b) Upon written request signed by at least 1/4 of the School Council, the Chair must ensure that a meeting of the School Council is held within fourteen (14) days of the request.

9.03 Quorum

The quorum for the transaction of business at any meeting of the School Council shall be five (5) voting Members in attendance. If a quorum is present at the start of a meeting, the meeting may continue even if quorum is not maintained throughout.

9.04 Voting Procedure

In an effort to expedite decisions and to ensure that all opinions are considered, decisions shall be made by voting on motions. The following procedure shall be used when presenting a motion:

- (i) A motion will be made and seconded.
- (ii) The group will be given an opportunity for discussion.
- (iii) The question will be called.
- (iv) Each member and those parents attending will have one vote, with the exception of the Chair, the Principal representative, and the Teacher representative.

- (v) The majority vote will prevail. A tie vote will result in the motion being defeated.

9.05 Meeting Agenda

The agenda for any meeting of the School Council shall be set by the Chair and approved by the Members in attendance at the meeting.

9.06 Records of School Council Meetings

Records containing the minutes of all meetings, resolutions, and correspondence of the School Council and of any committee of the School Council shall be maintained and be available to any concerned participant of the School Community that requests them. Records must be retained for a period of seven (7) years.

9.07 Persons Entitled to be Present at School Council Meetings

All concerned participants of the School Community may be present at the meetings of the School Council.

ARTICLE 10 - ANNUAL GENERAL MEETING, AGM REPORT AND ELECTIONS

10.01 Every year, in May, the School Council shall hold an Annual General Meeting for the purpose of establishing the School Council for the following year. This meeting shall be open to all concerned participants within the School Community, *including parents whose children will enter kindergarten the following year*. The purpose of the meeting shall be to:

- a) permit the Parents to elect Officers of the School Council which consist of the Chair, Vice-Chair and Secretary;
- b) identify if elected or appointed by them, the other Members of the School Council, Teacher(s), and Community Representatives;

10.02 The Agenda for the Annual General Meeting shall include:

- a) a Report summarizing the Activities of the School Council for the outgoing year, submitted by the Chair;
- b) a copy of the Minutes for all meetings held during the outgoing year, submitted by the Secretary; and,
- f) Elections for the School Council board, for the upcoming year.

10.03 The School Council through the Chair must prepare and provide the School Board annually, with an Annual Report.

- a) summarizing the activities of the School Council for the previous year;

- b) including a financial statement relating to money handled by the School Council for the previous year, if any; and
- c) including a copy of the minutes for each meeting of the School Council held for the previous year.

10.04 The School Council shall make the annual report available to all concerned participants of the School Community.

ARTICLE 11 -NOTICES

11.01 Consistent with the Statement of Philosophy, every opportunity shall be made by the School Council to ensure that each concerned participant of the School Community shall have a reasonable opportunity to express his or her view for consideration and to attend meetings.

11.02 Neither the failure to provide a notice to any particular concerned participant of the School Community or to a Member, nor any defect in any notice nor the failure of any particular person to actually receive such notice, shall affect the sufficiency of the notice given to other Members nor the business transacted at such meeting.

11.03 Except for the Annual School Community General Meeting which requires twenty one (21) days notice, it is expected that at least fourteen (14) days prior notice will be given for all meetings and proceedings and that such notice will be given by as many of the following practices as are applicable to the School:

- a) posted at the School;
- b) included in newsletters.

ARTICLE 12 – RELATING TO THE BYLAWS

These Bylaws may be altered, rescinded or otherwise amended from time to time so long as fourteen (14) days written notice, including discussion of proposed changes, is given to all Members that this issue will be being brought to vote.

ARTICLE 13 - GENERAL

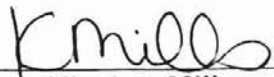
13.01 Records

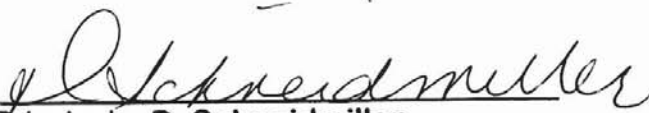
Subject to the provisions of the School Act and policy of the School Board, the School Council shall maintain records of its minutes and proceedings available for inspection by concerned participants of the School Community, upon request, for a period of seven (7) years.

13.02 Principal's Report

The Principal shall prepare and provide for review a report for the previous year and the School plan and budget for the upcoming year.

These Bylaws are certified to be in effect as of the 1st day of September, 2015.
Glamorgan School Council.


Chair – **Kirsten Mills**


Principal – **D. Schneidmiller**

SCHEDULE A

MINIMUM
SIZE OF SCHOOL COUNCIL AND
QUALIFICATIONS OF MEMBERSHIP

CATEGORIES	NUMBER
Elected Officers: Chair, Vice-Chair and Secretary (Parents elected by Parents at the Establishment Meeting and subsequent Annual School General Meetings to service as Officers)	3
Appointed Members	5
Principal	1
Teachers; at least one (1) person who is a Teacher at the School elected by the Teachers at the School	1
TOTAL	10

SCHEDULE B

GOVERNANCE AND MANAGEMENT

The business of the School Council shall be conducted by the following Members:

- Elected Officers:
 - Chair – non-voting member
 - Vice-Chair
 - Secretary
- Five (5) Appointed Officers
- The Principal as ex-officio, non-voting member
- One Teacher as ex-officio, non-voting member
- Members at large, of voting age, who may be in attendance at the meeting

ELECTION OF OFFICERS:

Officers shall be nominated/elected at the meeting held prior to the end of the current school year.

Elected Officers may not serve more than two (2) consecutive terms in the same position.

MEETING OF THE SCHOOL COUNCIL:

The School Council will meet at the request of the Chair and/or the Principal;

In the event of any vacancies on the School Council due to resignation, death or removal by the Council, the Council may elect or appoint another person to serve until the meeting held prior to the end of the current school year.

SCHEDULE C

OBJECTIVES

1. To stimulate continuous improvement in meaningful involvement by Parents, Teachers, Principal, Staff, Students, and interested persons from the community at large in our School.
2. To facilitate collaboration among all the concerned participants of our School Community so that they may work together to promote the well being and effectiveness of all our School Community and thereby enhance Student learning.
3. To facilitate the development of a common vision for our School.
4. To facilitate communication, planning and resource allocation regarding priorities and programs that are needed to meet the expectations of our School Community.
5. To facilitate a formal performance evaluation of our School and our School Council, and to communicate the results of this evaluation to concerned participants of our School Community and the School Board.
6. To operate the fundraising activities in our School through an independent organization.

SCHEDULE D

SCHOOL COUNCIL CONFLICT RESOLUTION GUIDELINES

CONFLICT RESOLUTION

All Council proceedings must follow Robert's Rules of Order. If, however, any five (5) or more members believe that the Council is in a state of conflict that adversely affects its ability to perform, then on written request to the Chairperson by such members or parents, the Chairperson will request the Board provide a person to serve as facilitator to assist in resolving the conflict. If the facilitation process does not resolve the conflict then the Council will seek resolution through the formal conflict resolution process established by the Calgary Board of Education.

Robert's Rules of Order

The Basics of Robert's Rules of Order

http://gsa.uusa.vt.edu/roberts_rules/Roberts_Rules.html

General Order of Meetings

1. Call to Order
2. Approval of Minutes
3. Officers Reports
4. Unfinished (Old) Business
5. New Business
6. Adjournment

Procedure to Make a Motion

1. Member raises hand and stands after recognition from the presiding officer.
2. The member gives their name and states the motion. e.g. "I move that we _____."
3. Member may give a brief explanation for introducing the motion.
4. Another member must second the motion to continue.

5. Presiding officer calls for discussion on this motion.

The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share their opinions.

6. Presiding officer calls for a vote on the motion.
7. Presiding officer states results of vote and resulting action.

Members may "call the question" to end discussion on the motion if discussion seems to be dragging on or becoming redundant; however, it is NOT acceptable to call the question in order to prevent someone from expressing their opinion or while someone is speaking. If a member calls the question, a second and a 2/3 majority vote are required (no discussion) to close discussion and proceed to voting on the motion.

Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and stands after recognition from the presiding officer.
2. Member states the amendment (e.g. striking and/or adding words/phrases).
3. Amendment must be seconded.
4. Presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

Referral to Committee

During discussion, it may become apparent that further information is needed prior to voting on a motion and/or further work is necessary to reword a motion, in which case, the motion may be referred to a committee. If the motion passes, the committee, if not existing, should be appointed immediately or as soon as possible. The committee should report findings at the next meeting, unless specified otherwise.

1. A member makes a motion to refer the motion to committee.
2. Motion must be seconded.
3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.

Tabling a Motion

Tabling a motion lays aside an item of business temporarily in order to attend other business. A tabled motion cannot be taken from the table until another item of business has been transacted since the tabling. If the tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist.

1. A member makes a motion to table the motion.
2. Motion must be seconded (No discussion).
3. Presiding officer calls for a vote, and states result of the vote and action taken.

Removing a Motion from the Table

A member may move to remove a motion from the table during the Unfinished Business part of the meeting once all agenda Unfinished Business items are addressed.

1. A member makes a motion to remove a motion from the table.
2. Motion must be seconded.

At this point, the motion has been removed from the table and discussion of the motion proceeds as if the motion had never been tabled in the first place.

3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.

Motion to Postpone

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. A member makes a motion to postpone the motion to another date (usually the next meeting).
2. Motion must be seconded.
3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.