

ROBERT THIRSK HIGH SCHOOL COUNCIL BYLAWS

1. NAME

The name of the School Council shall be Robert Thirsk High School Council.

2. MISSION

To foster the well-being and effectiveness of our school community and to enhance student learning.

3. GOALS

The goals of the School Council, in keeping with the *School Act* and the *School Councils Regulation* and the Calgary Board of Education (CBE) administrative regulations (CBE Regulations) that apply to School Councils, are to:

- A. provide advice (i.e., input) to the school principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions and budget allocations to meet student needs;
- B. stimulate continuous improvement in meaningful involvement by all members of the school community;
- C. facilitate collaboration among concerned participants of the school community;
- D. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning; and
- E. facilitate communication with the Board of Trustees, parents, other educational stakeholders and the community.

4. MEMBERSHIP

- A. The membership of the School Council shall consist of:
 - I. the parents and guardians of students enrolled in Robert Thirsk High School;
 - II. the principal of Robert Thirsk High School;
 - III. a teacher selected by the teachers of Robert Thirsk High School;
 - IV. a student or students selected by the student body of Robert Thirsk High School;
 - V. local community members interested in promoting public education and the success of Robert Thirsk School Council who have been approved for membership by the executive committee.
- B. Voting members are parents and guardians of students enrolled at Robert Thirsk High School in attendance at the meeting. A single vote will also be given to one teacher representative, one student representative, and one community representative present at the meeting. Parents shall represent the majority of voting members at all times.
- C. The School Council must have at least one teacher representative and one student representative as per the Alberta School Councils Regulation and with CBE Regulation.

5. GOVERNANCE

- A. The positions of the executive committee shall consist of the:
 - I. Chair
 - II. Vice Chair
 - III. Secretary
- B. All executive positions must be filled by the parents and guardians of students enrolled at Robert Thirsk High School.
- C. Any parent and guardian of a student enrolled at Robert Thirsk High School is eligible to be elected to an executive position on School Council.
- D. The executive of School Council shall be elected by parents and guardians of students enrolled at Robert Thirsk High School attending the Annual General Meeting (AGM) or at the first School Council meeting by School Council members with voting in accordance with section 4.B.
- E. Candidates will put their names forward. In the event that only one person is willing to fill the position the individual shall be elected by unanimous consent. If more than one person seeks election to one position each candidate will be given 3 minutes to address the meeting and express his or her suitability for the position. An election by virtual polling or secret ballot will follow. The presiding chair and the principal will tally the votes. The individual with the most votes shall be declared elected.
- F. The executive committee will carry out the day-to-day operation of the School Council.

6. DECISION MAKING

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

7. QUORUM

Quorum will be attained when a minimum of six voting members, including two members of the executive and a school administration representative, are present at the meeting.

8. DUTIES OF THE EXECUTIVE

- A. CHAIR - The Chair plans meetings and prepares agendas, facilitates School Council meetings, acts as spokesperson for the School Council (unless otherwise delegated) and supports the School Council. The chair serves as the Alberta Schools Council's representative. The chair ensures the Calgary Board of Trustees receives an annual report from School Council.
- B. VICE CHAIR - The Vice Chair assists the Chair with duties as assigned, and in the absence of the Chair, assumes the duties of the Chair. The Vice Chair may assume responsibility, in consultation with School Council, for communicating with the fundraising society (Robert Thirsk School Society).
- C. SECRETARY - The secretary keeps accurate minutes and records of School Council meetings, documents and files all correspondence and communications and keeps an attendance list of School Council members in compliance with the Personal Information Protection Act (**PIPA**). The secretary ensures all materials relating to the Robert Thirsk High School Council, including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in Robert Thirsk High School.

9. VACANCIES

With the exception of the School Council positions filled by the principal and the teacher representative, the School Council may appoint School Council members and/or school community members to fill vacancies until the election at the next AGM.

10. TERMS

- A. The term of office for all executive officers is from the AGM one year to the AGM the following year.
- B. The maximum length of term for each executive member in the same position is two years.

11. COMMITTEES

A School Council may appoint committees that consist of School Council members, including local community members. Committees report on their activities at School Council meetings and meet outside of School Council meetings to complete their assigned tasks.

12. MEETINGS

- A. The School Council will meet a minimum of six times during the school year.
- B. Regular meeting dates will be determined in consultation with the principal and School Council members in the beginning of the school year.
- C. Meetings will take place at the school. If the school is not available, meetings may be held via a virtual platform.
- D. Special meetings of the School Council may be called by the executive or at the written request of 20 parents, guardians, or legal representatives of students enrolled at Robert Thirsk High School.

13. CONFLICT RESOLUTION

The School Council shall apply every effort to resolve internal conflicts. . A special meeting with all parties involved may be called by the executive.

If a dispute between the principal and the school council, or any of its members, about school council operations cannot be resolved, the matter shall be resolved in accordance with the process set out in CBE Administrative Regulation 5001 – *School Councils and School Parent/Societies* and the decision of the Chief Superintendent shall be final.

If a dispute between any members of the school council (other than between the principal and one or more of its members) cannot be resolved, the Chair (or if the Chair is involved in the dispute, the Vice President) shall attempt to resolve the internal conflicts, using the steps outlined in the "Let's Talk: A Guide to Resolving Workplace Conflicts" from the Government of Alberta. If the parties are not satisfied with the resolution of the Chair (or the Vice President), any party involved in the dispute may refer the matter to the Alberta School Councils' Association for the appointment of a facilitator who may meet with the parties either independently or together, as the facilitator determines, for the purpose of attempting to resolve the dispute in a timely manner. The decision of the facilitator shall be final.

14. NOTICES

- A. The School Council will post minutes of School Council meetings on the Robert Thirsk Virtual Learning Commons (school website from preceding council meetings and the agenda for the upcoming meeting prior to such meeting). Meeting notices will be sent via email to all current members.
- B. If a motion is brought forward at a meeting as a part of regular business it will move forward, unless members consider it of an important nature.
- C. In order for business to be considered of an important nature, a motion must be made by a member to hold the vote over to the following meeting and a vote must be held on the motion.
- D. The School Council will give at least seven days' notice on the Robert Thirsk Virtual Learning Commons of upcoming motions that are of an important nature.
- E. Time Sensitive Votes - If an emergent item arises between School Council meetings or if quorum is not attained, a motion may be made by email to the School Council contact list of members with a chance to respond within 48 hours and after that period has elapsed a majority vote will rule.

15. ANNUAL GENERAL MEETING (AGM)

- A. The AGM of the School Council will be held in September of each year, unless otherwise determined by a majority vote of School Council.
- B. The meeting will be advertised at the beginning of the school year until the date of the AGM. Notices will also be posted electronically on the Robert Thirsk Virtual Learning Commons (school website) and in such other ways as determined necessary to comply with the Act. A meeting notice will also be sent via email to all current members.
- C. The business of the AGM shall include:
 - I. election of School Council executive members; and
 - II. acceptance of proposed bylaws/operating procedures amendments.

16. ANNUAL REPORT

- A. In accordance with School Councils Regulation, the School Council, through the Chair, prepares and provides the school board with an annual report submitted to the CBE by September 30th that includes a summary of School Council's activities of the previous year.
- B. The School Council will make the annual report available to all members of the school community.

17. AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

- A. The bylaws remain in force from year to year, unless amended at the AGM.
- B. The bylaws of the School Council may be amended by a majority vote of the voting members of the School Council present at an AGM.
- C. Notice of proposed bylaw amendments must be included with the notice of the AGM.

18. CODE OF 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;
- J. respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council;
- K. not disclose confidential information;
- L. limit discussions at School Council meetings to matters of concern to the school community as a whole;
- M. use the appropriate communication channels when questions or concerns arise;
- N. promote high standards of ethical practice within the school community;
- O. accept accountability for decisions; and
- P. not accept payment for School Council activities.

19. PRIVACY

- A. The School Council shall adhere to the PIPA.
- B. The School Council shall not share or use personal information for purposes other than those of School Council business and only in compliance with PIPA.

20. POLICIES

- A. The School Council may develop policy for the duration of their term.
- B. The policies of School Council will be reviewed regularly and changes or amendments made as determined necessary or advisable.

21. SCHOOL SOCIETY FUNDRAISING

The School Council will communicate regularly and promote productive, open and transparent relations with the Robert Thirsk School Society to support activities which are in the best interest of the school and to solicit support financially to meet the needs and goals of the school, its teachers and staff and its students. All fundraising programs that would require a gaming license from the Alberta Gaming and Liquor Commission (AGLC) fall under the Robert Thirsk School Society.

22. 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 an advisory committee 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 Alberta provincial legislation with respect to the re-establishment of the School Council within forty (40) school days after the start of the next school year.