

Calgary Arts Academy School Council By-laws

Updated August 2017

Approved at AGM of October 4, 2016

1. NAME

The name of the school council shall be Calgary Arts Academy School Council.

2. MANDATE, PURPOSE, RESPONSIBILITIES, & ROLES

a) Mandate

The mandate of the Calgary Arts Academy School Council (“School Council”) is dynamic and responsive to the needs of Calgary Arts Academy’s administration, parents, artists, and most importantly, the students.

b) Purpose

The purpose of School Council is to support the vision and mission of Calgary Arts Academy to promote resource allocation to support the wellbeing and effectiveness of the entire school community and thereby to enhance student learning.

c) Responsibility

School Council is responsible to the Board of Directors of Calgary Arts Academy Society. School Council acts as a consultant to the principal and to the board through appropriate lines of communication. School Council neither governs the school nor involves itself directly in determining professional practices of teachers or artists.

d) Role

School Council’s role is one of consultation and support to provide the best possible learning environment for the children attending Calgary Arts Academy. School Council members are representing the best interest of the school and students as whole, not as individual parents.

School Council acts in liaison and as support to Calgary Arts Academy School Council Society.

3. GOALS

The goals of School Council, in keeping with the School Act and the School Councils Regulation, are to:

- a) Enhance and develop extracurricular activities for the school community.
- b) Support administrative, teacher and artist needs to enhance learning.
- c) Facilitate bridges between all school fundraising groups (i.e. School Council, Calgary Arts Academy Foundation, Calgary Arts Academy Adult Choir, other parent-led fundraising initiatives).
- d) Provide relevant and informative educational opportunities to the parent community.
- e) Promote open communication between parents, administration, teachers, artists and the board.
- f) Facilitate Calgary Arts Academy teacher/artist/staff appreciation events.
- g) Improve public awareness of the school, school activities and accomplishments.

4. GOVERNANCE and MEMBERSHIP

Representative Model

The Active Membership of School Council shall consist of:

- a) Executive committee.

Executive members must be parents of students enrolled at Calgary Arts Academy, elected by parents at the annual general meeting. The parents elected represent all of the school community.

- b) Committee and Event Coordinators.

School Council executive, upon expression of interest, will appoint these members, if there is a vacancy. Applicants must be parents of students enrolled at Calgary Arts Academy.

- c) The Principal of Calgary Arts Academy.

d) One or more teachers from Calgary Arts Academy appointed or elected by Calgary Arts Academy teachers.

- e) A community member, selected by council (optional).

5. Executive Positions

The positions of the executive committee shall consist of:

- Chairperson
- Vice-Chairperson
- Secretary
- Past Chairperson

The Chair and Vice-Chair shall each represent either the Glenmeadows Elementary Campus (“Glenmeadows”) or the Knob Hill Middle School Campus (“Knob Hill”), depending on which school their child(ren) attend.

- a) Every parent of a student enrolled at Calgary Arts Academy is eligible to be elected to an executive position on School Council.
- b) The terms of office for each member of School Council will be from the date elected (Executive) or appointed (Committee and Event Coordinators and Division Representatives) until the next Annual General meeting of the School Council. The positions of Chairpersons and Secretary may be extended to a term of two (2) years. Persons serving in these positions must notify School Council in May of the first year if they are unable to commit to the second year.
- c) Parents of students enrolled at Calgary Arts Academy attending the annual general meeting will elect the executive of School Council. There will be one vote per parent of a child enrolled in the school. Nominations will be accepted in advance and in writing to the Secretary of School Council.
- d) In the event of a resignation of a member of the executive, the position will be filled by open nomination at the next regular meeting of School Council.

6. DUTIES OF THE EXECUTIVE

EXECUTIVE POSITIONS

- a) **THE CHAIRPERSON**
 - i. Solicits input from all school council members and promotes communication, teamwork and collaboration.
 - ii. Plans school council meetings and prepares agendas.

- iii. Chairs and facilitates school council meetings.
- iv. Supports school council initiatives and provides general supervision of all activities and committees of the school council.
- v. Communicates with the Principal on a regular basis.
- vi. Ensures regular communication with the school community.
- vii. Along with the Vice-Chair, sits on the Board of Calgary Arts Academy Society.
- viii. Ensures compliance with existing school council by-laws.
- ix. Acts as spokesperson for school council (unless otherwise delegated).
- x. Prepares the annual report.
- xi. Serves as the Alberta Schools Councils' representative.

b) THE VICE-CHAIRPERSON

- i. Works with and supports the Chairperson in agenda preparation and planning of the annual calendar of events.
- ii. Assists in the set-up of the room for school council meetings.
- iii. Prepares content for our monthly newsletter (working with the Chair and Communications Coordinator).
- iv. Chairs and facilitates meetings, if the Chairperson is unavailable.
- v. Promotes teamwork and assists the Chairperson in the smooth running of the meetings.
- vi. Participates in regular communication with the Chairperson and the Principal.
- vii. Keeps informed of relevant school council and school board policies.
- viii. Along with the Chairperson, sits on the Board of Calgary Arts Academy Society.
- ix. Prepares to assume the responsibility of the Chairperson in the future.

c) THE SECRETARY

- i. The Secretary keeps accurate minutes and records of School Council meetings, documents and files all correspondence and communication to/from School Council.
- ii. In consultation with the Chairpersons, the Secretary assists

with agenda preparation and School Council meeting preparations on an as needed basis.

- iii. Retains an accurate list of names and contact details of School Council members in compliance with the Personal Information Protection Act (PIPA).
- iv. Ensures all materials relating to the Calgary Arts Academy School Council including resources, all meeting minutes and any relevant documents are available to the public in an accessible location in Calgary Arts Academy and/or on the Calgary Arts Academy school website.

d) THE PAST CHAIR

- i. Provides continuity to School Council by providing an historical perspective.
- ii. Act as advisor to School Council when needed.
- iii. Act in public relations capacity.
- iv. Assume any vacated Executive position, on an interim basis as needed

The executive committee will carry out the day-to-day operation of School Council.

7. DUTIES OF COMMITTEE AND EVENT COORDINATORS

a) School Council may appoint committees that consist of School Council members and/or school community members. Committees report on their activities at School Council meetings and may meet outside of School Council meetings to complete their assigned task.

b) The Chairpersons are ex-officio members of all School Council appointed committees.

8. MEETINGS

- a) Regular meetings of School Council will be held monthly during the school year at a set date decided upon by School Council.
- b) Meetings will be announced to parents by email at least seven (7) days in advance.
- c) Regular meetings will be held at the school, alternating campuses.
- d) Meetings will be conducted under Roberts' Rules of Order.
- e) Motions presented at meetings will be determined with a simple majority vote conducted by a show of hands.
- f) The Secretary or delegate of the Chairpersons will take minutes of

regular meetings. The minutes will be made available to parents of children in the school within fourteen (14) days of a School Council meeting. Minutes will be kept for 7 years.

8. ANNUAL GENERAL MEETING

- a) As per the School Act, School Council regulations, the Annual General Meeting for School Council will be held within ninety (90) days of the start of the school year, at the call of the outgoing School Council chairperson(s) or delegate.
- b) Regular communication route(s) will send out announcement of the meeting to all parents at least fourteen (14) days in advance of the meeting.
- c) The executive committee will prepare the agenda for the general meetings.
- d) Minutes of the School Council Annual General Meeting will be taken by the Secretary, or delegate of the chairperson(s), and made available to parents of children attending the school within fourteen (14) days of the meeting. Minutes will be kept on file for seven (7) years.

9. DECISION MAKING

- a) Decisions of School Council will be made by vote. The motion must be moved and seconded and passed by the 75% of the School Council members that are present at a meeting.
- b) Email meetings shall be conducted as follows:
 - i. The Chair or Vice Chair shall chair all email meetings.
 - ii. The Chair shall send an email to all of the Active members of School Council and to the Board of Directors of the Society, stating the reason for calling the meeting and providing an outline of the issue to be discussed.
 - iii. The email meeting can be held via emails or through an online meeting site (e.g. <http://sync.in/> or a similar site)
 - iv. If using an online meeting site, the link to the meeting will be sent out in the initial email call for the meeting.
 - v. Quorum shall constitute the same as a General or Special Meeting, four (4) members.
 - vi. The Chair shall set discussion period which shall be open for *specific number* of hours or days (e.g. *10 hours, 3 days or 5 business days*).

- vii. At the end of the discussion period, the Chair shall call for the vote. The voting period shall last *specific number* of hours or days (*e.g. 2 hours, 4 days or 2 business days*).
- viii. The Chair will tally the votes, for a motion to pass it will need to have 75% approval of members involved in the discussion.
- ix. Once the voting results are announced, the Chair shall declare the email meeting closed.
- x. A written record of the vote shall be recorded in the minutes of the email meeting. A printed copy of the e-mail meeting minutes will be presented at the next general meeting and will be ratified and recorded in the general meeting minutes.

10. QUORUM

- a) At regular meetings four (4) members of School Council, including two (2) executive members will constitute quorum for the meeting.
- b) At the Annual General Meeting, ten (10) parents of students enrolled in the school shall constitute quorum.
- c) Should quorum not be made at any meeting, the meeting will be rescheduled at the discretion of the chairperson(s).

11. REPORTING

ANNUAL REPORT

- a) In accordance with *School Councils Regulation*, School Council, through the Chairpersons, prepares and provides the CAA Society Board of Directors with an annual report submitted by October 15th that includes:
 - i. A summary of School Council's activities of the previous year
 - ii. A financial statement of the CAA School Council Society
 - iii. A copy of the minutes of each meeting.
- b) School Council will make the annual report available to all members of the school community.

12. AMENDMENTS TO THE BY-LAWS/OPERATING PROCEDURES

- a) The by-laws remain in force from year to year, unless amended at the Annual General Meeting.
- b) The by-laws of School Council may be amended by a motion and

approval by 75% of the School Council members present at an Annual General Meeting.

- c) Notice of the proposed by-law amendments must be circulated with the notice of the Annual General Meeting.

13. CODE OF ETHICS

All school council members shall:

- Abide by the legislation that governs them.
- Be guided by the mission statement of the school and School Council.
- Endeavor to be familiar with school policies and operating practices and act in accordance with them.
- Practice the highest standards of honesty, accuracy, integrity, and truth.
- Recognize and respect the personal integrity of each member of the school community.
- Declare any conflict of interest.
- Encourage a positive atmosphere in which individual contributions are encouraged and valued.
- Apply democratic principles.
- Consider the best interest of all students.
- Respect the confidential nature of some school business and respect limitations this may place on the operation of School Council.
- Not disclose confidential information.
- Limit discussions at School Council meetings to matters of concern to the school community as a whole.
- Use appropriate communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Accept accountability for decisions.
- Not accept payment for School Council activities.

14. PRIVACY

a) School Council shall adhere to the Personal Information Protection Act (PIPA).

b) School Council shall not share personal information for purposes other than those of school council business.

15. POLICIES

- a) School Council may develop policy for the duration of their term
- b) The policies of 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.

16. SCHOOL COUNCIL SOCIETY – FUNDRAISING SOCIETY

- a) School Council will communicate regularly with the School Council Society to support their activities and to solicit support for School Council initiatives.
- b) School Council can develop policy to promote a productive open and transparent relationship with the School Council Society.

17. SCHOOL COUNCIL FUNDRAISING

School Council will, where possible, encourage the School Council Society to do the fundraising for the school and the school community per the School Council Society Mandate.

18. MISCELLANEOUS

APPEAL OF SOCIETY BOARD DECISIONS

a) Should School Council wish to appeal a policy or decision made by the Board, the appeal would go directly to the Board. In all circumstances the Calgary Arts Academy Society Board will have the final decision, before referral to the Minister.

b) Appeals:

- Shall be submitted in writing and shall state the nature of the complaint and outline the steps that have been taken to resolve the issue. A copy shall be provided to the party directly involved.
- Within fourteen (14) days of receipt of the request, a decision must be made in writing.
- An appeal will not proceed if the issue or concern is simultaneously under consideration by another dispute resolution process.