

CAPPY SMART SCHOOL COUNCIL BYLAWS

Date Accepted: Nov 4, 2021

OFFICIAL NAME:

1. The name of the school council shall be Cappy Smart School Council.

MISSION:

2. To foster the well-being and effectiveness of our school community and to enhance student learning by focusing on what is in the best interest of all the students and their learning.

GOALS:

3. The goals of the school council, in keeping with the School Act and the School Councils Regulation are to:
 - a) Provide advice (i.e. Input) to the staff and 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 the development of a common vision for our school.
 - d) Facilitate a formal performance evaluation of our school council and communicate the results of this evaluation to the school board and the school community. Keeping the school board informed – in cooperation with the principal – of the needs of the school.
 - e) Facilitate communication with educational stakeholders and the community.

GOVERNANCE AND MEMBERSHIP

4. The membership of the school council shall consist of:
 - a) The parents of students enrolled in Cappy Smart School
 - b) The principal of Cappy Smart School
 - c) Teachers and support staff of Cappy Smart School
 - d) Members of the community
5. **Part 1.** The positions of the executive committee shall consist of:
 - a) A chairperson, vice chairperson, secretary and treasurer.
 - b) All executive positions must be filled by parents of students enrolled at Cappy Smart School.

- c) Every member of the school council and/or parent of a student enrolled at Cappy Smart School or children in the Early Childhood Services Program are eligible to be elected to an executive position on school council.
- d) The terms of office are the annual general meeting to the following annual general meeting.
- e) The executive committee of school council can be elected by parents of students enrolled at Cappy Smart School attending the annual general meeting or at a school council meeting by school council members.

Part 2. a) The executive committee will prepare the agenda for the general meeting and circulate minutes of the same.

b) The executive committee will carry out the day-to-day operation of the school council.

DECISION-MAKING

- 6. Decisions at school council meetings will be made by consensus as much as possible.
 - a) 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 must be moved and seconded and passed by the majority of school council members.

QUORUM

- 7. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in Cappy Smart School.

DUTIES OF THE EXECUTIVE

- 8. **A) THE CHAIR:** The chairperson 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 School Council's representative. The chair ensures the school administration (Board of Trustees) receives an annual report from the school council.
- B) THE VICE-CHAIR:** The vice-chairperson assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy Officer of the school council and manages personal information in compliance with PIPA. The vice-chair ensures all materials relating to the Cappy Smart School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public upon request.
- C) THE SECRETARY:** The secretary keeps accurate minutes and records of school council meetings, distributing the same within 1 week of the held meeting, and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA).

D) THE TREASURER: The treasurer keeps records of the financial transactions of the school council, reports to the school council and complies with school council and school board policies.

VACANCIES

9. With the exception of the school council position filled by the principal, the school council may appoint school council members and/or school community members to fill vacancies until the election at the next annual general meeting.

COMMITTEES

10. The school council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.

MEETINGS

11. a) The first meeting of the school council is held within 30 school days of the first day of school.
b) The school council will meet a minimum of seven times during the school year.
c) Regular meeting dates will be determined by school council members attending the first meeting and/or by the executive of the school council.
d) Meetings will take place at the school and/or on a virtual platform, such as Microsoft Teams.
e) Special meetings of the school council may be called by the executive or at the written request of 10 parents of students enrolled at Cappy Smart School.

ANNUAL GENERAL MEETING

12. a) The annual general meeting of the school council will be held before Oct 31.
b) The meeting will be advertised via school Messenger emails, and Facebook within a month of the AGM date.
c) All parents of students attending Cappy Smart School are eligible for election.
d) All parents of students attending the Cappy Smart School are eligible to vote at the AGM.
f) The business of the AGM shall include:
 - Election of the executive committee (chair, vice-chair, secretary, treasurer)
 - Proposed bylaws and/or operating procedures amendments.
 - Motion to accept a financial statement of the previous year.
 - Update (change) email password and communicate this to the new executive committee.
 - Plans and budget for the upcoming year.
 - Discussion of any major issues in which parents should have input, such as:

- o Changes to the vision or mission statement of the school
- o Major changes in the school program or focus
- o Formal evaluation of the school council

ANNUAL REPORT

13. A) In accordance with School Councils Regulation, the school council, through the chair, prepares and provides the school board with an annual report submitted by Sep 30th that includes:

- a summary of school council's activities of the previous year
- a financial statement
- a copy of the minutes of each meeting

B) The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

14. 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 school council at an AGM.

c) Current copy of bylaws as well as notice of proposed bylaw amendments must be circulated with the notice of the AGM sent by Messenger email to parents.

CODE OF ETHICS

15. All school council members shall:

- abide by the legislation that governs them
- be guided by the mission statement of the school and school council
- endeavor to be familiar with school policies and operating practices and act in accordance with them
- practice the highest standard of honesty, accuracy, integrity and truth
- recognize and respect the personal integrity of each member of the school community
- declare any conflict of interest
- encourage a positive atmosphere in which individual contributions are encouraged and valued
- apply democratic principles
- consider the best interests of all students
- respect the confidential nature of school business and respect limitations this may place on the operation of school council, not disclose confidential information, will respect PIPA
- limit discussions at school council meetings to matters of concern to the school community as a whole

- use the appropriate communication channels when questions or concerns arise
- promote high standards of ethical practice within the school community
- accept accountability for decisions
- not accept gratuities or an income for school council activities.

PRIVACY

16. a) School council shall adhere to the Personal Information Protection Act (PIPA)
- b) School council shall not share personal information for purposes other than those of school council business.

POLICIES

17. a) School council may develop policy for the duration of their term.
- b) The policies of the school council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new school council and its term.

SCHOOL COUNCIL FUNDRAISING

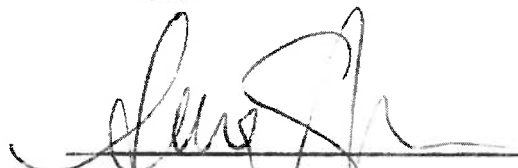
18. a) School council can fundraise and funds can be kept in a school council bank account or given to the school.
- b) School council funds given to the school will be subject to the school board's policy on school council fundraising.

Bylaws hereby accepted by vote on November 4, 2021.



Cecile Krambeck (Chairperson)

Date Signed: Feb 11, 2022



Anna Stakenvicius (Secretary-Treasurer)

Date Signed: Feb 11, 2022