

BY-LAWS OF THE WILDWOOD SCHOOL COUNCIL

ARTICLE 1 -- DEFINITIONS

1.01. The following terms when used in these By-Laws shall have the meanings set forth below:

"Council" means the Wildwood School Council formed pursuant to the Governing Legislation.

"Governing Legislation" means the School Act and the School Councils Regulation of Alberta, as amended.

"Parent" means a parent, guardian or legal custodian of a Student.

"Member" means a parent in attendance at a Council meeting.

"Officer" means any of the Council elected or appointed under the By-Laws.

"Principal" means the principal of the School or any other person properly acting as substitute principal.

"School" means Wildwood Elementary School.

"School Community" means Students, the Principal, Teachers and other School staff, and other persons who have a legitimate interest in the School.

"Student" means a child enrolled in the School.

"Teacher" means a person employed to teach Students at the School.

ARTICLE 2 - - PHILOSOPHY

We are a working partnership of parents, school administration, and community. We are committed to providing a welcoming and safe learning environment equipped with the resources to assist all students in reaching their fullest potential. The School Council will undertake discussions and activities that will enhance student learning and foster the well-being and effectiveness of our School community.

ARTICLE 3 - - OBJECTIVES

3.01. The objectives of the Council, in keeping with the Governing Legislation, are to:

- (a) Represent the parent perspective by providing advice to and consulting with the Principal and the School Board on matters relating to the School such as: the School philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;

- (b) Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School community;
- (c) Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community;
- (d) Facilitate a yearly performance evaluation of our School Council and communicate the results of this evaluation to the School Board and the School community;
- (e) Develop a communication plan to share information with Parents and the community and facilitate communications with all School Community;
- (f) Consult with other School Councils and provincial organizations as needed;
- (g) Support an approach to education in which decisions are made collaboratively;
- (h) Advise the School Board, Alberta Education or other provincial organizations on broader educational issues;
- (i) Provide feedback and guidance on safety measures being conducted in the school to ensure all students are being provided a safe learning environment

ARTICLE 4 -- OFFICERS

4.01. Members shall hold one of the offices in Schedule A to these By-laws as approved at the time of such Member's election.

4.02. Unless otherwise decided by the Council at any time, the duties of each Officer shall be as set forth in Schedule A. Any new offices shall have the duties as determined by the Council at the time such office is created.

4.03. Any elected Member may serve 2 consecutive terms in the same position; after which their name must be put forward for reelection.

4.04. Council shall consist of but not limited to:

- (a) the Principal
- (b) a Teacher
- (c) Parent Members

ARTICLE 5 -- DECISION MAKING PROCESS

5.01. Any and all decisions to be made by Council shall be made at a Council meeting called in accordance with these by-laws. A decision may be made by Council only after a motion proposing a decision has been properly made by a Parent at a Council meeting.

5.02. When a motion has been properly made by a Member, the Chair shall ask for a seconder. If there is no seconder, the motion shall be deemed to have been rejected by Council. If the motion is seconded by another Parent, the Chair shall ask for any comments or discussion on the motion.

5.03. The Chair shall call for a vote on the motion. All Parents in attendance at the meeting shall be eligible to vote on the motion, with each Parent having one vote. Voting may be done by show of hands or by secret ballot, as determined by the Chair. If a motion is approved by a majority of the votes cast, the Chair shall declare the motion passed and the motion shall be recorded as a decision of the Council. If the motion is not approved by a majority of the votes, the Chair shall declare the motion defeated.

5.04. In the event that a meeting can not be held or the quorum of 5 is not met, due to government emergencies, global pandemics, health reasons or timeliness, the Chair may hold a vote via email with the elected Parent Members.

ARTICLE 6 -- ELECTION OF MEMBERS

6.01. Unless otherwise decided by Council, the Council shall hold an Annual Meeting each year at which an election shall be conducted to select the Officers for the next school year. The date of the Annual Meeting shall be decided by Council at the April meeting, failing which the Chair shall select the date.

6.02. The Council may appoint an Officer or a committee of Parents for the purpose of gathering nominations for the Members to be elected at the Annual Meeting. Any Parent may be nominated and thereby become eligible for election provided that any Parent so nominated is in attendance and has agreed to hold office if elected.

6.03. Any Parent elected at the Annual Meeting shall hold office effective from the end of the last Council Meeting of that school year and shall remain in office until the end of the last Council Meeting of the next school year.

6.04. With respect to the election of Parents at the Annual Meeting:

- (a) only Parents present in person/online at the Annual Meeting may vote on the election;
- (b) Parents are entitled to one vote for each Parent Member position to be elected;
- (c) where more than one parent has been nominated for one particular position, the Parent receiving the most votes shall be the one elected, recognizing that two or more Parents may agree to share any position if approved by the Council;

- (d) voting shall be conducted by show of hand unless a secret ballot is requested by a majority of the Parents in attendance; and
- (e) any Officer may stand for re-election without limitation, after the 1 year term.

6.05. Any Officer shall cease to be a Member and to hold office on the Council if they no longer meet the qualifications required under the Governing Legislation to be a Member or to hold any office.

6.06. Any Member may resign their position on the Council by written notice to that effect addressed to the Chair or the Principal.

6.07. Any Member may be removed by the Council by a two-thirds majority vote at a meeting provided that the Member has been given the opportunity to be in attendance at such Meeting and is given an opportunity to speak prior to the vote. If the Member is not in attendance at the meeting the Member may only be removed if they were given at least seven days notice prior to the meeting of the intention to hold a vote at the meeting on the removal of the member.

ARTICLE 7 -- COUNCIL MEETINGS

7.01. The Council shall meet once per month in person or online during each school year unless otherwise decided by the Council, with a minimum of 9 meetings. At each meeting the Council shall decide the date of the next meeting.

7.02. All concerned participants of the School Community may attend Council meetings and may, subject to reasonable limitations set by the Chair, provide input to the Council to assist in any Council decisions or activities.

7.03. A meeting shall have a sufficient quorum for the conduct of business if there are a number of Members in attendance at a **minimum of 5 (five), an Officer and the principal/principal delegate is present.**

7.04. The agenda for each meeting shall be set by the Chair. Any person wishing to propose a matter for consideration at a meeting shall use their best efforts to advise the Chair of the nature of their proposal 7 business days prior to the date of the Meeting. If a person wishes to raise an item of business that is not on the agenda for any meeting, they shall first request permission to do so from the Chair and the Chair shall try and accommodate that request after all other scheduled business has been dealt with. If the Chair determines that there is not sufficient time to deal with any new item of business, the Chair may defer such business to the next meeting.

7.05. The Secretary shall maintain records containing the minutes of all meetings. Such records of 7 years shall be available for inspection by any member of the School Community.

ARTICLE 8 -- CONFLICT RESOLUTION

8.01. If at any time there are 50% of Parents who believe that the Council is in a state of conflict that adversely affects its ability to perform, then on written request signed by such Parents to the Chair or the Principal, the Chair or Principal will request the School Board to provide a person to serve as facilitator to assist in resolving the conflict. If a facilitator is provided, all Members will participate as reasonably required in the conflict resolution process and will act in good faith. If the facilitation process does not resolve the conflict then the Council shall seek resolution through the formal conflict resolution process established by the Board.

ARTICLE 9 -- COMMITTEES

9.01. The Council may establish committees consisting of Members and others from the School Community with either delegated powers or advisory responsibilities. Any such committees shall be required to report to the Council and to accept any directions given by the Council.

ARTICLE 10 -- ANNUAL REPORT

10.01. Any annual report required to be prepared and filed by the Governing Legislation shall be made available for review to all Parents.

ARTICLE 11 -- NOTICES

11.01. The Council shall take reasonable measures to ensure the School Community receive reasonable notice of the date, time and location of all Council meetings. Publication of notice in a Council or School newsletter that is generally distributed to each family in the School shall normally be considered as sufficient notice for this purpose. If no such newsletters are being published, Council shall make such other arrangements that it may consider appropriate having regard to the anticipated cost of such measures.

ARTICLE 12 -- FINANCIAL MATTERS

12.01. The Council shall not be permitted to borrow funds, and no person acting or purporting to act on behalf of the Council, including the Treasurer, shall have any authority to borrow funds on behalf of the Council, unless such borrowing is specifically approved by Council at a Council meeting where details of the proposal to borrow funds had been provided in the notice for such meeting.

ARTICLE 13 — PRIVACY

13.01. The Council shall not collect, use, share or store personal information for purposes other than those of the Council business, and shall destroy it appropriately once it is no longer needed.

13.02. The Council will adhere to Personal Information Protection Act (PIPA) guidelines as required by Alberta legislation, and voluntarily where appropriate.

ARTICLE 14 — INSURANCE

14.01. The Education Act states that the School Board must maintain an insurance policy or policies that indemnify the board, its employees and school councils (operating within their mandated advisory role).

ARTICLE 15 -- AMENDMENTS

15.01. These By-laws shall continue in force from year to year unless they are amended at a Council meeting called for the purpose of approving such amendments approved by a majority of Parents in attendance of such meeting.

15.02. These By-Laws shall be deemed to be amended from time to time, unless otherwise decided by Council, as may be necessary in order to remain consistent with the corresponding provisions of the Governing Legislation.

These By-Laws are certified to have been approved by a majority of:

(a) Parents of students enrolled in Wildwood School who voted at a meeting of the Council held on December 14th, 2020.

WILDWOOD SCHOOL COUNCIL

CHAIR of WILDWOOD SCHOOL COUNCIL

VICE-CHAIR of WILDWOOD SCHOOL COUNCIL

SCHEDULE 'A' TO THE BY-LAWS OF WILDWOOD SCHOOL COUNCIL

DUTIES OF THE COUNCIL MEMBERS

- A. **Chair** - It is expected that the Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the Council will:
- i. Chair all meetings of the Council;
 - ii. Collaborate with the Principal to co-create meeting agendas;
 - iii. Communicate with the Principal on a regular basis;
 - iv. Decide all matters relating to Rules of Order at the meetings;
 - v. Be the official spokesperson of the Council;
 - vi. Ensure that there is regular communication with the School Community;
 - vii. Distribute through the Principal, as determined by the Council, agendas, minutes, notices of meetings and notices of other events.
 - viii. Review any Council communication to the School community prior to distribution and include the Principal in same;
 - ix. Stay informed about School Board policy that impacts Council;
 - x. In accordance with the Education Act, confirm that insurance for the Council is covered by the School Board;
 - xi. Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the Council, no later than September 30th;
 - xii. Have general responsibility for all activities of the Council.
 - xiii. Maintain a record of all the Members of the Council who have knowingly provided their contact information, in compliance with PIPA;
- B. **Vice-Chair** - Unless otherwise delegated, the Vice-Chair of the Council will:
- i. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities (while remaining in the Vice-Chair position);
 - ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the Council;
 - iii. Work with and support the Chair in agenda preparation;
 - iv. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the Council;
 - v. Assume responsibility, in consultation with the Council, for communicating with the Fundraising Association, Friends of Wildwood Society or other parent groups within the School;

- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of the Council will:

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. Keep minutes, correspondence, records and other Council documents, and ensure that all relevant documents (as per Governing Legislation) are available to the public in an accessible location in the School, for a period of 7 years;

In the absence of the Secretary, the Council shall choose a recording Secretary for the meeting.

D. Treasurer

Unless otherwise delegated, the Treasurer of the Council will:

- i. Keep accurate records of all financial transactions;
- ii. Ensure that records are available upon request of the School Board, Governing Legislation or Council;
- iii. Be responsible for the deposits of all monies paid to the Council in whatever bank, trust company, credit union or treasury branch the Council may order;
- iv. Present a full, detailed account of receipts and disbursements to the Council as required by the Council, and prepare the financial statements for the annual report;
- v. Immediately report apparent discrepancies in statements to Council Chair;
- vi. Supervise the affairs and preside at any meetings of the financial committee;
- vii. Cooperate with auditors in annual review.

E. Past Chair (Previous Term)

The Past Chair of the Council may:

- i. Serve in an advisory capacity to the new Council;
- ii. Act in the absence of both the Chair and Vice-Chair.

F. Members at Large / Committee Leads

These Members will:

- i. Lead committees for Council activities
- ii. Organize volunteer and fundraising programs
- iii. Encourage feedback and participation from School Community groups and individuals;
- iv. Communicate information of interest to the Council and the School community;
- v. Share information from School Council meetings with the community as needed;
- vi. Have a clear understanding of the Council's objectives;
- vii. Attend Council meetings;
- viii. Identify possible topics for agendas;
- ix. Serve as a liaison between the Council and their organization or area of responsibility.