

Mountain Park School Council Bylaws

(revised September 2009)

I. Statement of Philosophy

A. Our Mission:

The mission of our School Council is to foster the well being and effectiveness of our School community and thereby enhance the education of students at Mountain Park School in accordance with Section 22 of the School Act. [Government of Alberta Guide to Education](#)

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, 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 work 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 that is gathered with integrity and understood by all;
 - b) focus on the collective needs of all the Students in our School;
 - 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, 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 it 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 in the interest of "the common good" of all of 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, 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 advise the Society on fundraising activities in our School and operate such a fundraising organization as a committee of our School Council.
6. To advise on the spending of monies collected by organizations or committees.

II. Bylaws of Mountain Park School Council (MPSC)

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 General Meeting" or "AGM" means the meeting required to be held in accordance with Article 8;
- c) "Community Representative(s)" means the person(s) elected or appointed as members that have an interest in the School;
- d) "Decision Making Process" means the commitment made to attain a consensus when possible and if not, then to use the Majority Vote Model, as set out in Article 4 of these Bylaws;
- e) "Executive" includes the Principal, the Community Representative, and Parents who have been elected or appointed to fill the Executive Positions as outlined in Schedule B of these bylaws;
- f) "Ex-officio" means non-voting member;
- g) "Majority" means 51% of votes;
- h) "Members" include:
 - Parents of students enrolled in the School;
 - the Principal;
 - Teacher Representative(s);
 - members of communities served by the School, elected or appointed by the School Council.
- i) "Parents" means Parents, Guardians or Legal Custodians of a child or children currently registered at the School;
- j) "Principal" means Principal as defined in the School Act and the Regulations;
- k) "Procedural Matters" means those items of the agenda that constitute a procedure rather than an issue, namely acceptance of the agenda, acceptance of the minutes of the last meeting and motion for adjournment;
- l) "Regulations" means the regulations under the School Act;
- m) "Resolution" means a decision made by School Council through a majority of votes through the Decision Making Process;
- n) "School" means Mountain Park School located at 312 Mt. Douglas Close SE. Calgary;
- o) "School Board" means the Calgary Board of Education;
- p) "School Community" means students enrolled in the School and their Parents/Guardians, the School staff, and other persons who have an interest in the School;
- q) "School Council" refers to the members as defined in item (h);
- r) "School Year" means the period from the first day of School as stipulated by the Board until the first day of School as stipulated by the Board of the following year;
- s) "Special Resolution" means a resolution of the School Council passed at a School Council meeting by a majority of members present at that meeting;
- t) "Staff" refers to persons other than Teachers who are employed at the School;
- u) "Statement of Philosophy" means a statement adopted by the School Council and Parents/Guardians and includes a mission, a vision, guiding principles and objectives;
- v) "Students" means the students enrolled at Mountain Park School;
- w) "Teachers" means those persons who are employed to teach Students at the School; and
- x) "Society" refers to those persons who are members of the Mountain Park School Council Society.

- 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:

Purpose

The School Council may, through the Executive, and at its discretion:

- a) advise the Principal and School Board respecting any matters 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;
- f) advise on fundraising activities and special events and activities organized through the Society; 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.

Article 3 - School Council Powers and Governance Model:

3.01 Powers

Subject to the Act, the Regulations and these Bylaws, the School Council shall have all power to manage the activities of the School Council. The School Council will advise on the fundraising activities and events organized through the Society.

3.02 Delegations

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 Executive or committees appointed by the School Council, any of the School Council's powers.

3.03 Responsibility

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.

3.04 Governance Model

It shall be the duty and responsibility of the School Council to manage School Council activities by following the Assembly Governance Model outlined in Schedule "A" attached to these bylaws.

Article 4 - Decision Making Process:

4.01 Majority Vote Model

In recognition of a commitment to ensure the most accurate possible representation of the wishes of the School community, the Majority Vote model of decision making is adopted, and 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 and then leading the discussion in the direction 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 discussion by articulating the motion to be voted on.
- c) The motion will require a second and the chair or secretary will then restate the motion and, when requested by any member in attendance, the motion will be posted for clarity. The vote will then be called.
- d) Any member in attendance may request that the voting proceed by ballot. Otherwise all votes shall be by show of hands.
- e) Voting on a motion shall be on the basis of one vote for each member actually in attendance and the majority of votes (51%) shall prevail. Voting by proxy shall not be permitted.
- f) Except for procedural matters the chair may vote by ballot prior to the recognition of the votes cast by the members. The vote of the chair shall not be recorded except in the case of a tie.

4.02 Conflict Resolution Procedure

Process:

1. If at any time, seven (7) parents or any three (3) members of the Executive are of the opinion that the Council is in a state of conflict regarding policies proposed or adopted for a School, they may deliver a written petition signed by them to Council members, and the following will apply:
 - a) The Chair will call a special meeting of the Council.
 - b) The secretary will provide five (5) days written notice to all parents of the date, time, place, and purpose of the special meeting.
 - c) At the special meeting, parents in attendance will have an opportunity to hear and discuss the issues regarding the dispute and attempt to determine a resolution.
2. If the Conflict is not resolved using the Decision Making Process, in accordance with School Board (Act 17 (7.1)), the School Council will abide by the Conflict Resolution procedures outlined by the School Board and as indicated in Schedule "C" attached to these bylaws.

Article 5 - Membership and Duties:

5.01 Membership

1. The membership of the Council shall consist of the following:
 - a) Parents/Legal Guardians of the students enrolled in Mountain Park School
 - b) The Principal of the School
 - c) Teacher(s) of the School

- d) Members of communities served by the School, elected or appointed by the School Council
 - e) Student Representative
2. Only members who are Parents or Legal Guardians of students currently enrolled in the School will have voting privileges.
 3. The School Council shall have the following positions as elected or appointed by Members at the Annual General Meeting:
 - a) Chair
 - b) Vice Chair
 - c) Treasurer
 - d) Secretary
 - e) Mountain Park School / McKenzie Lake School Liaison
 - f) Mountain Park School / Douglasdale School Liaison
 - g) Key Communicator
 - h) Community Representative
 - i) Volunteer Coordinator
 4. The School Council shall consist of an Executive elected or appointed by Members at the Annual General Meeting. The executive positions are as named and outlined in Schedule B of these bylaws. No person may hold more than one (1) office or position at one time.
 5. Unless otherwise determined by the School Council, the Executive shall have the duties as outlined in Schedule B - Executive Position Descriptions.
 6. Calgary Board of Education employees must not be signing authorities of the School Council for the School in which they work, unless they have received the approval, in advance, of the Area Director. Ex-officio members must not be signing authorities of the School Council.
 7. Every member of the School Council is eligible to be elected or appointed as an Executive Member.

Mountain Park School Council Society

The Society will operate as a committee of the MPSC - the duties of which will be to organize and facilitate fundraising activities requiring the involvement of an incorporated non-profit organization.

5.02 Duty

It shall be the duty of a member to act in the manner consistent with the Statement of Philosophy, in the best interest of the School and the Students and according to these Bylaws. It shall be the duty of the executive to manage the day-to-day activities of the School Council.

5.03 Number

The School Council shall consist of a minimum of seven (7) members including the Principal, a Teacher Representative, and the majority of which are Parents/Guardians of students attending the School. As much as possible at least one member shall be the Community Representative(s).

5.04 Disqualification

A member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, or these Bylaws e.g. a Parent who no longer has a student enrolled in the School or a Teacher that is no longer employed at the School. Executive members who have a child moving on to another School may maintain their positions until after the Annual General Meeting pertaining to the current School year, as ex-officio members.

5.05 Term

An executive Member's term shall commence upon election or appointment at the Annual General Meeting and will continue until the close of business at the Annual General Meeting of the following School year. While members may be re-elected, every effort shall be made to try not to have the positions of Chair and Vice Chair exceed a two-year term in any one position.

5.06 Withdrawal

A member or Executive member may withdraw by notice in writing to the Chair. If the withdrawing Member is the Chair, they may withdraw by notice in writing, to the Vice Chair and the Principal.

5.07 Removal

The School Council may for any reason, at a special meeting of the School Council called for the purpose and by Resolution of a majority of the members (excluding the member who is the subject of the Resolution) remove a member or an Executive member providing that such a member has been notified twenty-one (21) days in advance of the meeting and is afforded the opportunity to be heard at the meeting.

5.08 Vacancies

The School Council may, at any scheduled meeting of the School Council, elect or appoint qualified persons to fill vacancies in the Executive other than the Principal, until that vacancy has been filled by the appropriate member or in the case of the Executive, new Executive have been elected at the Annual General Meeting.

Article 6 - Committees:

6.01 Committees

The School Council may, from time to time as deemed necessary, appoint committees consisting of Members and others from the School Community with either delegated powers or advisory responsibilities.

Article 7 - Meetings:

7.01 Place of Meetings

Meetings of the School Council shall ordinarily be held at the School on the first Monday of the month, or the second Monday of the month should the first Monday be considered a holiday excluding July and August.

7.02 Calling of Meetings

1. Meetings of the School Council shall be held at the times and places as the Chair or the Vice Chair may specify and as agreed upon by the members. Special Meetings may be incorporated into regular meetings.
2. Upon written request signed by at least ten (10) members of the School Council, the Chair must ensure that a meeting of the School Council is held within fourteen (14) days of the request.

7.03 Regular Meetings

The School Council may, as determined at the Annual General Meeting, appoint a specific day or days in any month or months for regular meetings and even though no further notice shall be required for Members, the School Council shall ensure that concerned participants of the School Community are made aware of these meetings by following the practices described in Article 10 Notices.

7.04 Special Meetings

The Executive reserves the right to call special meetings as may be deemed necessary, usually in the case of emergency or urgent business. In these cases notice must be distributed by as many of the practices described in Article 10 Notices with the minimum requirement of a printed message being sent home with each student. Notice of Special Meetings must be given at least two (2) days prior to the meeting.

7.05 Quorum

The quorum for the transaction of business at any meeting of the School Council shall be seven (7) voting members. Of those members, at least three (3) must be Executive members. If quorum is not reached the meeting may continue for informational purposes but no business may be voted on.

7.06 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.

7.07 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. The records may not leave the School. Such records shall be maintained at the School office for a period of seven (7) years and then may be destroyed or moved to archival storage. It is the responsibility of the School Council Secretary to ensure these records are duly maintained.

7.08 Resolutions

Matters to be decided by a vote of the School Council shall be decided by the Decision Making Process of the Members actually in attendance at the meeting. Each member has one vote. A Member may abstain from voting.

7.09 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 and may, subject to reasonable limitations set by the Chair, provide input to the School Council to assist in its deliberations.

Article 8 - Annual Meetings:

8.01 Calling of the Annual General Meeting

The Chair will call the Annual General Meeting for May of the current School year or September of the upcoming School year. Each such meeting will be called by not less than twenty-one (21) days notice from the School Council to Parents and concerned participants within the School Community by following the practices described in Article 10 Notices.

8.02 Agenda for the Annual General Meeting

Unless otherwise decided by the School Council, the purpose of the Annual General Meeting shall be to:

1. Permit the Parents the opportunity, subject to input and comment from the School Community, to amend the size or composition of the School Council in accordance with Section 5.03
2. Permit the Parents to elect or appoint the Executive for the forthcoming year
3. Allow for the report of the outgoing Chair to be received
4. Permit the Parents to consider the Financial Statements for the previous year
5. Allow for the Principal to provide a report for the previous year and a plan for the upcoming year
6. Permit the Parents and members the opportunity, subject to input and comment from the School community, to affirm or modify the Statement of Philosophy and Bylaws in accordance with Section 11.05

Article 9 - Annual Report:

9.01 Annual Report

The School Council through the Chair must prepare and provide the School Board annually, with a report as directed by the School Council Regulations summarizing:

- the activities of the School Council for the previous year
- financial statements relating to money handled by the School Council
- copies of the minutes of each meeting of the School Council held during the year

9.02 Accountability

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

Article 10 - Notices:

10.01 Obligation of School Council

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.

10.02 Failure to Provide Notice

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 meetings.

10.03 Specific Notice

Except for the Annual General Meeting which requires twenty-one (21) days notice and any Special Meetings as specified under Section 7.04, every effort shall be made to provide at least fourteen (14) days prior notice 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:

1. included in newsletters
2. communicated through any electronic mail or computer School net system
3. mailed to the home
4. communicated through the phone and message center
5. posted at the School

Article 11 – General:

11.01 Fiscal Year

The School Council may select an appropriate fiscal year for the financial activities of the School Council.

11.02 Signing Authority

Executives having signing authority are Chair, Co or Vice Chair, and Treasurer. Any two of these individuals may sign cheques and execute agreements after the same are approved by a majority of the School Council. Should said cheque be re-imbursing one of these individuals (Chair, Co or Vice Chair, and Treasurer), then the other two must sign said cheque. Ex-officio members must not be signing authorities of the School Council

11.03 Records

1. A School Council must retain a copy of the following documents at the School, and make them available on request:
 - a) A copy of the bylaws of the School Council;

- b) A copy of the School Council annual report;
- c) The Annual Financial Statements, if any, and;
- d) The minutes of each meeting of the School Council for at least seven (7) years preceding the current year

2. Such records shall not be permitted to leave the School.

11.04 Roberts Rules

The rules contained in Roberts Rules for meetings shall govern the meetings of this Council in all cases not in conflict with these bylaws.

11.05 Amendments to the Bylaws

- 1. The bylaws remain in force from year to year unless amended at the Annual General Meeting;
- 2. The bylaws of the School Council must be amended by a majority at the Annual General Meeting of the School Council;
- 3. Notice of proposed bylaw amendments must be circulated with the notice of the meeting at least twenty-one (21) days in advance of the meeting.

11.06 Effective Date

The bylaws or amendments to these Bylaws shall come into force when approved by a majority of members who can vote at a meeting of the School Council.

These Bylaws are certified to be in force effective the 10th day of September, 2009

Mountain Park School Council

CHAIR: _____

SECRETARY: _____

Schedule "A"

Governance Model

Before communicating a position, it is expected that the School Council shall ensure that each concerned participant of the School Community shall have a reasonable opportunity, in a timely manner given the circumstances, to express views for consideration by the School Council; usually at regular open meetings of the entire School Community.

The School Council acts only to carry out the wishes of the Members as articulated at that meeting or through some process that confirms the Decision Making Process of the School Council on the issue. The School Council may then communicate a position to the Principal or School Board for their own use when making decisions that affect the education of Students.

Schedule "B"

Executive Position Descriptions

Chair:

Basic Duties:

- Act as chairperson at all Council meetings and oversee all Council activities
- Prepare an agenda in conjunction with the Principal and elected officers for Council meetings
- May act as cheque signing authority on the Council account
- Represent the Council at any official function
- Assist in meeting the objectives outlined in the constitution, and may participate in related duties
- It is recommended that the Chair return next year as the honorary position of Past Chair to aid in the transition on the new Chair

Additional Duties that may be considered:

- Prepare Executive report for meetings including summaries of all information/reports received and meetings attended
- Attend 1 - 3 CBE System-wide chair meetings per year, 1-3 CLC 6 chair meetings per year, and other meetings as required
- Prepare annual report in conjunction with executive and administration
- Maintain School Council Binder in the Main Office and have charge of all correspondence and official records of the School Council.

Vice Chair:

Basic Duties:

- Shall assist the Chair with duties as assignment
- In the absence of the Chair, assume the duties of the Chair
- If interested may be elected to serve as Chair for the following year
- May act as cheque signing authority on the Council account

Additional Duties that may be considered:

- Attend 1 - 3 CBE System-wide chair meetings per year, 1 - 3 CLC 6 chair meetings per year, and other meetings as required.
- Prepare annual report in conjunction with executive and administration
- Write an article for the School newsletter summarizing the School Council meetings.

Secretary:

Basic Duties:

- Ensure the recording of the minutes of all the Council meetings
- Shall record and make available to attending members, the minutes of all the meetings
- Ensure that the minutes of both Society and Council meetings are posted on the School Website, and placed in the School Council Binder in the Main Office.

Treasurer:

Basic Duties:

- Be responsible for keeping all financial transactions of the Council
- May act as cheque signing authority on the Council account
- Present an account of the funds to the members

Additional Duties that may be considered:

- Supervise the affairs of and be present at any meetings of financial or fund-raising committees or Society
- Prepare the financial statement for the annual report

Key Communicator:

Basic Duties:

- Act as liaison between the CBE and the Council
- Attend Key Communicator meetings called by the CBE as representative of the Council
- Report on the Key Communicator meetings at the School Council meetings

Mountain Park School Council Liaison:

Basic Duties:

- Act as liaison between McKenzie Lake School / Douglasdale School and Mountain Park School
- Attend McKenzie Lake School / Douglasdale School Council Meetings
- Report back to the School Council

Volunteer Coordinator:

Basic Duties:

- Assist in establishing and organizing a volunteer list which will aid Council and School administration
- Assist teachers / school administration in acquiring the necessary volunteers for events including field trips, dances, exam scribes and other activities

Principal (Ex-Officio):

Basic Duties:

- Advise the Council on CBE and School policies and to provide a liaison between the Council and School staff
- Assist with the preparation of meeting agendas
- Advise and provide information about Alberta Education
- Provide an educational point of view which represents CBE senior administration, Parents, teachers, support staff, and students at Council meetings
- Provide a report to the Council at all general meetings

Designated Teacher (Ex-Officio):

Basic Duties:

- Act as liaison between the teaching staff and the Council
- Represent the teachers and an educational point of view at all regular general meetings
- May be acceptable to have School staff members rotating this position so that each staff member has an opportunity participate in this role.

Past Chair (Ex-Officio):

- It is recommended that the Chair return next year as the honorary position of Past Chair to aid in the transition of the new Chair.

Schedule “C”

CBE Conflict Resolution/Appeal Procedures

While it is anticipated that School Councils and Principals will continue to reach consensus on the vast majority of issues, there may be occasions when a disagreement arises. The purpose of the appeal procedure is to allow the Principal or the School Council to apply for a determination or resolution of a dispute regarding policies proposed or adopted for a School.

Step 1:

The Council attempts to resolve the issue in accordance with their Identified conflict resolution procedures as specified in their School Council Bylaws.

Step 2:

In the event of an unresolved dispute; the School Council is encouraged to utilize an interest-based problem-solving approach.

The CBE currently has a number of individuals trained in “An Interest Approach to Negotiation – Communication – Problem Solving” who may be available to assist Schools in resolving disputes. If you require this type of assistance contact the Parent Liaison (294-8566) for information and possible identification of persons to assist.

Step 3:

Unresolved disputes may be referred to the Director of Communications of the Calgary Board of Education for further action. The dispute must be submitted in writing to the Director of Communications, to review.