

PRINCE OF WALES SCHOOL COUNCIL BYLAWS/OPERATING PROCEDURES

May, 2025

ARTICLE 1: NAME OF ORGANIZATION

1.1 Prince of Wales School Council (School Council)

ARTICLE 2: SCHOOL COUNCIL OBJECTIVES

2.1 The main objectives of the school council are

a) to advise and assist school administration and staff regarding plans, policies, budgets, communication, school programs and various operational issues that impact the continuous quality education received by students at the school.

b) foster a positive collaborative environment with a variety of opportunities for meaningful engagement by members of the school community.

c) support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community.

2.2 The School Council provides a structure in which parents, school administration, teachers, students and community members can talk about education in their community. The School Council is also a vehicle by which everyone in the school community has a voice in education matters and individual opinions are encouraged and valued.

2.3. The School Council fulfils its purpose through activities carried out by the executive officers, committees and volunteers (see Article 5: Duties and Responsibilities of Executive Officers and Article 6: Standing Committees) and through self-evaluation through the annual report and annual general meeting (see Article 12 and Article 13).

ARTICLE 3: GOVERNANCE AND MEMBERSHIP

The School Council uses a **Town Hall** Operating Style and/or Model of Governance

3.1 Decisions are made at regular, open meetings of the entire school community. The executive members act only to carry out the wishes of the assembly.

The School Council includes all parents of students at the school who wish to be members.

3.2 Membership in School Council shall have at least seven persons consisting of:

(a) Any parent, guardian or legal custodian of student(s) attending Prince of Wales School (hereinafter known as the school);

(b) Elected executive officers of School Council; the executive officers shall be elected from the parents, guardians or legal custodians of students at the annual general meeting and will remain in office until the close of business at the following annual general meeting.

(c) The Principal

(d) The Assistant Principal of the school or at least one teacher of the school; and,

(e) At least one community representative who does not fall under 3.2 (b).

ARTICLE 4: EXECUTIVE COMMITTEE

4.1 (a) Chairperson; (b) First Vice Chair; (c) Second Vice Chair; (d) Key Communicator; (e) Treasurer; and, (f) Secretary.

4.2 The executive committee shall:

(a) Establish the agenda for each School Council meeting; and,

(b) Liaise with the chairs of the various standing committees to encourage the sharing of information and coordination of activities.

4.3 Executive committee positions may be shared as long as it does not interfere with the efficient operation of School Council. School Council may also elect/appoint assistants to any of the executive officer positions.

4.4 A member of the executive may resign by written notice to the Council Chair and Principal (or if withdrawing member is the Council Chair, by written notice to the First Vice Chair and Principal).

4.5 Vacancies occurring in any position outlined in Article 4.1 shall be filled as soon as reasonably practicable, being elected or appointed at the next scheduled meeting, if possible.

4.6 No officer or member of the association shall receive any remuneration for their services unless specifically authorized during a meeting with prior notice given.

4.7 Any executive member may be removed from the executive at any time with cause by a majority vote of the executive whenever, in its judgement, the best interest of the School Council will be served.

ARTICLE 5: DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

The officers shall manage the affairs of the society as specified.

5.1 The **Council Chair** shall:

- (a) Preside over meetings;
- (b) Prepare, in consultation with the Principal and other members of the executive, an agenda prior to meetings;
- (c) Act as the official representative of School Council;
- (d) Act as a liaison between parents and the school administration to ensure cohesive communications;
- (e) Oversee standing committees ensuring they have the necessary resources to deliver on their respective mandates and have a voice at Council meetings;
- (f) Act as a co-signing authority on bank accounts;
- (g) Prepare and provide to the Principal and Calgary Board of Education Board of Trustees an annual report as required by the applicable regulations;
- (h) Provide administration with updated information for the school website and handbook;
- (i) Is the liaison with the Council of School Councils and the Alberta School Councils Association;;
- (j) Maintain Council binder and google drive with pertinent information; and,
- (k) Manage the School Council email account.

5.2 The **First Vice Chair** shall:

- (a) Assume the role of chair when and as required;
- (b) Oversee class coordinators and volunteer coordinator, ensuring they have the necessary resources to deliver on their respective mandates and have a voice at Executive and Council meetings;
- (c) Assume the role of vacant positions until filled;
- (d) Ensure there is at least one nominee for each of the electable executive positions before the annual general meeting;
- (e) Maintain Council binder and Google Docs with pertinent information; and,
- (f) Act as a co-signing authority on bank accounts.

5.3 The **Second Vice Chair** shall;

- (a) Assists Council members to support and maintain Council files, manuals and other support materials;
- (b) Conduct activities to build and maintain open and ongoing communication between the School Council, Friends of Parkland Way Association, and Prince of Wales parents and families;
- (c) Assist the First Vice Chair to carry out his or her activities, on an as required basis;
- (d) Maintain Council binder and USB with pertinent information; and,
- (e) Acts as a co-signing authority on bank accounts.

5.4 The **Key Communicator** shall;

- (a) Represent school parents by participating in Council of School Councils (COSC) information/discussion sessions (four/five times a year);

- (b) Review materials circulated by the CBE and share that material with Council, other parents, the Principal and community members;
- (c) Assist members of the Prince of Wales school community to obtain information, as required; refer parents to appropriate CBE and ASCA contacts in response to needs/concerns; provide feedback and input as requested on any system issues and activities;
- (d) Maintains Council binder and USB with pertinent information.

5.5 The **Treasurer** shall:

- (a) Represent, monitor and control all financial transactions and budgets of School Council;
- (b) Establish appropriate accounts for the control of all School Council funds;
- (c) Act as a co-signing authority on bank accounts;
- (d) Prepare and distribute an accounting of School Council's finances at Council meetings;
- (e) Prepare annual budget in conjunction with Council Chair to present for approval at the September meeting;
- (f) Prepare and present an annual financial statement at the end of the school term; and,
- (g) Maintains Council binder and USB with pertinent information for six years.

5.6 The **Secretary** shall:

- (a) Attend School Council meetings and record meeting minutes;
- (b) Provide a draft copy of minutes to administration and Council Chair for approval within seven to ten days of meetings;
- (c) Post one approved copy of minutes on the School Council bulletin board;
- (d) Act as liaison between the School Council and its fundraising entity by sitting as an executive member of the Friends of Parkland Way Society and reporting back to Council on Friends of Parkland Way Society activities as required;
- (e) In cooperation with executive and administration, post minutes to School's Website.
- (f) Maintains USB with minutes and pertinent information for seven years;
- (g) Maintain an accurate and up-to-date directory of executive and committee chairs; and,
- (h) Attend to any secretarial work required on behalf of school council.

ARTICLE 6: STANDING COMMITTEES

6.1 Standing and Ad hoc Committees (a committee created for a specific purpose rather than a long-standing one) are appointed each year by the Executive Committee. Committee chair positions that are needed to be up and running in September are filled at the May AGM or June meeting (i.e. Volunteer Coordinator, Grade 6, Community & Events and Safety & Wellness Committees). The remaining committees/chairpersons can be filled at the September Council meeting and be added throughout the year. Committees report on their activities at School Council meetings and have recommendations voted on when necessary. They meet outside of School Council meetings to complete their assigned tasks.

6.2 Standing committees

- (a) Volunteer Services (Volunteer coordinator)
- (b) Book Fair
- (c) Community Building, Social Events and Parent Programs. (Community & Events) (ie: Community updates, School & Social Events, Halloween Dance, Education Workshops)
- (d) Fun Lunch
- (e) Staff Appreciation
- (f) Safety & Wellness (Terry Fox, Safety & Wellness Updates, Movement Mondays, Sports Day)
- (g) Grade 6 Celebration
- (h) Grade 4 (Legacy) Celebration

6.3 Ad hoc committees only exist for the duration of completing a specific task or project, and will be formed as required, will be appointed by the executive committee. (ie: Operating Procedures Review Committee)

- (a) Ad hoc Committee for Outdoor Learning Space/Playground (Collaborate with School Admin, Grant writing, Fundraising with Friends of Parkland Way, Communication Updates for School Community; not a design team)

ARTICLE 7: DUTIES AND RESPONSIBILITIES OF OTHER DESIGNATED SCHOOL COUNCIL MEMBERS

7.1 The Principal shall:

- (a) Serve as the school and CBE representatives;
- (b) Report on curriculum, staffing, budget, school development plan, student needs and other pertinent school issues at School Council meetings; and,
- (c) Seek input from parents and community on major decisions that affect the school.

7.2 The Assistant Principal or teacher representative shall:

- (a) Be determined by the Principal and teachers;
- (b) Represent Prince of Wales teachers and staff at council meetings; and,
- (c) Report on School Council activities at school staff meetings,

7.3 The community representative is an optional position that is strongly encouraged. They shall:

- (a) Act as a resource to promote cooperative ventures between the community and the school that enhance student learning.

7.4 The volunteer coordinator shall:

- (a) Communicate volunteer opportunities and other School Council information for parents and community members electronically and on the School Council bulletin board;
- (b) Train and support volunteers in the school;
- (c) Maintain the volunteerpow gmail account, sending out monthly updates and monitoring/responding to emails;
- (d) Assist staff when identifying appropriate volunteers in the school; and,
- (e) Maintain council binder and google drive with pertinent information.

ARTICLE 8: FUNDRAISING SOCIETY

8.1 The Friends of Parkland Way Society shall be made up of parents or legal custodians of children attending Prince of Wales School and is the fundraising entity, independent of School Council.

8.2 School Council will be open and transparent in its interactions with Friends of Parkland Way Society.

ARTICLE 9: DECISION MAKING

9.1 Decisions at School Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

9.2 If a decision is made by a vote, the motion must be moved, and seconded and passed by the majority of the School Council members.

9.3 Voting is conducted by a show of hands.

9.4 Any member as defined by Article 3 is eligible to vote. Executive Chair withholds vote in case it's needed to break a tie.

9.5 If deemed appropriate by School Council, virtual/electronic voting will be allowed.

ARTICLE 10: QUORUM

10.1 A quorum shall exist if seven parent, guardian or legal custodian voting members in good standing of School Council are present. The Chair may reschedule any School Council meeting for which there is no quorum.

ARTICLE 11: MEETINGS

11.1 All School Council meetings shall be held at Prince of Wales School, unless otherwise agreed to by the School Council (Virtual meetings will be allowed, as deemed necessary by executive - see 9.5)

11.2 Regular School Council meetings will occur on a minimum of eight of 10 months that school is in session, the first meeting being held within 20 days from the start of the school year.

11.3 The Chair will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the executive and Principal as to the appropriateness of the item requested.

11.4 Special meetings of School Council may be called as deemed necessary by the Chair or Principal or upon presentation to the Chair of a petition signed by ten members of School Council. In such cases, members will receive published notice 14 days prior to the meeting date.

ARTICLE 12: ANNUAL GENERAL MEETING (AGM)

12.1 An annual general meeting will coincide with the May monthly meeting, unless otherwise voted by School Council. Members will receive written notice of the annual general meeting. The following will be presented to the membership:

- (a) Chair's report;
- (b) Principal's report;
- (c) Treasurer's preliminary report;
- (d) Election of incoming executive officers; and,
- (e) Friends of Parkland Way Society report.

ARTICLE 13: CHAIR'S ANNUAL REPORT

13.1 In accordance with the School Councils Regulation, the School Council, through the Chair, prepares and provides the school board with an annual report submitted by the 30th of June that includes:

- a) A summary of the School Council's activities for the year
- b) Financial statement

13.2 The School Council will make the annual report available to all members of the school community.

ARTICLE 14: AUDIT OF ACCOUNTS

14.1 The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Council elected for that purpose at the annual general meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor(s) at the first Council meeting of the next school year. The fiscal year of School Council shall be August 1 to July 31.

14.2 The books and records of the association may be inspected by any member of the association at the annual general meeting or at anytime giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the board shall at all times have access to such books and records.

ARTICLE 15: ETHICS

All School Council members shall:

- (a) Abide by the legislation that governs them;
- (b) Be guided by the mission statement of the school and School Council;
- (c) Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- (d) Practice the highest standards of honesty, accuracy, integrity and truth;
- (e) Recognize and respect the personal integrity of each member of the school community;
- (f) Declare any conflict of interest;
- (g) Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- (h) Apply democratic principles;
- (i) Consider the best interests of all students;

- (k) Respect the confidential nature of school business and respect limitations this may place on the operation of the School Council;
- (l) School Council shall adhere to the Personal Information Protection Act and as such, shall not disclose confidential information than those of School Council business;
- (m) Limit discussions at School Council meetings to matters of concern to the school community as a whole;
- (n) Use the appropriate communications channels when questions or concerns arise;
- (o) Promote high standards of ethical practice within the school community;
- (p) Accept accountability for decisions; and,
- (q) Not accept payment for School Council activities.

ARTICLE 16: CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations.

ARTICLE 17: DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may choose to establish and advisory to perform some or all of the duties of the School Council until the next school year. The Principal will perform the duties as outlined in the Alberta Provincial Legislation with respect to the reestablishment of the School Council within forty school days after the start of the next school year.

ARTICLE 18: REVIEWS AND AMENDMENTS

18.1 Operating Procedures will be reviewed for their relevance annually by the Council Executive or by a committee established expressly for that purpose.

18.2 Amendments shall require a special resolution and a 77% majority vote of those School Council members who are in attendance at a Council meeting. Members shall receive written notice of the proposed amendment at least 14 days prior to the meeting date.

- APPROVAL -

These Operating Procedures have been amended and accepted by a majority of the members entitled to vote at the May 8th, 2025 Prince of Wales School Council meeting.

Prepared By First Chair - Devon Tamblyn

Chair - Miranda Wu

Secretary - Andrea Legault & Hannah Knibbs

Principal - Shelly Gelfand