

Crescent Heights High School Council Bylaws

Proposed Draft for AGM Approval: Monday, September 23, 2024

1. NAME

The name of the school council shall be Crescent Heights High School Council.

2. MISSION

The mission of the Crescent Heights High School Council is to:

- a. effectively support and enhance student learning by intentionally supporting opportunities that will encourage students to strive for excellence and experience success; and
- b. foster the well being and effectiveness of our School Community; and
- c. facilitate effective communication between the Parent community and the School.

3. GOALS

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

- a. provide advice (i.e., input) to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs;
- b. stimulate continuous improvement through meaningful involvement by all members of the school community;
- c. facilitate collaboration among concerned participants of the school community; and
- d. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.

4. DEFINITIONS

The following definitions shall be used in these bylaws¹:

- a. *Act* means the Alberta Education Act as amended from time to time;
- b. *Annual General Meeting* means the Annual General Meeting (AGM) of the Members held annually and organized in accordance with Section 3 of these Bylaws;
- c. *Council* means the Crescent Heights High School Council;
- d. *Electronic Communications* means via email (if known) and website posting;
- e. *Executive* means the Chair, Vice Chair, and Secretary;
- f. *Member* means a Member of the Council;
- g. *Active Member* means a Member who attends at least 50% of the Regular Membership Meetings in any given School Year.
- h. *Parents* means the parents, legal guardians of students, or an independent student enrolled in the School;
- i. *Principal* means the principal as appointed by the Board;
- j. *Regulations* means the Alberta School Councils Regulation as amended from time to time;
- k. *School* means Crescent Heights High School located at 1019 - 1st Street NW Calgary, Alberta, T2M 2S2;
- l. *Society* means the Crescent Heights High School Parents Society;
- m. *School Year* means a period commencing with the start of the high school year;

¹ A couple of new definitions were added for clarification - Act, Council, Electronic Communications, Principal, and Regulations. Definitions removed - bylaws as it is self explanatory.

Crescent Heights High School Council Bylaws

Proposed Draft for AGM Approval: Monday, September 23, 2024

n. *Board* means the Calgary Board of Education;

o. *School Community* means parents, students, the principal, teachers, staff, and any other parties who have an interest in the *School*.²

5. MEMBERS

The Council includes the following members:

- a. subject to section 22(2) of the School Act, parents, as defined in Article 2.1.6, of students enrolled in the School;
- b. the principal of the School;
- c. one person who is a teacher at the School, elected or appointed by the teachers at the School;
- d. one person who is a student enrolled in the School, elected or appointed by the students enrolled in the School;
- e. one or more persons who are not parents of students but who have a reasonable interest in the school.

6. MEMBERSHIP RIGHTS & RESPONSIBILITIES

- a. The Membership Year coincides with the School Year;
- b. Members are responsible for behaving in accordance with these Bylaws and the Mission of the Council.
- c. Each member is entitled to one (1) vote on all motions and resolutions of the Council. In the event of a tie, the Chair shall have a second vote;
- d. No Member shall take it upon themselves to commit the time or resources of the Council without the prior approval of such a commitment by the Council;
- e. No Member, in his individual capacity, is liable for any debt or liability of the Council;
- f. The activities of the Council are not carried out for the purpose of personal financial gain of its Members;
- g. Any teachers or other staff members who are also parents attend meetings only in their capacity as a parent and thus have the same rights.
- h. Arbitration and/or mediation may be used by Members to resolve disputes arising out of the affairs of the Council.

7. MEETINGS

All meetings of the Council shall be governed by the latest edition of Robert's Rules of Order so long there is no conflict with these bylaws or the Act.

a. Annual General Meeting (AGM):

- i. an Annual General Meeting will be held within **forty (40³) days** of the start of the School Year.
- ii. Written notice with the agenda, using electronic communications, must be given at least twenty-one (21) days prior to the meeting.
- iii. the agenda for the Annual General Meeting shall include:
 1. the Chair's report of the previous year's activities;

² Removed Interpretation Section. Not found in the CBE Handbook or the Alberta School Council Association

³ This number was shortened to reflect what was recommended by the CBE (20 days which is very tight) and what we had before (60). We also removed that the AGM could be held at "an appropriate time during the Year as per the Chair", as it should be held at the beginning of each school year so that new members to the school have the opportunity to join.

Crescent Heights High School Council Bylaws

Proposed Draft for AGM Approval: Monday, September 23, 2024

2. the election of the school council and Executive;
 3. review and motion to accept financial statement of the previous year⁴;
 4. any other business of the Council given proper notice.
- iv. quorum shall be at least four (4) members in person and entitled to vote, the majority being parents;
- v. voting shall take place by members, by show of hands unless a ballot is requested by at least four (4) members who are entitled to vote. During the election of the Executive, a secret ballot should be used if two (2) or more people are nominated for the same position. If there is only one person nominated the position is filled by acclamation. Nominees must be present OR have provided their written agreement to serve with the Secretary prior to the start of the AGM.⁵
- b. Regular Council Meetings
- i. Quorum shall be a minimum of at least four (4) Members present and entitled to vote, the majority being parents. Should there fail to be a quorum at any duly called meeting, business transactions at the meeting shall be ratified at the next regularly called meeting; otherwise such business shall be null and void.
 - ii. There shall be a minimum of six (6) meetings held between the Annual General Meeting and the end of the School Year. The time and place of the meetings will be determined by the Chair. Additional meetings may also be held when requested by an Executive member.
 - iii. Notice of meeting must be given at least seven (7) days prior to a regular council meeting for business transactions to be considered⁶.
 - iv. Voting shall be decided by a simple majority and by a show of hands unless a ballot is requested by a member.
 - v. Urgent decisions that require action between meetings can be dealt with by electronic communications with a motion in writing signed by all the Executive, the Principal, and at least four (4) other members shall be as valid and effectual as if it had been passed at a meeting duly called and convened. Such decisions must be brought to the next regular Council meeting for information.

8. EXECUTIVE

- a. The **Chair** must be a parent of a student enrolled in the school, shall oversee all Council activities; serve as chair of meetings; assists on committees as needed; acts as the spokesperson of the Council; meets regularly with the principal; and carries out other duties as required.
 - i. The Chair of a school council must prepare and provide the CBE Board by September 30 of each year a report summarizing the activities of the school council

⁴ Added this to the AGM Agenda mandatory list as per CBE bylaw sample.

⁵ This allows people who are not able to attend the AGM due to conflicts to allow their name to stand for Council with prior written notice to the Secretary.

⁶ Removed, "not be required for a meeting held immediately following the AGM at which the Executive Members were elected and held solely for organizational purposes". To be fair, all meetings should have 7 days notice, full-stop. If you are planning the AGM then just create notice and agenda for a regular meeting to follow.

Crescent Heights High School Council Bylaws

Proposed Draft for AGM Approval: Monday, September 23, 2024

- and its financial statements from the previous school year⁷.
- b. The **Vice-Chair** can be any Member of the School Council, assumes all responsibilities of the Chair in an absence; assists on committees as required; and carries out other duties as may be required.
 - c. The **Secretary** can be any Member of the School Council, attends meetings and keeps accurate minutes of the Council; keeps contact information as appropriate; has charge of the Council's correspondence; and carries out other duties as required.
 - d. Each Executive Member will hold office until the following Annual General Meeting; and an individual may hold the same position for a maximum of two (2) consecutive terms unless no new candidate is nominated for that position. It is desirable that the individuals nominated for the positions of Chair or Secretary be Active Members during the previous School Year.
 - e. The Executive or Council may remove from office any Executive Member by a majority vote:
 - i. for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Council.
 - ii. for willfully committing a breach of the Bylaws.
 - iii. if the issue(s) in question is not resolved through mediation⁸.
 - f. In the event of a vacancy on the Executive, the remaining Executive may appoint a successor to hold office until the next Annual General Meeting or call a meeting specifically for the purpose of electing an individual to fill the vacant position.⁹

9. INDEMNITY OF THE EXECUTIVE¹⁰

- a. Each Executive Member holds office with protection from the Council. The Council indemnifies each Executive Member against all costs or charges that result from any act done in the role for Council. The Council does not protect any Executive Member for acts of fraud, dishonesty or bad faith.
- b. No Council Member is liable for the acts of any other Council Member. No Council Member is responsible for any loss or damage due to the bankruptcy, insolvency or wrongful act of any person, firm or corporation dealing with the Council. No Council Member is liable for any loss due to an oversight or error in judgment, or by an act in a role for the Council unless the act is fraud, dishonesty or bad faith.
- c. If the Council is not covered under the School's liability insurance policy for any activity or undertaking, the Council shall secure its own insurance policy that indemnifies the Council.

10. CODE OF ETHICS

⁷ This requirement is in the CBE School Council regulations and thus felt it is a good reminder to put it into the bylaws.

⁸ This list was shortened as it was written in detailed legalese – mental illness, imprisonment, etc.

⁹ Removed section on Vacancies as it is redundant - it was addressed in the section on removing someone from Council..

¹⁰ Removed the section prior called Payments and section that comes after called Signing Authority as it is covered in the regulations that manages School Councils and is redundant.

Crescent Heights High School Council Bylaws

Proposed Draft for AGM Approval: Monday, September 23, 2024

All School Council Members shall:

- a. abide by the legislation that governs them.
- b. endeavour to be familiar with school policies and operating practices and act in accordance with them.
- c. practice the highest standards of honesty, accuracy, integrity and trust.
- d. recognize and respect the personal integrity of each member of the school community.
- e. declare any conflicts of interest.
- f. Encourage a positive atmosphere in which individual contributions are encouraged and valued.
- g. apply democratic principles.
- h. consider the best interests of all students.
- i. not disclose confidential information.
- j. promote high standards of ethical practice within the school community.
- k. accept accountability for decisions.
- l. not accept payment for school council activities.

11. AMENDING THE BYLAWS

- a. Bylaws may only be altered at a properly constituted Annual General Meeting when deemed necessary by the Executive.

12. BOOKS AND RECORDS¹¹

- a. Books and records of the Council shall be maintained by the Secretary and records must be kept for a minimum of 7 years but should be passed on continuously.
- b. Books and records shall be readily accessible to all members of the Council; may be inspected by any member at the Annual General Meeting;

13. RELATIONSHIP

- a. It is acknowledged that the Executive of the Council and the Society may be the same people although the Council is separate and apart from the Society.
- b. The Council will work collaboratively with the School to determine how to best support the School Community and will provide input to the Society regarding the funds required to support the School Community.¹²

¹¹ This was changed to reflect how the Council actually keeps our records - electronically in google.

¹² Removed the ability for a parent/guardian to opt out of the Council, as membership is defined earlier. This is not really necessary. Also removed section following this one referring that these bylaws follow the School Act as it is addressed earlier.