

**University Elementary School Council  
Bylaws  
(Amended by special resolution March/2021)**

**Name**

1. The name of the school council is *University Elementary School Council*.

**Mission**

2. The school council's mission is to foster the well-being and effectiveness of our school community and to enhance student learning.

**Role**

3. In keeping with the *School Act* and the *School Councils Regulation*, the school council's role is as follows:
  - (a) to advise the staff and principal of University Elementary School (the "school") and the Calgary Board of Education (the "board") respecting any matter relating to the school,
  - (b) to perform any duty or function delegated to it by the board,
  - (c) to consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister, and
  - (d) to 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 board and the superintendent.

**Membership**

4. The membership of the school council will consist of the following:
  - (a) the principal of the school,
  - (b) teachers of the school,
  - (c) parents or guardians of students enrolled in the school,
  - (d) students enrolled in the school,
  - (e) parents or guardians of students enrolled in the pre-school program at the school and
  - (f) any person who otherwise has an interest or connection to the school.

### **Steering Committee**

5. The membership of the steering committee of school council will consist of the following:
  - (a) the principal of the school,
  - (b) at least one teacher of the school elected by the teachers at the school,
  - (c) at least four parents or guardians of students from the school elected by parents at the first meeting of school council in the school year, and
  - (d) either
    - (i) a parent or guardian of a child enrolled in the kindergarten program at the school, or
    - (ii) a person who has an interest in the school who have been appointed by the members referred to in section 5(a), (b), and (c).
6. The steering committee will
  - (a) carry out the day-to-day operations of the school council and
  - (b) prepare and provide annually to the board, a report (the “annual report”) that will
    - (i) summarize the activities carried out by the school council for the school year,
    - (ii) include a financial statement relating to any money handled by the school council during that school year, and
    - (iii) include a copy of the minutes for each meeting of the school council held during that school year.
7. The members of the steering committee will be elected for a one-year term commencing from the first meeting of the school council held in September of each school year.
8. The steering committee will elect from its membership the following officers: a chair, a vice-chair, a secretary and a communications coordinator. The duties of the officers will be as follows:
  - (a) The Chair will
    - (i) plan the agenda for meetings and facilitate meetings; and

- (ii) act as a spokesperson for school council,
  - (iii) serve as an Alberta Home and Schools Council's representative and attend area meetings or, if the chair cannot attend an area meeting, arrange for another member to attend the area meeting, and
  - (iv) ensure that the annual report to the board is submitted.
- (b) The Vice-Chair will
  - (i) assist the Chair with duties as assigned, and
  - (ii) in the absence of the Chair, assume the duties of the Chair.
- (c) The Secretary will
  - (i) keep accurate minutes and records of steering committee and school council meetings, and
  - (ii) keep an accurate list of names and contact information of the steering committee members.
- (d) The Communications Coordinator will
  - (i) prepare submissions to the newsletter on behalf of school council,
  - (ii) prepare submissions for the school council portion of the school's website, and
  - (iii) review correspondence to school council from Home and School Association and other sources and distribute the correspondence to the appropriate person.
- 9. In addition to the position of the officers, the steering committee (in consultation with members of school council) may create other positions and committees, assign titles and responsibilities to those positions and committees and appoint or elect members from the steering committee or the school council to fill those positions and committees as necessary.
- 10. With the exception of the position filled by the principal, the steering committee may appoint qualified persons to fill vacancies on the steering committee until the appropriate constituents can fill the vacancy or until persons can be elected at the next meeting of the school council.

## Meetings

11. The first meeting of school council for each school year will be held in September either in person or online unless otherwise decided by the Council. At that first meeting the members of school council will elect the members of the steering committee.
12. The school council will meet at least every other month throughout the school year for a minimum of 5 meetings. If a meeting is cancelled due to a storm or hazardous road conditions, the meeting can be rescheduled or held online and additional meetings may be arranged if needed for Council business.
13. The steering committee will give notice of school council meetings through the school's newsletter and by other means that the steering committee considers advisable. Notice of a meeting must be sent out at least 5 days in advance of the meeting unless the purpose of the meeting is to amend the bylaws, in which case the notice must be sent out at least 21 days in advance of the meeting.
14. Quorum for school council meetings will be 50% of the membership of the steering committee, and if no steering committee has been formed, then quorum will be 7 parents or guardians of students enrolled at the school. In the event that a meeting cannot be held or the quorum of 7 is not met, due to government emergencies, global pandemics, health reasons or timeliness, the Chair may hold a vote via email with elected Parent Members.
15. The steering committee, through the Chair, will plan the agenda for each meeting. Unless the meeting is called for a special purpose,
  - (a) the principal and teachers from each grade group (ie. preschool, 1/2, 3/4, 5/6) will provide a summary of activities carried out by the school since the previous school council meeting, and
  - (b) all school council members will be entitled to add items to the agenda that the member believes school council should discuss.
16. At least once during each school year the school council will meet to consider
  - (a) the financial statements of the previous school year,
  - (b) the plans and budget for the next school year,
  - (c) any proposed bylaw amendments, and
  - (d) any major issue affecting the school that a member believes parents, guardians and students should have input on.
17. (a) 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.

(b) If a vote is taken, the motion must be moved and seconded and passed by 51% of the members of school council who are at the meeting. The motion must be

stated clearly and recorded as such in the minutes of the meeting and the minutes must reflect whether the motion was passed or defeated.

- (c) All members of the school council will be entitled to vote at the meeting unless the member has a conflict of interest relating to the matter being voted on, in which case the member must advise the meeting of the conflict and refrain from voting.

#### **Amendments to the By-laws**

18. The bylaws remain in force from year to year unless amended at a meeting of school council.
19. Notice of proposed bylaw amendments must be provided at least 21 days in advance of the meeting at which any bylaw amendments are approved. The notice must include the full text of the proposed bylaw amendment and be provided to any member on request.

#### **Conflict Resolution Procedures**

20. In accordance with the *School Act*, the school council will abide by any conflict resolution procedures outlined by the board.