



COUNCIL

BRIDLEWOOD SCHOOL PARENT

Organizational Documents

The following organizational documents collectively make up the Bridlewood School Council Constitution and Bylaws and consist of:

1. Certification of Establishment
2. Statement of Intent
 - ❖ Our Mission
 - ❖ Our Vision
 - ❖ Our Guiding Principles
 - ❖ Our Goals
 - ❖ Mandate
 - ❖ Code of Ethics
3. Bylaws



COUNCIL

BRIDLEWOOD SCHOOL PARENT

Certificate of Establishment

School: Bridlewood School

Establishment Date: September 14, 2010

Name of School Council: Bridlewood School Parent Council

The Principal and Chair by their signatures certify the establishment of a School Council, formed by way of a properly constituted Establish Meeting held on September 14, 2010 at which:

1. a Chair and recording secretary were selected;
2. five (5) or more Parents were in attendance and a majority of Parents voting:
 - ❖ decide on the governance model for the School Council
 - ❖ decide on the size of the School Council Executive
 - ❖ decide on the term of office of each member of the School Council Executive
 - ❖ elect the initial Members of the Executive

Dated as of _____ and certified to be true and correct by our signatures.

Principal's Signature

Print Name

Chair's Signature

Print Name



COUNCIL

BRIDLEWOOD SCHOOL PARENT

Statement of Intent

SCHOOL COUNCIL MISSION

To ensure everything we do is in the best interest of the students enrolled at Bridlewood School and that all our activities ultimately contribute to and enhance student learning. The bottom line is we are going to be there for our children in what ever capacity we are able.

VISION

Recognizing the family-school partnership our vision is to develop self-confident, reflective individuals who, while working in an academic environment strive to achieve personal and interpersonal excellence to meet life's challenge in a global community. Research and everyday experience tells educators that involving parents in their child's education positively influences their child's learning. The school council has the potential to play a valuable role in the success of our school.

A school is often viewed as the heart of the community it serves. In our leadership role, School Council wishes to support the values and expectations of students, teachers, parents, non-parent community members, business leaders and the general public. *"It takes a whole community to raise a child."* This has significant meaning for you, your school and community. The community can support the work of our school only if it is aware of what is going on. It is important to keep the community informed of the good news as well as the news that is not so positive. A community that understands the school and is involved in the serious business of the school tends to feel a sense of ownership for the school. This sense of ownership generates an enthusiasm and willingness to commit time, resources and energy to support the school in achieving its short and long-term goals.

We envision our School Council as a vehicle to promote the spirit of community among all stakeholders. Parents are vital to the continued strength of our education system and their involvement plays an important role in student success. Through involvement in School Councils parents have an opportunity to influence the delivery and outcomes of school programs. The Government of Alberta recognizes the right and responsibility of parents and the community to be involved in the education of their children. Parents,

community members and school staff, through the vehicle of School Councils, have a means of involvement in decisions that impact student learning.

GUIDING PRINCIPLES and GOALS

Students will be more successful learners when all participate of our school community (students, parents, teachers and principals) work together to support, enable, enhance and promote the effectiveness of our school.

Each of the partners has a distinct role to play in the educational process and the best possible education for the students can only be attained if all partners work together in a productive manner.

Effective partners are built on understanding, trust and mutual respect and these are best fostered by honest, open and constructive communication.

The success of our school is dependant upon all the partners working together to state and achieve a shared vision.

To promote communication between parents and school staff and to provide an effective forum for discussion of school philosophy, educational programs and issues of parental or staff concern.

To provide opportunities for parents to become aware of current educational trends, topics and issues.

To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.

To encourage a sense of community fellowship among parents, staff and students.

To encourage and provide appropriate support for special programs operating within the school.

To initiate and carry out programs designed to enhance the social or educational programs of the school in consultation with administration and staff.

To develop and implement fundraising activities.

To be ambassadors for the school and to encourage parental and staff involvement within the School Council.

Our School's shared vision must:

- ❖ be based on current, relevant and meaningful information;
- ❖ focus on the collective needs of the students in our school;
- ❖ address the educational needs unique to the students at our school, while staying within the parameters of our regional and provincial standards and curriculum;
- ❖ represent a preferred future that is attainable, desirable, yet ideal.

Effective communication strategies are the cornerstone upon which our School Council is built. Therefore, we believe:

The Bridlewood School Parent Council Documents as presented 9/13/2010.

- ❖ all participants of our school community must have the opportunity to provide information to our School Council in a variety of ways e.g. surveys, committees, attending Council meetings and/or any other method deemed appropriate by Parent Council;
- ❖ all participants of our school community should be given a reasonable opportunity to respond in a timely fashion depending on the circumstances of the issue at hand and
- ❖ our School Council must communicate to all participants of our school community the reasons and justification for any decision made by our School Council and the principles upon which those decisions were based.

MANDATE

Through school councils, Albertans have the opportunity to advise the principal and the school board respecting any matter relating to the school. School councils are collective associations of parents, teachers, principals, staff and community representative(s) who work together to effectively support and enhance student learning. They provide one means for members of the school community to provide advice and consult with the principal and to advise the board.

The School Council will provide ideas and opinions to assist the Principal in making decisions that affect the school and will consult with the school administration on issues regarding school philosophy, educational programs and any other issues related to regulations that would come under School Council responsibilities as defined by the Calgary Board of Education and the Alberta Education policies. These responsibilities are included in Appendix B.

The School Council will not deal with personal/confidential issues which affect individual staff members, students, or School Council members.

The School Council will respect the roles of the School staff, each of which has professional and legal responsibilities in accordance with the school system.

The School Council will consult with administration before initiating any activities.

Code of Ethics for School Council Members

All members shall:

- ❖ abide by the legislation that governs them
- ❖ be guided by the mission statement of the school and school council
- ❖ endeavour to be familiar with school policies and operating practices and act in accordance with them
- ❖ practise the highest standards 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 some school business and respect limitations this may place on the operation of the school council
- ❖ do not disclose confidential information
- ❖ 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

- ❖ accept no payment for school council activities.



BRIDLEWOOD SCHOOL PARENT COUNCIL

Bylaws

Definitions and Interpretations

1. The following words and phrases shall have the following meanings in this document:
 - a) "AGM" means Annual General Meeting of the Parent Council in which all Members may attend. This is the meeting at which the election of the Executive Committee occurs.
 - b) "Audit Committee" means any two Members who are not the Executive Committee. This is the preferable situation but if due to lack of attendance, two Executive may be required to form this Committee; one of which is not to be the Treasurer.
 - c) "Board" is synonymous with Executive and Executive Committee as listed in 6.1.1. There is no Board of Directors.
 - d) "Bridlewood" means Bridlewood School.
 - e) "BSFS" means Bridlewood School Fundraising Parent Council.
 - f) "Bylaws" means this document.
 - g) "Chair" means the Officer elected to the office of Chair for the Parent Council.
 - h) "Co-Chair" means the Officer elected to the office of vice chair for the Parent Council.

- i) "Executive Committee" means the Officers who have been elected to the positions of Chair, Co-Chair, Secretary, Treasurer, Principal and Teacher Representative.
- j) "Member" means any person who qualifies to belong as a Member in good standing of the Parent Council in any capacity.
- m) "Member in Good Standing" is a Member whose Membership has not been suspended.
- n) "Objects" means the purpose of the Parent Council.
- o) "Officer" means a person who has been elected to the Executive Committee.
- p) "Parent" means parent or legal guardian of students enrolled in Bridlewood School, inclusive of parents and legal guardians of children enrolled in the kindergarten program.
- q) "Parent Council" means the Bridlewood School Parent Council.
- r) "Parent Council's Bank Account" means the account or accounts holding monies belonging to the Parent Council that is located at whatever bank, trust company, credit union or treasury branch the Executive may determine is appropriate.
- s) "Past Chair" means the Officer previously elected to the office of Chair for the Parent Council.
- t) "Proxy" means the authority or power given by one Voting Member to another Voting Member
- u) "Quorum" means the minimum number of Members, as specified in the Bylaws, required at each Executive meeting, general meeting or special meeting for business to be legally carried out. In the absence of a quorum, debate can continue but no votes can be taken, except the vote to adjourn.
- v) "Registered Office" means the address given to the Government of Alberta as the registered office for the Parent Council.
- w) "School" means Bridlewood School.
- x) "School Year" means the time period running from the first day students in any grade level are expected to attend Bridlewood School until the last day that students in any grade level are expected to attend Bridlewood School.
- y) "Secretary" means the Officer elected to the office of secretary for the Parent Council.

- z) "Special Meeting" means a meeting of the *Members* that is called to deal with specific business requiring a Special Resolution to be submitted to the *Members*. This will be specified in the Notice to *Members*.
 - aa) "Special Resolution" means a resolution passed at a general meeting of the Parent Council at which not less than 21 days notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than 50% + 1, a simple majority, of those *Members* in attendance at the meeting.
 - bb) "Treasurer" means the Officer elected to the office of treasurer for the Parent Council.
 - cc) "Voting Member" means any *Member* that is entitled to vote at a meeting of the Parent Council and who exercises that right to vote.
- 2. Words and phrases in these Bylaws indicating the singular number also including the plural and vice-versa.
 - 3. The headings used in the Bylaws are for convenience of reference only and do not affect the interpretation of these Bylaws.

BYLAWS Of the "BRIDLEWOOD SCHOOL PARENT COUNCIL"

1.0 INTERPRETATION

When construing the Bylaws, reference will be had to the School Act (Alberta) and words and expressions used in the Bylaws will, so far as the context does not otherwise require, have the same meaning as would be the case when used in that Act.

2.0 PREAMBLE

The name of the Association will be "**BRIDLEWOOD SCHOOL PARENT COUNCIL**", here in after referred to as the "Parent Council" or BSPC.

2.1 The corporate name will be "**BRIDLEWOOD SCHOOL PARENT COUNCIL**".

2.2 The corporate address of the Parent Council, to which most communications will be sent, is:

Bridlewood School
207 Bridleridge Way S.W.
Calgary, Alberta
T2Y 0L4

2.3 This document is the general Bylaws of BSPC. These Bylaws regulate the transaction of business and affairs of BSPC.

2.4 The Objects are those set out below, which if rescinded, altered, added to or amended, a Special Resolution must be passed.

3.0 BOARD OF DIRECTORS

There will be **no** Board of Directors for Bridlewood School Parent Council.

4.0 OPERATING (FISCAL) YEAR

4.1 The Parent Council's Operating Year will run from April 1st to March 31st, with an election being held at the Annual General Meeting (the "AGM") of Members, held in April of each year.

The Bridlewood School Parent Council Documents as presented 9/13/2010.

4.1.1 If the majority of the Executive determines that the AGM will be better served by being held in a different month, the Bylaws may be officially updated to that affect, taking into consideration all reporting requirements.

5.0 ROLE OF THE SCHOOL COUNCIL

Public education embodies our values and shapes our community. Parents, teachers, principals, policy makers, community members and business leaders have roles and responsibilities for ensuring that student's benefit from quality learning experiences.

The community needs to share its aspirations for the school and provide support to the school as it strives to provide the best possible learning opportunities for its students. This ongoing dialogue between the school and its community takes place in large part through the school council.

Under the *Act*, the School Council has the discretion to advise the principal on any issue relating to the school and consult with the principal regarding school finances, policies and opportunities for students to meet the educational standards mandated by the Minister. The principal should consider this advice along with other information and input when making decisions.

Section 22 of the *School Act (Act)* legally establishes school councils and provides them with the opportunity for meaningful involvement. This section states:

5.1.1 A School Council may, at its discretion,

- ❖ advise the principal and the board respecting any matter relating to the school,
- ❖ perform any duty or function delegated to it by the board in accordance with the delegation,
- ❖ 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,
- ❖ 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, and do anything it is authorized under the regulations to do.
- ❖ subject to the regulations, a school council may make and implement policies in the school that the council considers necessary to carry out its functions.
- ❖ a School Council may make bylaws governing its meetings and the conduct of its affairs, subject to the regulations.
- ❖ a board shall establish an appeal process or conflict resolution procedure under which the principal or the school council may apply respecting disputes on policies proposed or adopted for a school.
- ❖ respecting the roles of the principal and the School Council of a school and their respective powers, duties and responsibilities;

6.0 MEMBERSHIP

6.1 The Parent Council shall have the following categories of members:

6.1.1 Voting Members.

6.2 **Members** of the Parent Council will be/shall act:

6.2.1 any person who is the parent, guardian or legal custodian of a child registered at Bridlewood School shall automatically be a Member and shall remain so unless that person withdraws or is expelled as a Voting Member or if the person is no longer a Parent or guardian of a Student.

6.2.2 in the best interests of the School and the Students, as a whole;

- 6.2.3 according to the Bylaws
- 6.2.4 obliged to be supportive of the Objects.

6.3 Any Member in Good Standing is entitled to:

- 6.3.1 receive notice of meetings of the Parent Council.
- 6.3.2 attend any meetings of the Parent Council.
- 6.3.3 speak at any meeting of the Parent Council.
- 6.3.4 vote on any motion open to the Members at any meeting of the Parent Council;
- 6.3.5 bring to the Parent Council suggestions issues involving the school.
- 6.3.6 participate in the activities of the Parent Council
- 6.3.7 exercise other rights and privileges given to Members in these Bylaws.

6.4 **Executive Members** of the Parent Council will be the Officers as elected by the Members as listed in Article 7.1 herein.

6.5 The affairs of the Parent Council will be managed by the Executive.

6.6 Any Member or Executive Member may voluntarily withdraw membership from the Parent Council at any time by notice in writing to the Parent Council.

6.6.1 The effective date of the withdrawal will be considered the date the notice is received by the Executive Committee. A former Member has no rights or privileges effective the day following the withdrawal application is accepted.

6.6.2 A Member who withdraws has no continuing obligations to the Parent Council, except for existing personal debts to the Parent Council.

6.7 The majority of the members of a School Council shall be parents of students enrolled in the school.

6.8 The Principal of Bridlewood School shall be a Member of the Parent Council Executive.

6.9 The Teacher Representative(s) shall be Members of the Parent Council Executive. Teacher Representatives may attend on a rotating basis of their own choosing.

6.10 No right or privilege of any Member is transferable to any other Member.

6.11 No member of this Parent Council is, in the Member's individual capacity, liable for a debt or liability of the Parent Council.

6.12 Any Member may be expelled or suspended from membership for any cause upon two-thirds (2/3) majority vote of all Members of the Parent Council in Good Standing who are in attendance at a general meeting of the Parent Council, for any cause which the Members may deem reasonable. The decision of the Executive Committee is final.

6.12.1 If the situation is urgent, the Executive Committee can make the initial decision, but the AGM or Special Meeting of all Members can reverse this decision with a special majority of two-thirds (2/3).

6.12.2 The affected Member(s) will receive written notice.

6.12.3 A Member does have the right to appeal. The right to appeal will be made at a general or Special Meeting to deal with this specific issue.

6.12.4 The expulsion or suspension becomes effective immediately.

6.12.5 An expelled or suspended Member has no rights or privileges effective immediately following the decision to expel or suspend.

6.11.6 A Member who is suspended or expelled has no continuing obligations to the Parent Council, except for existing personal debts to the Parent Council.

7.0 PARENT COUNCIL POSITIONS

The Members of the Parent Council will elect individual Members as Officers of the Parent Council, to hold office for a 1 year term or until terminated, as provided for in Article 18 of these Bylaws.

7.1 Executive:

7.1.1 as elected, at the AGM of the Bridlewood School Parent Council

1. Chair
2. Co-Chair
3. Treasurer
4. Secretary

7.2 Chair will move into the Past Chair position for a 1 year term, in an advisory capacity only; allowing for continuity from year to year. Past Chair is the Member who served as Chair in the immediately preceding term, if not re-elected at the AGM to serve in any position in 7.1.1, and if they still qualify to be a Member, may serve a one-year term as Past Chair, until the next AGM. A vacancy in the Past Chair position cannot be filled other than by election of a new Chair.

7.2 Coordinators:

Volunteer positions as appointed by the Executive, at the AGM to head the various committees of the Parent Council: Done as deemed necessary from time to time by the Executive, due to volunteer base and desire to participate.

Fund Raising Coordinator
Casino Coordinator
Playground Coordinator
Volunteer Coordinator

7.2.1 Should any position in 7.2 not be filled at the AGM of the BSPC, the Executive may leave the position vacant or at any time if required, may appoint a Member to fill the position. If more than one Member volunteers for a vacant position under 7.2, shared responsibility may occur or a selection will be made by a simple majority vote of those present at the meeting.

7.2.2 Committees are not limited to those listed above. Any ad hoc committee may be formed, at any time for any reason deemed reasonable by the Executive.

7.2.3 Committees are appointed to advise the Executive and the Members.

7.2.4 In operations of the Committee, meetings may be called by the Coordinator of the Committee; however, meeting protocol does not need to be followed.

7.2.5 No Committee will have the power to act for, or on behalf of, the Parent Council, or otherwise commit or bind the Parent Council to any course of action. Committees will only have the power to make recommendations to the Executive, or to the Members, as the Executive may direct.

7.2.6 Members of Committees will be appointed by and hold office at the pleasure of the Executive.

7.2.7 Each Committee will submit to the Executive such reports as the Executive may request, but, in any event, each Committee or Coordinator will submit an Annual Report to the Membership at the AGM.

8.3 Power and Duties of the Executive:

Subject to the Bylaws or a direction given in a resolution passed by the majority vote of Members at any meeting of the Parent Council, the Executive Committee shall have full control and management of the affairs of the Parent Council.

8.3.1 The powers and duties of the Executive include (but are not limited to):

- 8.3.1.1 promoting the Objects of the Parent Council;
- 8.3.1.2 maintaining and protecting the Parent Council's assets and property;
- 8.3.1.3 paying all expenses for operating and managing the Parent Council;
- 8.3.1.4 investing and preserving any extra monies;
- 8.3.1.5 fundraising to finance the operations of the Parent Council;
- 8.3.1.6 maintaining all accounts and financial records of the Parent Council;
- 8.3.1.7 without limiting the general responsibilities of the Executive, delegating its power to any committee that may be duly formed.

8.4 Any Officer may stand for election or accept an appointment to the position as often as that person wishes.

8.5 Any Member shall be eligible for any office in the Parent Council.

8.6 The Members can re-elect any Officer, with no term maximum, as long as that Member is re-elect each subsequent year.

8.7 Under special circumstances, any Officer can be elected if absent from the AGM.

8.8 Members of the Bridlewood School Council Executive may also be Members of the Executive of the Bridlewood School Fundraising Society.

8.9 The Executive shall consist of no less than six (6) Members; however, if a Special Resolution is passed at any meeting, the maximum number is limited only by the desires of the Membership.

8.10 An Officer may resign by giving 2 weeks written notice to the Executive Committee.

8.11 No remuneration will be paid to any Member of the Parent Council for serving in any capacity other than the reimbursement of expenses related to functions of the Parent Council. However, if

upon majority vote of Members in attendance at any Meeting, a motion is brought forth to thank a specified list of volunteers, these Bylaws do not limit a nominal gift being given.

8.12 A description of Duties and Procedures will be kept on file with the Parent Council's records and updated from time to time, but at least annually, by the incumbents. This should include a list of specific job requirements and a list of external contacts.

8.13 Out going Officers and Coordinators are required to update their respective duty lists before the end of the Parent Council operating year.

8.14 Each Officer and Coordinator is to be supplied with a current copy of his/her job description on the acceptance of the position

9.0 TERMINATION OF OFFICERS & COORDINATORS

Any Officer or Coordinator will be removed from Office at any time during his/her term if:

9.1 He/She resigns his position by notice in writing to the Parent Council.

9.2 He/She fails to attend two consecutive meetings or if after six months he has failed to attend more than 50% of the meetings, as evidenced by the attendance records in the minutes.

9.3 He/She ceases to qualify as a Member of the Parent Council.

9.4 A petition requiring his/her resignation, signed by more than 20% of the general Membership, is received by the Parent Council.

9.5 Any Officer who is removed under this Article can stand for re-election under Article 10.1, but cannot be appointed to any Executive position under Article 10.2.

10.0 VACANT POSITIONS

10.1 Should any other Office become vacant, an election will be held at the next regular Parent Council meeting, with a Member elected to Office by a simple majority vote of those present at the meeting.

10.2 Under extraordinary circumstances, the Chair may appoint a Member to fill a vacant position, on an interim basis, until the next regular Parent Council meeting is held.

11.0 EXECUTIVE RESPONSIBILITIES

All Executive Members shall attend all regularly scheduled meetings of the School Council or let the secretary know that they cannot attend.

The roles of the Executive Committee are as follows:

11.1 Chair and Co-Chair: The Chair and Co-Chair shall/may:

In consultation with each other, these two Executive Members will fulfill the following duties:

11.1.1 when present, be entitled to chair the meetings of the Parent Council and the Executive Committee.

11.1.2 call meetings of any of the above listed meetings.

11.1.3 have general supervision of all activities of the Parent Council.

11.1.4 prepare, in consultation with the Principal, and distribute an agenda for upcoming meetings.

11.1.5 be responsible for the overall functioning of the Parent Council.

11.1.6 be authorized to sign on behalf of the Parent Council.

*change
here or
get signing
authority* →

11.1.7 have signing authority on all bank accounts.

11.1.8 prepare (or delegate) an article to be distributed to the general parent body via the school newsletter after each Parent Council Meeting. This article shall include the next scheduled meeting date.

11.1.9 be the official spokesperson of the Parent Council.

11.1.10 decide all matters relating to rules of order at the meetings.

11.1.11 distribute a copy of the Bylaws and it's addendum to all Members of the Executive up their appointment to the position. This can simply be by way for guiding them to the School website to view the Bylaws or by physical presentation of a paper copy.

11.1.12 sit on any of the Committees.

11.1.13 near the end of the school calendar year, prepare an Annual Report for the Calgary Board of Education. This report shall include the following:

- ❖ the activities of the SC.
- ❖ a financial statement relating to money handled by the School Council.
- ❖ ensure the Principal has a copy of the School Council's Annual Report, for inclusion in the Annual School Report.

11.1.14 complete the insurance renewal documentation.

11.1.15 update their respective duty lists before the end of the Parent Council operating year.

11.1.16 be able to delegate, at times, some of the above duties to other Officers of the Executive.

12.2 Co-Chair: The Co-Chair shall/may:

12.2.1 work closely with the Chair.

12.2.2 when and if the Chair is unavailable assume the Chair's duties at meetings or other functions.

12.2.3 aid the Chair and undertake tasks as assigned by the Chair.

12.2.4 in the event of the resignation, suspension, expulsion, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities.

13.3 Past Chair: The Past Chair shall/may:

13.3.1 chair the Nominating Committee meeting.

13.3.2 carry out other duties as assigned by the Executive.

13.3.3 act as an advisor to the new Chair.

13.3.4 sit on any of the Committees.

13.3.5 in the event of the resignation, suspension, expulsion, incapacity or leave of absence of the Co-Chair, fulfill the Co-Chair's responsibilities.

13.3.6 update their respective duty lists before the end of the Parent Council operating year.

14.4 Secretary: The Secretary shall/may:

14.4.1 prepare and send all notices required to be given to Members and to Officers.

14.4.2 keep accurate minutes for the Parent Council that have occurred during the Secretaries term.

14.4.3 prepare the attendance sign in sheets and ensure they are at the meetings. The Members will be directed to record their names and contact information; this is to be kept with the minutes.

14.4.4 ensure that if she/he is not present at a meeting that someone is aware and there to fill the role.

14.4.5 make available on the School's website and via email to all those signed up to accept electronic information from the Parent Council, an electronic copy of such minutes within 14 days of the meeting.

14.4.6 maintain a record of all Members wishing to receive correspondence from the Parent Council.

14.4.7 ensure a copy of the School Council minutes for each meeting is placed in a Minutes binder and ensure that the Minute Book is kept up-to-date.

14.4.8 take care of any correspondence in liaison with the Chair.

14.4.9 update their respective duty lists before the end of the Parent Council operating year.

14.4.10 be the custodian of all books, papers, records, contracts and other documents belonging to the Parent Council, which will be delivered up only as required under Article 25, or when directed to by vote of the Members of the Parent Council.

14.5 Treasurer: The Treasurer shall/may:

14.5.1 receive and deposits all monies or other valuable effects to the credit of the Parent Council in the bank designated by the Executive.

14.5.2 receive and review all statements provided to the Parent Council regarding the Parent Council's bank accounts.

14.5.3 keep full and accurate accounts, for 7 years, of all receipts and disbursements of the Parent Council, following accepted accounting procedures.

14.5.4 report at Parent Council meetings regarding all transactions and of the financial position of the Parent Council.

14.5.5 keep an updated book of accounting procedures to assist the incumbent Treasurer.

14.5.6 upon ceasing to hold the office of Treasurer, to provide the books and records to the new Treasurer.

14.5.7 prepare year end financial statements and file charitable organization tax returns as required.

14.5.8 prepare for the Parent Council's AGM, a financial report setting out the Parent Council's income, disbursements, assets and liabilities duly audited by the Audit Committee in accordance with these Bylaws and signed by the Audit Committee

14.5.9 provide a copy of the financial statements as presented at the AGM to the Chair for inclusion in the official minute book.

14.5.10 provide the necessary documentation for transferring signing authority to the newly elected signing officers by the end of May.

14.5.11 provide the Chair with a copy of the year-end financial statement for the School Council Annual Report.

14.5.12 update their respective duty lists before the end of the Parent Council operating year.

14.6 Fundraising Coordinator(s): The Fundraising Coordinator(s) shall/may:

14.6.1 assume such duties and responsibilities as may be required from time to time on the consensus of the Members (such as funding applications, communications and membership or event organization).

14.6.2 coordinate all the fundraising activities sponsored by the School Council.

14.6.3 inform all parents about the year's fundraising events and what the funds will be used for.

14.6.4 provide a report to the School Council at all meetings.

14.6.5 form subcommittees as necessary and appoint a Coordinator for each.

14.6.6 advise all subcommittee coordinators and/or fundraising volunteers that they are required to report to the Fundraising Coordinator.

14.7 Casino Coordinator: The Casino Coordinator shall/may:

14.7.1 be responsible for all communications with the Alberta Gaming and Liquor commission regarding the status and upkeep of the Parent Council's Casino/Gaming License, including "Allowable use of Proceeds" applications and Final Accounting summaries for each licensing period.

14.7.2 hire a Casino Advisor for each gaming event.

14.7.3 organize volunteers from the Members to staff each Parent Council gaming event

14.7.4 report all pertinent gaming correspondence to the Members

14.7.5 coordinate with the Treasurer to complete the appropriate required financial documents at the end of each gaming event.

14.8 Playground Coordinator: The Playground Coordinator shall/may:

14.8.1 assume such duties and responsibilities as may be required from time to time on the consensus of the Members (such as inquiry into playground equipment, CBE rules and regulations as it applies to playgrounds and Member updates on the progress of the group).

14.8.2 delegate duties to additional Members.

14.9 The Members-at-large will serve in various capacities, as required.

14.10 Volunteer Coordinator: The Volunteer Coordinator shall/may:

14.10.1 create an e-mail distribution list of all parent volunteers.

14.10.2 coordinate with the School Office with regards to posting of volunteer opportunities. This will most likely be via email to the entire school population, or via letter being sent home with the students.

14.10.3 in addition, Parent Council will have established an email list of its own; the notice should also be emailed to that contact list.

14.11 Key Communicator: The Key Communicator shall/may:

14.11.1 act as liaison between the Calgary Board of Education and the School Council for the Key Communicator Program.

14.11.2 attend (or ensure an alternate attends) system-wide or area Key Communicator meetings and workshops.

14.11.3 relate new information from Key Communicator meetings by reporting regularly at School Council meetings and by contributing to the school newsletter.

14.11.4 Key Communicator information is key to the parent community understanding the new and exciting things that are happening in the schools, please ensure that the parent population as a whole is given the link provided after each meeting.

14.12 School Principal: The School Principal shall/may:

14.12.1 advise the Chair of possible agenda items for School Council meetings.

14.12.2 provide input to the School Council on priorities, policies, procedures, etc., of Bridlewood School.

14.12.3 relate at staff meetings the information, decisions and concerns of the School Council.

14.12.4 provide a report to the School Council at all meetings.

14.12.5 act as an advisor to the School Council Executive and all committees.

14.12.6 listen to and take into consideration the advice and opinions of the School Council when making decisions.

14.12.7 in consultation with staff, determine which recommendations suggested by the School Council will be implemented. If advice provided by the School Council is not used, inform the School Council on what basis the decision was made.

14.12.8 held ultimate accountability for all decisions and school activities.

14.12.9 ensure all decisions are made in the best interest of students and staff.

14.13 Teacher Representative(s): The Teacher Representative(s) shall/may:

14.13.1 provide information on curriculum areas to School Council and provide updates as necessary.

14.13.2 can be responsible for taking School Council concerns back to staff.

14.13.3 assist with the coordination of special presentations at School Council meetings.

14.13.4 act as a liaison between the School Council and the Bridlewood School staff.

14.13.5 represent the teachers and present an educational point of view at all meetings.

14.13.6 act as liaison between the Calgary Board of Education and the School Council for the Key Communicator Program.

15.0 ANNUAL GENERAL MEETING

15.1 The Annual General Meeting (AGM) of the Parent Council will be called every April for the primary purpose of electing Officers and reviewing the financial statements.

15.2 An announcement of the AGM and election of Officers will be made by the Chair at the March meeting. A notice of the AGM will be sent to all Members of the Parent Council a minimum of three (3) weeks prior to the date of the AGM. The notice will specify the date of the AGM and request Members to forward nominations for open positions.

15.3 At the AGM, voting procedures as outlined in Article 20 will apply.

15.4 A quorum at the AGM will consist of two percent (2%) of the Members. The Secretary will obtain from the Principal information sufficient to determine the number representing a quorum.

15.4.1 If a quorum is not present at the AGM, the election of Officers may proceed. However, a new election must be called if a petition, signed by more than two percent (4%) of the General Members, is received prior to the next regular meeting of the Parent Council. At the second duly called election, a quorum will consist of those in attendance.

15.5 In the absence of a quorum,

15.5.1 no motion may be considered or approved;

15.5.2 if a majority of Members in attendance wish the meeting to proceed in the absence of a quorum, the Parent Council will continue the meeting for purposes of discussion of issues, but 15.5.1 will continue to apply.

15.6 AGM's will be held at Bridlewood School or alternate locations approved by the Executive. The number of meetings to be held at alternate locations is to be determined by the Executive each year.

15.7 AGM's are open to all Members of the Parent Council. Each Member is equal; one Member one vote.

15.8 Minutes will be taken at AGM's and at any separate meeting of the Executive.

15.9 AGM minutes will be read at the next AGM. Amendments put forward by Members will be incorporated if they, in the Chair's sole opinion, aid in the accurate report of the proceedings of the meeting. After approval by a vote of a majority of Members present, the minutes will be signed and dated by the Chair, and Secretary of that meeting.

15.10 Minutes will be maintained by the Executive and will be available to the Membership at large.

15.11 Voting Members on a majority vote, can close all or a portion of the meeting to the public or anyone else who is not a Voting Member.

15.12 Proxy or absentee votes are not permitted in any circumstances.

16.0 ELECTION PROCEDURES

16.1 If the Chairperson is running for a position, he/she will vacate the Chair during the elections and ask for a Member to Chair the AGM.

16.1.1 The Chair at the AGM cannot be held by any Member seeking election for any post. Past Chair may Chair the meeting.

16.2 The temporary AGM Chair will appoint a Secretary to record the Minutes of the AGM. This person may be the current Secretary of the Parent Council, if they are not standing for election to any position.

16.3 The temporary AGM Chair will ensure that all nominees are present and are willing to stand for election, prior to presenting their names for inclusion on the ballots.

16.4 Only in exceptional circumstances will a Member who is not present at the AGM be allowed to stand for election. In this circumstance, the Secretary must have received a written acceptance, signed and witnessed, of the nomination.

16.5 Each candidate running for office will have the privilege of addressing the meeting for a maximum of five (5) minutes, for the purpose of identifying themselves, their background and their position on various issues.

16.6 Any currently elected Officer may stand for re-election to their present position.

16.7 Currently elected Officers are free to stand for positions on the Executive, other than the one they have just held.

16.8 Votes will be cast by the preferred method of the attending Members, either "show of hands" or "secret ballot".

16.9 All Members are eligible to vote or cast motions at the AGM.

16.10 No absentee votes or proxies in any form will be accepted.

16.11 If counting ballots, the Members counting the ballots will report the total number of votes counted, the number of any spoiled ballots and the number of votes each candidate received. The temporary AGM Chair will declare elected, the candidate with the simple majority (50% +1) of votes for each position.

16.12 The existing and newly elected Officers will work side-by-side during April and May. The newly elected Officers act only in an observing capacity and have no powers or authority other than

that of any Member of the Parent Council. They will assume the duties of their office as of September 1st.

17.0 MEETINGS of the PARENT COUNCIL

17.1 Meetings will be held monthly in conjunction with, but independently of, the Bridlewood School Fundraising Society, or more frequently, as deemed necessary by the Chair.

17.2 Meetings will be held at Bridlewood School or alternate locations approved by the Executive. The number of meetings to be held at alternate locations is to be determined by the Executive each year.

17.3 The agenda for any meeting of the Parent Council shall be compiled by the Secretary prior to said meeting and distributed to Members. At the direction of the Chair the agenda will be followed to the best of his/her abilities. Time permitting, at the discretion of the Chair, provision for open discussion may be made.

17.3.1 Only items on the agenda may be voted on.

17.3.2 Any Member, at the conclusion of the regular meeting, may request an item be added to the agenda for the next meeting.

17.3.3 All Members shall make reasonable efforts to advise the Chair and Secretary, in advance, of any matters proposed to be raised at the meeting.

17.4 Meetings are open to all Members of the Parent Council. Each Member is equal; one Member one vote.

17.5 Minutes will be taken at all meetings of the Parent Council and at any separate meeting of the Executive.

17.6 Minutes will be read at the next meeting. Amendments put forward by Members will be incorporated if they, in the Chair's sole opinion, aid in the accurate report of the proceedings of the meeting. After approval by a vote of a majority of Members present, the minutes will be signed and dated by the Chair, and Secretary of that meeting.

17.7 Minutes will be maintained by the Executive and will be available to the Membership at large.

17.8 A quorum at a regular Parent Council meeting will consist of half (1/2) the Executive Committee, that being a minimum of (3) Members.

17.9 Members on a majority vote, can close all or a portion of the meeting to the public or anyone else who is not a Voting Member.

17.10 Proxy or absentee votes are not permitted in any circumstances

18.0 SPECIAL MEETINGS

18.1 A special meeting shall be called by the Chair or Secretary upon receipt, by either of them, of a petition signed by 5% of the Members in Good Standing, setting forth the reasons for calling such meeting. Notice shall be sent to Members through their eldest child in attendance at the Bridlewood School a minimum of eight (8) regular school days prior to the meeting.

18.2 Persons calling a meeting shall submit a detailed agenda describing exactly what business will occur. The meeting will only address those matters as listed on the agenda and no other matters.

18.3 Twenty-five (25) Voting Members shall constitute a quorum or a special meeting.

18.4 Special meetings will follow the rules and regulations of the regular meetings as listed in Article 16.

18.5 Proxy or absentee votes are not permitted in any circumstances

19.0 MEETING OF THE EXECUTIVE COMMITTEE

19.1 Meetings of the Executive Committee may be called at any time by any Member of the Executive, by notice in writing to the Secretary, no less than ten days prior to the date of such meeting, except in the case of urgency.

19.2 Three Executive shall constitute a quorum at an Executive Committee Meeting.

19.3 Regular Executive Meetings will be called to set the Agenda.

20.0 NOTICES

20.1 Notices are to be sent to: the "eldest and only" child – family account as maintained by the Bridlewood School office. Notice may be delivered by e-mail or such other method as the Secretary deems sufficient. If no e-mail is provided, a general notice posted on the internet website for Bridlewood School, a physical location at or near the school that the Secretary deems likely to reach the majority of Members who have not supplied e-mail address shall constitute sufficient notice to these Members.

20.2 Notices given in good faith by a teacher to a student; will be assumed to have been delivered.

20.3 No error or omission in giving notice to any Member for a meeting of the Parent Council will invalidate the meeting, or invalidate or make void, any proceedings taken or had at the meeting.

20.4 Every reasonable opportunity shall be made by the Executive to ensure each Member of the School community shall have a reasonable opportunity to attend meetings of the Parent Council.

20.5 Neither the failure to provide a notice to any particular participant of the School community or to any Member, nor any defect in any notice; nor the failure of any particular person to actually receive notice of a meeting of the Parent Council or general meeting, shall affect the sufficiency of the notice given to other Members of concerned participants of the Parent Council not the business transacted at such meetings.

21.0 VOTING PRIVILEGES

21.1 Each Member will have one vote at any meeting of the Parent Council.

21.1.1 Matters to be decided by a vote of the Parent Council shall be decided by a majority of positive votes of the Members actually in attendance at the meeting who choose to exercise their right to vote. Each Member and each Member of the Executive has one vote. A Member may abstain from voting.

21.2 At the AGM, Members who only have children who are currently in Grade Six (6) in Bridlewood School, are not permitted to vote for the election of Officers. They retain the right to vote on all other issues that are brought before the meeting.

21.3 Proxy or absentee votes are not permitted in any circumstances.

21.4 All voting at regular meetings or at the AGM will be by show of hands, unless otherwise requested by a majority of Members in attendance, or as specified in Article 21.5.

21.5 At the AGM, voting for the election of Officers will be held by secret ballot, or as specified in Article 16.8.

21.6 In the event of a tie, at any type of meeting, the Chair shall attempt to create conversation around the issue and have a re-vote to obtain a majority. If in extreme cases the tie is unable to be resolved, the Chair may cast the deciding vote.

22.0 BYLAW and OBJECT AMENDMENTS

22.1 The Bylaws and Objects may be rescinded, altered or added to by a "Special Resolution", passed by a three quarters (3/4) majority vote at:

22.1.1 the AGM;

22.1.2 a special meeting; or

22.1.3 a regular meeting called specifically to amend the Bylaws.

22.2 Intention to rescind, alter or add to the Bylaws or Objects must be made public to the Members at least three (3) weeks prior to the date set for the meeting called for this purpose.

22.3 The notice of the meeting is to include both the text of the amendment and the text it will replace, or if called to rescind these Bylaws, the reasons for this action being proposed.

23.0 FINANCIAL INFORMATION AND REQUIREMENTS

COLLECTION AND DISBURSEMENT OF MONIES

23.1 All monies of the Parent Council shall be handled in the manner set out in this Article.

23.2 At any fundraising event, money received is to be counted and verified by two Members assigned to the task.

23.3 The Treasurer shall deposit all monies as soon as possible and prior to the next Parent Council meeting.

23.4 Financial commitments over \$50.00 will be specifically adopted by a majority vote of those in attendance at a regular Parent Council meeting.

23.5 Cheques must be signed by any two (2) of the following Officers: Chair, Vice Chair, Secretary or Treasurer. A signing Member of the Parent Council cannot sign a cheque made payable to themselves.

23.6 Both signatories must review and initial the invoices and back-up for each cheque.

23.7 For financial control, the Treasurer will, in the normal course of business, sign all cheques.

23.8 The Parent Council is not empowered to borrow funds.

23.9 Cheques will not be issued to a person directly unless in payment for direct services. Exceptions to this guideline may be in the instance where:

a) the cheque is reimbursement for a payment already made, for which a receipt has been submitted for the same amount. Normally, however, cheques should be made directly to pay for goods and services; and

b) where goods and services are planned, an approved resolution from the Parent Council which lists proposed purchase and approximate costs should be forwarded to the Treasurer before any cheques are issued. All receipts should then be forwarded to the Treasurer immediately following the purchase to reconcile against the cheque(s).

23.10 In the case where there is a need for a department within the school to keep a specific receipt for any purpose (e.g. The library needs to keep a receipt as proof of purchase for the warranty on tape recorders), a copy of the receipt should be made and given to the Treasurer for their records.

24.0 USE OF FUNDS

24.1 Funds raised by the Parent Council are to be used for the benefit of the Bridlewood School and its students and the Bridlewood Community as a whole as it pertains to the students at Bridlewood School.

24.2 The Members will, after giving due consideration to the funds then available to the Parent Council, and after being advised by the Treasurer as to any outstanding commitments, previously planned expenditures, traditional commitments and operating fund requirements, will vote for approval of an amount to be allocated.

24.5 The Membership of the Parent Council will discuss the item brought forward, after the said discussion, a motion will be voted upon and if carried the Parent Council will go ahead with the said purchase. There are no stipulations as to the what you can and can not spend Parent Council monies on, as long as it is for the betterment of the Bridlewood Students. It will be to the discretion of the Membership of the Parent Council as to what they deem is important.

24.6 The idea of bringing forward suggestions as to how to utilize funds best will not be limited to the Principal and the Teachers. At any time, the Parent Council Membership at large may come forward with suggestions. In collaboration with all sides involved we will make a collective decision.

24.7 Nothing in this Article requires the Members to fully expend the funds available at any time.

24.8 The Parent Council may set up a special reserve fund for expenditure on major items that may require contributions over an extended period of time.

24.9 Non-Gaming fundraising may be handled under the Bylaws of the Bridlewood Parent Council. Alternatively, the Parent Council may not handle gaming fundraising, that has to occur under the umbrella of the BSFS.

25.0 BOOKS, RECORDS AND REPORTS

25.1 The Officers will see that all necessary books and records of the Parent Council required by the Bylaws of the Parent Council or by any applicable statute or law are regularly and properly kept.

25.2 The books, accounts and records of the Parent Council will be audited at least once a year, as detailed in Article 26.

25.3 The books and records of the Parent Council may be inspected by any Member of the Parent Council at any time, upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of the same. Each Member of the Executive will at all times have access to such books and records.

26.0 FINANCIAL AUDIT

26.1 The books and records of the Parent Council as maintained by the Treasurer shall be reviewed at least once a year, prior to the AGM by the Audit Committee. The Audit Committee shall report the results of the review to the Members at the AGM.

26.2 The Audit Committee will consist of two (2) Members, who are not Officers or Coordinators. They will be appointed one (1) meeting prior to the AGM to audit the financial records for the current year. Such an audit is to be completed prior to the AGM and evidenced by their signatures on a set of statements presented at the next meeting, for inclusion in the Minute books.

26.3 If, as stated in Article 26.2, two Members who are not Officers or Coordinators can not be appointed due to lack of Membership interest, two(2) Officers or Coordinators may be elected by majority vote. The Treasurer would not be able to be elected to fill this role.

26.4 The Treasurer will provide a detailed year end report within 30 days of the financial year end.

27.0 CONFLICT RESOLUTION

27.1 All Members shall resolve conflicts by adhering to the following protocol and procedures.

27.2 Anyone in the school community has the freedom to voice their concerns in an appropriate manner.

27.3 Person(s) who have a concern have a responsibility to begin addressing the concern directly with those persons whom they have the concern before taking their concern elsewhere.

27.4 If no resolution can be found, the conflict may be brought to the Chair.

27.5 All parties in conflict situations shall be treated with, and have the responsibility to treat each other with fairness, dignity and respect.

27.6 If a Member is not following the protocol or procedures set out, the Chair will ask them to comply with the rules. Should the Member refuse, they will be asked to leave the meeting. The Member will not be allowed to attend further meetings until the issue is resolved and the Parent Council votes on their return.

27.7 Attempts will be made to deal with all concerns in an appropriate and timely fashion.

27.8 The Bylaws of this Parent Council provide that a dispute arising out of the affairs of the Parent Council and between any Members of the Parent Council or between (a) a Member or a person who

is aggrieved and who has for not more than 6 months ceased to be a Member or (b) a person claiming through the Member or aggrieved person or claiming under the Bylaws of the Parent Council and the Parent Council or an Officer of the Parent Council, shall be decided by arbitration, which shall be under the *Arbitration Act* unless the Bylaws prescribe some other method. (2) A decision made pursuant to an arbitration is binding on all parties and may be enforced on application to the Court of Queen's Bench and unless the Bylaws otherwise provide there is no appeal from it.

28.0 LIABILITY INSURANCE

28.1 Parent Council will annually purchase an insurance policy providing third party liability coverage for Parent Council activities and liability coverage for those acting as Officers and the Executive Committee of the Parent Council.

28.2 The Treasurer will recommend from the available policy; options and ensure that this coverage is maintained from year to year.

29.0 INDEMNITY

29.1 No Member or Officers is liable for the acts of any other Members or Officers. No Member is responsible for any loss or damage due to bankruptcy, insolvency or wrongful act of any person, firm or corporation dealing with the Parent Council. No Member or Officer is liable for any loss due to an oversight or error in judgment or by any act in his/her role for the Parent Council unless the act is fraud, dishonesty or bad faith.

APPENDICES TO THE BY-LAWS OF THE SCHOOL COUNCIL OF

Responsibilities of the School Council

As defined by the Calgary Board of Education and the Alberta Education policies, it is the responsibility of the School Council to:

- ❖ **Actively seek the views of the school community.** Continually seeking input from the school community is the only way Councils can accurately formulate goals and expectations for the school that will meet community needs.
- ❖ **Actively represent the views of the school community and become as influential as possible.** School Councils have a responsibility to make the views of the school community known to the Principal, School Board, Alberta Education or other education partners, where applicable.
- ❖ **Inform the school community.** School Councils must keep the community well informed of the council's roles, functions, projects and decisions (along with the reasons behind them).
- ❖ **Involve the school community.** The School Council will need to make a special effort to bring all parents into the education circle to ensure decisions reflect the interests of all children in the school.
- ❖ **Encourage all forms of parental involvement and support.** The School Council is only one way for parents to participate in the life of the school. Parent volunteers play an important school role, and parents and school alike benefit from direct parental involvement and support.
- ❖ **Work within the policies of the local school board.** School Council members will be guided by the mission statement of their school district and must work within district policies and guidelines.
- ❖ **Become well informed.** School Council members must be familiar with school policies and operating practices and act in accordance with them. It is important for School Councils to take advantage of sessions designed to increase their understanding of the principles of team work, consensus building, school-based decision making and other issues that affect the work of the School Council.

- ❖ **Focus on the best interests of all students.** The School Council must ensure all students' needs are expressed, considered and addressed. No individual or group can be allowed to promote its own agenda or self-interest at the expense of others.
- ❖ **Maintain high ethical standards.** The School Council must limit discussions to matters of concern to the school community as a whole. The confidential nature of individual student learning and behavior must be respected. The School Council must also handle financial matters in an accountable manner.