



School Council of Calgary Academy Bylaws

1. OFFICIAL NAME

- 1.1 The official name of the school council is "School Council of Calgary Academy". The abbreviated name "school council" is used throughout this document.

2. VALUES

- 2.1 The School Council of Calgary Academy will conduct itself according to the REACH values of Calgary Academy and all members will act as exemplars for these values in their everyday work.

RESPECT
ENTHUSIASM
ALTRUISM
COMMITMENT
HONEST

- 2.2 School Council members will in good faith, focus on supporting and adding value to the experience of Calgary Academy learners, and model high standards of ethics, integrity, and character.

3. PURPOSE & LIMITATIONS

- 3.1 The essence of the school council is to be an advisory and consultative body to the school principal, focusing the views of the school community at large on issues of common interest and opportunities to strengthen the organization.
- 3.2 The goals and objectives of school council are:
- a) Provide feedback to the school principal and the Chief Executive Officer of Calgary Academy;
 - b) Identify, initiate and support activities and projects beneficial to the education and development of students;
 - c) Involve parents and community members to support and enhance the school community;
 - d) Provide a forum for parents to learn about important issues affecting the school;
 - e) Review Calgary Academy's Three-Year Plan and Annual Education Results report in advance of submission to Alberta Education;

- f) Assist the school principal in communication between the school and parents; and,
 - g) Assist the school in such a manner as passed by the school council and in alignment with the school's Three-Year Plan.
- 3.2 As an advisory body, the school council shall not supersede the traditional methods of communications between parents and teacher, and parent and school administration.
- 3.3 The School Council shall *not*:
- a) Take on the role of the teacher, principal or the Board, each of which has professional and legal responsibilities;
 - b) Discuss performance or conduct of individual students, teachers, other employees, parents or community members; and
 - c) Comment on terms and conditions of individual employment contracts for school staff.

4. MEMBERSHIP

- 4.1 Each parent, guardian, or legal custodian of a child registered at Calgary Academy is a general member of the school council.
- 4.2 The positions of Chair, Vice-Chair, Secretary, and Volunteer Coordinator must be filled by, and elected by, parents and/or legal guardians of students enrolled at Calgary Academy. The term of office shall run from the Annual General Meeting (AGM) to the end of that school year if the member is not returning, or until election at the AGM of the following school year.
- 4.3 The staff representatives will be elected by the staff of Calgary Academy. The term of office shall run from August to the end of that school year if the member is not returning, or until election at the AGM of the following school year.
- 4.4 The Student Council President or designate shall be the student representative on the school council.
- 4.5 With the exception of the school council position filled by the principal, the School Council of Calgary Academy may appoint members to fill vacancies if the position remains unfilled after the Annual General Meeting of the school council.
- 4.6 There is no remuneration for acting as a committee member of the school council.
- 4.7 The purposes of the school council shall be carried on without financial gain to its members and no dividends shall be declared or paid and any profits or other accretions to the school council shall be used in promoting its purposes. This paragraph is unalterable.
- 4.8 Staff members who have a child registered at Calgary Academy may not be elected to sit on the School Council Executive of the school council.

5. ASSOCIATE MEMBERSHIP

- 5.1 The principal and staff members of Calgary Academy will have Associate Membership.
- 5.2 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 Executive.

6. NOMINATIONS

- 6.1 Candidates for parent members of the school council may be nominated to the chairperson or principal. Nominations shall be submitted to the principal between April 15th and May 1st of each year in advance of the School Council of Calgary Academy Annual General Meeting.
- 6.2 Candidates shall not be nominated without their consent, and should include a detailed rationale for the nomination.
- 6.3 A nominee or nominator may provide a brief introduction of the person they have nominated at the Annual General Meeting. If the nominator is unable to attend the Annual General Meeting, they may forward this information to be read aloud at the meeting. These introductions will become a part of the Annual General Meeting
- 6.4 Election of officers shall be by secret ballot. The principal shall enumerate the votes and announce the results.

7. GOVERNANCE

- 7.1 School Council Executive
- Chair
 - Vice-Chair
 - Secretary
 - Volunteer Coordinator
 - Past Chair
 - Elementary teacher representative
 - Junior High teacher representative
 - High School teacher representative
 - Non-teaching staff member
 - Student Council President
 - CAPA President or representative
 - Community Member
- 7.2 Non-Voting Members
- Chair – votes only in case of a tie
 - Elementary teacher representative
 - Junior High teacher representative
 - High School teacher representative
 - Non-teaching staff member
- 7.3 The Principal shall have the power to veto relating to actions directly affecting the school building, staff or students.

7.4 Responsibilities of a School Council Member

- a) Attend and contribute at school council meetings;
- b) Act as a link between the school council and the community;
- c) Participate in information and training sessions;
- d) Fulfill their duties;
- e) Follow the operating rules/guidelines as agreed upon by the school council;
- f) Encourage others within the school community to participate in the activities of the school council; and
- g) Communicate with various communities in the school and work towards removing any barriers to the participation of all members of the school community.

8. DUTIES OF THE SCHOOL COUNCIL OF CALGARY ACADEMY

8.1 Chair

- a) Call and chair meetings;
- b) Determine agenda items and meeting dates in consultation with the Principal.
- c) Follow school council bylaws;
- d) Be familiar with all School Council roles and responsibilities;
- e) Ensure regular communication occurs with the school community in consultation with the Principal and Communication Lead;
- f) Solicit input from all members; and
- g) Complete and submit a year-end report by May of each year to the Board of Governors.

8.2 Vice-Chair

- a) Acts in the absence of the Chair and shall have the powers of the Chair when so acting;
- b) Assists the Chair, when possible, in a variety of duties; and
- c) Promotes teamwork and assists the Chair in the smooth running of meetings.

8.3 Secretary

- a) On the direction of the Chair/Principal, notifies the school community of meetings and activities;
- b) Records minutes at all meetings and distributes same to the Chair and Principal for review prior to the next meeting;
- c) Prepares the ratified minutes for the school council meetings; and through the Principal, posts on website;
- d) Maintains all files and minutes for archives and for audit purposes;
- e) Maintains all files and minutes for incoming Secretary; and
- f) Performs other related duties.

8.4 Volunteer Coordinator

- a) In conjunction with the staff representatives, will be in charge of finding volunteers when needed and coordinating their efforts.

8.5 Calgary Academy Parents Association (CAPA) President

- a) Shall be a spokesperson for CAPA; and
- b) Help coordinate fundraising initiatives through CAPA.

8.6 High School Student Council President

- a) Seek other students' views to share with the school council;
- b) Communicate information from school council to all students;

- c) Report at each meeting updating the school council on Student Council initiatives; and
- d) The Vice-President of the High School Student Council shall attend in the absence of the President.

8.7 Past Chair

Once this position has been filled, the role shall be:

- a) To chair meetings where voting for positions on school council is taking place.

8.8 Principal *Ex Officio*

- a) Determine agenda items and meetings dates in consultation with the Chair;
- b) Has final responsibility for the school's activities;
- c) Has ultimate responsibility for all budget decisions relating to activities; and
- d) Supports and advises the school council from an administrative perspective.

8.9 Staff Representatives *Ex Officio*

- a) Three teachers (one from each division) plus one non-teaching staff member;
- b) The PE, Integrated Studies and Centre staff may run as a representative of the division of their choice as they teach all students;
- c) Shall be the spokesperson for the teachers;
- d) Works with the principal to provide information to the school council; and
- e) Works closely with and supports the Volunteer Coordinator regarding opportunities for parent engagement.

9. Standing and Ad Hoc Committees (CAPS)

9.1 Standing and ad hoc committees will be formed as necessary by the School Council Executive and will operate on an ongoing basis with specified lengths of terms for members.

9.2 Committees will meet outside of scheduled School Council of Calgary Academy meetings of the membership to complete their assigned tasks as per the direction of the Executive and present a report of their activities at meetings as requested.

10. DECISION MAKING

10.1 School council will be based on the Town Hall Model and observe the Simple Rules of Order. School council will strive to reach decisions by consensus but recognizes that a vote of the School Council Executive may be required.

10.2 In the event that a vote is required to reach a decision, school council meetings must meet quorum and the question will be put forward by motion. Quorum is defined as a minimum of two thirds of the School Council Executive.

10.3 The School Council Executive shall ensure that each participant of the School Community has a reasonable opportunity to express their views for consideration.

10.4 Any participant of the school community wishing to make a request or introduce an issue may do so by notifying the Chair, preferably in writing, outlining the request or issue and its applicable solutions or suggestions. This should be done a minimum of two weeks prior to a school council meeting.

- 10.5 At any meeting of the School Council of Calgary Academy, the Chair may table to the next regular meeting any motion that he or she determines be delayed permitting adequate consultation by the members.

11 MEETINGS

- 11.1 The School Council of Calgary Academy School meetings will be conducted as follows: the chair, in collaboration with the principal, will prepare an agenda for the meeting. It is the responsibility of the chair to manage the meeting in accordance with the Calgary Academy School Council values.
- 11.2 Regular meeting dates will be determined by the principal and the School Council Executive.
- 11.3 The School Council of Calgary Academy will meet a minimum of six times during the school year, with the first meeting being before September 30.
- 11.4 Meetings will take place at Calgary Academy School.

12. ANNUAL GENERAL MEETING

- 12.1 The Annual General Meeting shall be held no later than the end of June in each academic year. A notice of the Annual General Meeting shall be sent to all members of council a minimum of four (4) weeks prior to the date set for that meeting.
- 12.2 The business of the AGM shall include, but not be limited to:
- a) Election of parent positions;
 - b) A written summary of school council activities and/or accomplishments from the previous year;
 - c) A review of the school council bylaws; and,
 - d) Proposed operating procedures and/or bylaw amendments.

13. PRIVACY

- 13.1 Calgary Academy School Council shall adhere to the Personal Information Protection Act (PIPA).
- 13.2 School Council of Calgary Academy shall not share personal information for purposes other than those of school council business.

14. FINANCIAL

- 14.1 The budget for the school council will be included in the operational budget of the school.
- 14.2 The principal will have final signing authority on all expenditures by the school council.

15. INSURANCE

- 15.1 Under the authority of Calgary Academy, the school council shall be covered by the present Calgary Academy Liability Coverage.

16. REVIEW OF BYLAWS

- 16.1 The bylaws will be reviewed annually and voted on at the Annual General Meeting.

17. AMENDMENTS

- 17.1 The bylaws/operating procedures may be amended by a two-thirds (2/3) majority vote at the annual general meeting OR
- 17.2 The bylaws/operating procedures may be amended by a two-thirds (2/3) majority vote at an extraordinary meeting called specifically to amend the bylaws/operating procedures.
- 17.3 A notice of the intent to amend the bylaws/operating procedures and the proposed amendment shall be sent to all members of council a minimum of four (4) weeks prior to the date set for the amendment meeting.

Approved: May 11, 2018

Amended:

Reviewed: