

PRINCE OF WALES SCHOOL COUNCIL

BYLAWS / OPERATING PROCEDURES

May 2026

ARTICLE 1: NAME OF ORGANIZATION

1.1 Prince of Wales School Council (School Council)

ARTICLE 2: SCHOOL COUNCIL OBJECTIVES

2.1 The objectives of the School Council are to:

- (a) Advise the Principal and Calgary Board of Education (CBE) on matters related to the school;
- (b) Provide a forum for parent and community engagement;
- (c) Support student success by aligning with the School Development Plan;
- (d) Facilitate communication between families, the school, and the broader community;
- (e) Support school initiatives in a manner consistent with School Council's advisory role.

2.2 School Council provides a structure through which parents, administration, teachers, students, and community members can engage in meaningful dialogue about education.

2.3 School Council fulfills its purpose through the activities of the Executive, Committees, and volunteers, as well as through annual reporting and the Annual General Meeting (AGM).

2.4 School Council does not:

- (a) Participate in school management or operational decision-making;
 - (b) Address individual student, staff, or personnel matters;
 - (c) Act as a fundraising body, although it may support and communicate fundraising initiatives;
 - (d) Replace the authority of the Principal or Calgary Board of Education.
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ARTICLE 3: GOVERNANCE AND MEMBERSHIP

3.1 School Council operates using a Town Hall model of governance. Decisions are made at open meetings, and the Executive facilitates the work of the Council in accordance with member input.

3.2 Membership includes:

- (a) Parents/guardians of students attending the school;
 - (b) Elected Executive members;
 - (c) The Principal;
 - (d) A teacher representative;
 - (e) A community representative (recommended).
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ARTICLE 4: EXECUTIVE COMMITTEE

4.1 The Executive Committee consists of:

- (a) Chair
- (b) Vice Chair
- (c) Key Communicator
- (d) Treasurer
- (e) Secretary

4.2 The Executive shall:

- (a) Establish meeting agendas;
- (b) Coordinate with Committee Chairs;
- (c) Support effective communication and Council operations within an advisory capacity.

4.3 Executive roles may be shared where appropriate, provided effective operation is maintained.

- The Vice Chair may serve as **Co-Chair**, sharing responsibilities with the Chair, if approved by a majority vote of School Council.
- In a Co-Chair model, responsibilities and decision-making authority will be clearly defined and mutually agreed upon.
- Assistants may be appointed to support Executive roles as needed.

4.4 Resignations must be submitted in writing to the Chair and Principal (or to the Vice Chair if the Chair is resigning).

4.5 Vacancies will be filled as soon as reasonably possible.

4.6 No Executive member shall receive compensation unless approved by School Council.

4.7 Executive members may be removed by majority vote where it is in the best interest of School Council.

ARTICLE 5: DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

5.0 Time Commitment Guidelines

Executive roles typically require **5–10 hours per month**, with increased time during peak periods.

Committee roles typically require **1–5 hours per month**, depending on activities and events.

All roles operate within the **advisory scope of School Council** and support, rather than direct, school operations.

5.1 Chair

- (a) Preside over meetings;
 - (b) Prepare agendas with Administration and Executive;
 - (c) Act as official representative of School Council;
 - (d) Facilitate communication between parents and administration;
 - (e) Ensure alignment with CBE policies and the School Development Plan;
 - (f) Support Committees in a non-operational capacity;
 - (g) Act as signing authority;
 - (h) Prepare and present the annual report;
 - (i) Maintain Council records and communications;
 - (j) Liaise with COSC and ASCA.
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5.2 Vice Chair

- (a) Act in place of the Chair when required;
 - (b) May serve as **Co-Chair**, if approved by School Council;
 - (c) Support Volunteer Coordinator(s) and Class Coordinators;
 - (d) Fill vacant roles on an interim basis;
 - (e) Ensure nominees for Executive roles prior to the AGM;
 - (f) Support communication between School Council, Friends of Parkland Way Society, and families;
 - (g) Maintain Council records;
 - (h) Act as signing authority;
 - (i) Support compliance with privacy requirements, including appropriate handling of personal information in accordance with applicable legislation.
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5.3 Key Communicator

- (a) Attend COSC meetings (4–5 per year);
 - (b) Share CBE information with Council and the school community;
 - (c) Support parents in accessing resources;
 - (d) Maintain relevant records.
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5.4 Treasurer

- (a) Manage financial reporting and oversight;
 - (b) Maintain accounts and financial controls;
 - (c) Act as signing authority;
 - (d) Present financial updates;
 - (e) Prepare annual budget and year-end financial statement;
 - (f) Maintain financial records (minimum seven years).
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5.5 Secretary

- (a) Record meeting minutes;
 - (b) Distribute draft minutes within 7–10 days;
 - (c) Ensure approved minutes are published;
 - (d) Maintain records and directories;
 - (e) Liaise with Friends of Parkland Way Society;
 - (f) Maintain official documentation;
 - (g) Ensure records containing personal information are managed in accordance with applicable privacy legislation.
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ARTICLE 6: STANDING AND AD HOC COMMITTEES

6.1 Committees are established annually by the Executive.

- Key roles should be filled at the May AGM or June meeting.
- Additional roles may be filled in September or throughout the year.
- Committees report to School Council and meet as required.

6.2 Standing Committees may include:

- (a) Volunteer Coordinator(s)
- (b) Book Fair
- (c) Events & Programs
- (d) Fun Lunch
- (e) Staff Appreciation
- (f) Safety & Wellness
- (g) Grade 4 Year-End Celebration

6.3 Committees operate in a **support capacity**, assisting with school and community initiatives in collaboration with administration.

6.4 Ad hoc committees may be formed for specific purposes and dissolve upon completion.

ARTICLE 7: SCHOOL REPRESENTATIVES

School-based representatives are not elected positions and participate in School Council in accordance with CBE guidelines.

7.1 Principal

- (a) Provides leadership for the school, including instructional direction and operations;
 - (b) Works collaboratively with School Council to support student success;
 - (c) Seeks input from parents and the community on decisions that impact the school;
 - (d) Supports opportunities for parent and community engagement;
 - (e) Shares information regarding school programs and student needs.
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7.2 Teacher Representative

- (a) Represents school staff at School Council;
 - (b) Works with the Principal to provide information to Council;
 - (c) Supports communication between staff and School Council;
 - (d) May be a rotating role among teaching staff.
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7.3 Community Representative

- (a) Encouraged role;
 - (b) Supports connections between the school and community.
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7.4 Volunteer Coordinator

- (a) Communicates volunteer opportunities;
 - (b) Recruits and supports volunteers;
 - (c) Maintains communication channels;
 - (d) Coordinates with administration;
 - (e) Maintains volunteer records.
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ARTICLE 8: FUNDRAISING SOCIETY

8.1 Friends of Parkland Way Society operates as an independent fundraising body.

8.2 School Council does not directly conduct fundraising and maintains open and transparent collaboration with the Society.

ARTICLE 9: DECISION MAKING

- Consensus preferred
 - Majority vote when required
 - Chair votes only to break ties
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ARTICLE 10: QUORUM

10.1 Quorum shall be a minimum of seven voting members, the majority of whom must be parents/guardians of students attending the school.

ARTICLE 11: MEETINGS

- Minimum eight meetings per year
 - Open to all parents
 - May be held in person or virtually
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ARTICLE 12: ANNUAL GENERAL MEETING (AGM)

Held in May and includes:

- (a) Chair's Report
- (b) Principal's Report
- (c) Treasurer's Report
- (d) Election of Executive
- (e) Friends of Parkland Way Society Report
- (f) Review and approval of financial statements

- (g) Discussion of significant school or community matters requiring parent input
 - (h) Proposed amendments to bylaws or operating procedures
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ARTICLE 13: ANNUAL REPORT

Includes:

- Summary of activities
 - Financial statement
 - Record of meeting minutes
 - Alignment with school priorities and student success
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ARTICLE 14: AUDIT

Financial records are reviewed annually and available upon reasonable request.

ARTICLE 15: ETHICS AND PRIVACY

Members shall:

- Act with integrity and transparency
 - Respect confidentiality
 - Declare conflicts of interest
 - Act in the best interest of students
 - Follow applicable legislation and CBE policies
 - Handle personal information in accordance with the Personal Information Protection Act (PIPA)
 - Use personal information only for School Council purposes
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ARTICLE 16: CONFLICT RESOLUTION

Council follows CBE conflict resolution policies.

ARTICLE 17: DISSOLUTION

Only the Minister of Education may dissolve School Council.

ARTICLE 18: REVIEW AND AMENDMENTS

- Reviewed annually
 - Amendments require 77% approval with notice
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ARTICLE 19: ROLE TRANSITION AND HANDOVER

19.1 Purpose

To ensure continuity and effective operation of School Council.

19.2 Transition Process

Outgoing members support incoming members through meetings, documentation, and guidance.

19.3 Documentation

All records must be maintained and transferred via shared digital storage.

19.4 Orientation

Incoming members receive role overview and key information.

19.5 Continuity

Outgoing members may provide short-term support; vacant roles are temporarily assigned.

- APPROVAL -

These Operating Procedures have been amended and accepted by a majority of the members entitled to vote at the May 7th, 2026 Prince of Wales School Council meeting.

Prepared By Vice Chair - Devon Tamblyn
Chair - Miranda Wu
Secretary - Andrea Legault & Sarah McKenzie
Principal - Poppy Johnson