

**JENNIE ELLIOTT SCHOOL COUNCIL
GENERAL OPERATING BY-LAWS**

1 DEFINITIONS

1.1 In this by-law:

- 1.1.1 *Act* means the School Act;
- 1.1.2 *Annual General Meeting* means the meeting required to be held in accordance with Section 7.8;
- 1.1.3 *Board* means the Calgary Board of Education;
- 1.1.4 *Certificate of Establishment* means the certificate of establishment approved at the establishment meeting of the Council held on January 24, 1996;
- 1.1.5 *Community Representative* means the person so appointed by the Executive pursuant to Section 6.1.3;
- 1.1.6 *Council* means the Jennie Elliott School Council, formed in accordance with the Act and the Regulations and as evidenced by the Certificate of Establishment;
- 1.1.7 *Executive* means collectively all of the individuals (other than the Community Representative) elected or appointed, as the case may be, to the positions described in Sections 5.3 and 6.1;
- 1.1.8 *JEPSA* means the Jennie Elliott Parent School Association;
- 1.1.9 *Key Communicator* means the person who attends Board key communicator meetings where information about public education is shared and parental input on educational issues is provided;
- 1.1.10 *Member* means a person who meets the requirements for membership in the Council set forth in the Certificate of Establishment;
- 1.1.11 *Parent* means a parent, guardian or legal custodian of a Student or Students;
- 1.1.12 *Presiding Officer* means the member of the Executive who is acting as chair of a meeting of the Council;

- 1.1.13 ***Principal*** means the principal (as defined in the School Act and the Regulation) of the School or his or her designated representative;
- 1.1.14 ***Regulations*** means the School Councils Regulation (Alberta Regulation 124/95), as amended from time to time, made pursuant to the School Act;
- 1.1.15 ***Resolution*** means a decision made by Council as contemplated in Section 3.1, either by reaching a Sufficient Consensus or by voting on a motion;
- 1.1.16 ***Room Parents*** means parents who assist in the classroom by organizing volunteers and communicating with parents regarding meetings and special events;
- 1.1.17 ***School*** means Jennie Elliott Elementary School;
- 1.1.18 ***School Board*** means the Calgary Board of Education;
- 1.1.19 ***School Community*** means collectively the Students, the Parents and the Staff, and other persons who have an interest in the school;
- 1.1.20 ***Special Resolution*** means a resolution of the Council passed at a Council meeting by a majority of at least 2/3 of the Members present at that meeting;
- 1.1.21 ***Staff*** means persons who are employed at the School;
- 1.1.22 ***Statement of Philosophy*** means a statement adopted by the Council that includes a mission, a vision, guiding principles and functions;
- 1.1.23 ***Student*** means a student enrolled in the School;
- 1.1.24 ***Sufficient Consensus*** means the consensus of all Members present at a Council meeting as to the articulation of a Council decision with regard to a particular matter;
- 1.1.25 ***Teacher*** means a person who is employed to teach Students at the School;
- 1.1.26 ***Teacher Representative*** means the Teacher or one of the Teachers, as the case may be, who is or are members of the Executive as contemplated in Section 6.1.2; and
- 1.1.27 ***Town Hall Governance Model*** means that the direction of the Council is determined

by all Members as articulated at meetings or a signed resolution that confirms the Sufficient Consensus of the Members on the issue.

1.2 All other capitalized terms used shall have the same respective meanings as are set out in the Act or the Regulations.

2 POWERS

2.1 The Council may, at its discretion:

2.1.1 advise the Principal and School Board respecting any matter relating to the School;

2.1.2 perform any duty or function lawfully delegated to it by the School Board;

2.1.3 consult with the Principal so that the Principal may ensure that the Students in the School have the opportunity to meet the standards of education set by the Minister;

2.1.4 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 School Board and the Superintendent;

2.1.5 subject to the Regulations, make and implement policies in the School that the Council considers necessary to carry out its functions;

2.1.6 make policies and participate in processes for conflict resolution among Council members, between the Council and the School Community and between the Council and the Staff.

3 DECISION MAKING

3.1 The decisions of the Council shall so far as possible be reached through consensus. The process of consensus-building shall be used to its fullest prior to a formal vote being taken. In recognition of this commitment to consensus-building, and subject to Section 7.4, the decisions of the Council shall be made as follows:

3.1.1 every Member shall be given the opportunity to speak to a particular matter, and shall have the responsibility to listen;

3.1.2 the Presiding Officer has the right to table the matter when necessary to allow for

more input or discussion in a more appropriate forum;

3.1.3 after dialogue about the particular matter has taken place and everyone has been given a reasonable opportunity to state his or her opinion and be listened to, the Presiding Officer will state what he or she believes to be the Sufficient Consensus and ask if any Member remains opposed to it, whereupon any Member may voice his or her opposition;

3.1.4 if there is no opposition to the Sufficient Consensus as so stated by the Presiding Officer, it shall be deemed to be a Resolution of the Council; and

3.1.5 if there is opposition to the Sufficient Consensus, the Presiding Officer will ask the meeting for a motion on the particular matter, the motion if any shall be put to a vote and the resulting resolution if any shall be the Resolution of the Council on the matter.

3.2 Subject to Section 3.3, if any motion is put to a vote at a Council meeting, each Member personally in attendance at the meeting (other than the Presiding Officer) shall, in regard to any matter before the meeting, have one vote and, unless these By-laws otherwise require, a simple majority of votes shall prevail. Voting by proxy shall not be permitted.

3.3 In the event of a tie vote the Presiding Officer shall cast the deciding vote.

3.4 If 10 or more Members notify the President in writing that they believe that the Council is in a state of conflict that materially and adversely affects its ability to function, the President shall request that the Board provide person to act as the facilitator to assist in resolving the conflict. All Members shall participate in good faith to the extent required in the conflict-resolution process. If this process does not result in resolution of the conflict, the Council shall seek resolution through the formal conflict resolution process established by the Board.

4 GOVERNANCE MODEL AND OTHER MATTERS

4.1 It shall be the duty and responsibility of the Council to manage Council activities by following the Town Hall Governance Model.

4.2 The Council shall so far as reasonably practical ensure that all Council activity is conducted with the involvement of all concerned participants from the School Community.

4.3 The Council and the Members shall conduct themselves in accordance with the Guiding

Principles of the Council set out in the Statement of Philosophy.

- 4.4 The Council has power to manage its activities in accordance with the Act, the Regulations and these Bylaws.
- 4.5 Subject to any restrictions in the Act, Regulations, these By-laws or conflicts with the Statement of Philosophy, the Council may delegate to its Executive or committees, any of the Council's functions.
- 4.6 The President shall not articulate the position of the Council or Executive on any significant policy matter unless a decision on the matter has been made by the Executive or the Council.
- 4.7 Funds of the Council shall not be spent unless the expenditure has been approved by the Council or the Executive in a budget or otherwise, provided however that the President may authorize in the aggregate the expenditure of \$500 of unbudgetted amounts during any school year.
- 4.8 Any Member of the Council who is involved in school committees and decision making is obliged to report on the matter at regular open meetings of the Council.

5 COUNCIL MEMBERSHIP AND DUTIES

- 5.1 The Council shall consist of the number of individuals who satisfy the qualification requirements stipulated in the Certificate of Establishment.
- 5.2 It shall be the duty of a Member to act in the best interests of the Students and the School as a whole and according to these By-laws and the Statement of Philosophy.
- 5.3 The Executive shall consist of :
 - 5.3.1 the Home and School Representative, who shall attend all meetings of the Calgary Home and School Association, and when required represents the Council, and shall report the proceedings to the Council;
 - 5.3.2 the JEPSA Chair, who shall act as liaison between JEPSA and Council;
 - 5.3.3 the Kindergarten Liaison, who shall collaborate with the Kindergarten parents and teacher to ensure that resources are available to support the Kindergarten program,

and who shall deposit all monies paid to Kindergarten for enrichment fees in the bank, trust company, credit union or treasury branch the Kindergarten parents may order, properly account for funds of the Kindergarten and keep such books as may be directed and meets with the Kindergarten parents and teacher as required to facilitate communication;

- 5.3.4 two Members at large, who shall aid the Executive and undertake tasks as required;
- 5.3.5 the immediate Past-President, who shall be available in an advisory capacity after term of office as President;
- 5.3.6 the President, who shall preside when present at and participate in all meetings of the Executive and the Council, have general supervision of all activities of the Council, is the official spokesperson of the Council, causes notices of Council meetings and proceedings to be given in accordance with Article 10 and serves as Past-President for the year after his or her term as President;
- 5.3.7 the President-Elect, who shall aid the President and undertake tasks assigned by the President in the absence of the President, supervise the affairs and preside at any meetings of the Council and in the event of resignation, incapacity or leave of absence of the President, fulfills the President's responsibilities and shall be the President for the year following his or her term as President-Elect;
- 5.3.8 the Secretary, who shall take accurate minutes of all Executive and Council meetings and proceedings and keep and circulate such minutes and shall have charge of all the correspondence and official records of the Council;
- 5.3.9 the Student Enrichment Chair;
- 5.3.10 the Treasurer, who shall supervise the affairs and preside at any meetings of the Finance Committee, deposit all monies paid to the Council in the bank, trust company, credit union or treasury branch appointed by the Executive, have control and custody of cheques and records, deposit, oversee distribution of and properly account for funds of the Council and keep such books as may be directed by the Executive, present a full detailed account of receipts and disbursements to the Council whenever requested, and prepare the financial statements for the annual reports;
- 5.3.11 two Volunteer Coordinators, who shall prepare and distribute a volunteer request

form to all parents in September of each school year, prepare a volunteer list for each classroom teacher and room parent, contact volunteers to assist with School and Council events and committees, assist school administration in the development, organization and implementation of a volunteer orientation session to be held each September and assist school administration and Council in volunteer recognition activities.

- 5.4 Every Parent is eligible to be elected or appointed as a member of the Executive.
- 5.5 The President, President-Elect and Past-President shall serve a term of office of one year. The term of office for each of the other elected Executive positions shall be two years. No individual may serve on the Executive in a particular elected position for more than two consecutive terms.
- 5.6 A Nomination Committee shall be appointed by the Executive. The slate of nominees for Executive positions shall be presented by the President-Elect at the Annual General Meeting.
- 5.7 An election to fill each Executive position mentioned in Section 5.3 (other than that of President) shall be held at the Annual General Meeting at which the term of office of the current holder of that office will expire. Each term of office begins at upon the confirmation of the appointment pursuant to Section 6.1 or upon completion of the election held in respect thereof at an Annual General Meeting or other meeting.
- 5.8 An Executive member may resign by notice in writing to the President and the Principal, or if the withdrawing Member is the President, by notice in writing to the President-Elect and the Principal.
- 5.9 The Council may by Special Resolution remove any Executive Member providing that the Member has been notified twenty-one (21) days in advance and is afforded the opportunity to be heard at the meeting.
- 5.10 The Executive will generate annual goals and objectives to be put forward for approval by the Council, suggest agenda items for the general meetings and carry out the day-to-day operation of the Council.
- 5.11 The Council may appoint qualified persons to fill vacancies in the Executive other than the Principal and Teacher Representatives, until a new Executive is elected at the next Annual General Meeting.

6 APPOINTED MEMBERS

6.1 The following persons shall also be members of the Executive:

6.1.1 the Principal;

6.1.2 a maximum of two Teacher Representatives, who shall be appointed by the Teachers of the School and who shall actively seek to understand the views of the teaching staff and communicate the views of the Teachers to the Council communicate, on a regular and continuing basis, the activities of the Council and aid the President and the Council, monitor and assist in any Council committee as requested by the President. and listen to and consider feedback from the Council; and

6.1.3 one Community Representative, who shall be a person resident in the catchment area having an interest in the School, or shall be the Kindergarten Liaison, who shall be appointed by the elected members of the Executive, and who shall act as the Council's liaison with the School Community and represent the views of the School Community.

7 MEETINGS

7.1 Meetings of the Council shall ordinarily be held at the School.

7.2 The Council may designate a day or days in any months for regular meetings and even though no further notice shall be required for Members, the Council shall ensure that concerned participants of the School Community are made aware of these meetings by following the practices described in Article 10, Notices.

7.3 The quorum for the transaction of business at any meeting of the Council shall be 10 Members in attendance.

7.4 The agenda for any meeting of the Council shall be set by the President or the Presiding Officer on the advice of the Executive and the Principal, and in accordance with the other provisions of these By-laws. Specific items shall be added to the agenda at the written request of any Member made at least two weeks in advance of the Meeting. Any Member may also make a motion at a meeting or raise an item for discussion and the motion or item will be considered by the Council at that meeting.

- 7.5 All meetings of the Council and the Executive shall be conducted according to Robert's Rules of Order.
- 7.6 Records containing the minutes of all meetings, resolutions and correspondence of the Council and of any committee of the Council shall be maintained and be available to any concerned participant of the School Community who requests them.
- 7.7 A resolution in writing, signed by all of the members of the Executive, shall be valid as a resolution of the Executive as if passed at a meeting of the Executive.
- 7.8 The Council shall hold an Annual General Meeting during the month of September in each year. Unless decided otherwise by the Council, the purpose of the meeting shall be to:
- 7.8.1 permit the Council to amend, vary or rescind these By-laws;
 - 7.8.2 permit the Parents, subject to input and comment from the Council, to amend the size or composition of the Council;
 - 7.8.3 permit the Parents to elect the Executive in accordance with Section 5.7;
 - 7.8.4 receive the report of the outgoing President;
 - 7.8.5 affirm or modify the Council Statement of Philosophy consisting of a mission, a vision, guiding principles and objectives;
 - 7.8.6 affirm, provide input, or comment upon, for consideration by the Principal, the School's mission statement, vision statement, objectives, business plan or similar documents, if any;
 - 7.8.7 receive a report on any formal evaluation conducted of the School or the Council;
 - 7.8.8 permit the Members to consider for approval the final audited financial statements for the previous year; and
 - 7.8.9 after the election contemplated in Section 7.8.3, establish a plan and committees for the upcoming year and solicit volunteers for committees.

- 7.9 The Council shall hold a meeting during the month of October of each year. Unless decided otherwise by the Council, the purpose of the meeting shall be to:
- 7.9.1 receive from the Principal an interim plan for the upcoming year
 - 7.9.2 receive from the Treasurer, for consideration and approval, a budget for the upcoming year
 - 7.9.3 receive from the Student Enrichment Committee, for consideration and approval, a plan and budget for the upcoming year.
- 7.10 The Council shall hold a minimum of eight meetings during each school year including the meetings referred to in Sections 7.10, 7.11 and 7.12. These meetings shall be held at the call of the President or the Executive. If a meeting of the Executive has not been held within the preceding 30 days and is not scheduled to be held within the next 30 days, a meeting of the Council shall be called by the Executive if at least 20 Members so request in a written notice signed by them and delivered to the President, and such meeting shall be held within 21 days of the said written request. Notwithstanding any other provision of these By-laws, meetings of the Council shall not be held during July or August.
- 7.11 Executive Meetings shall be called at the discretion of the President. A meeting of the Executive shall be called by the President on the written request of any two members of the Executive, provided that they state in the written request the business to be brought before the meeting.
- 7.12 The quorum for the transaction of business at any meeting of the Executive shall be 5 members in attendance in person.

8 COMMITTEES

- 8.1 The Council shall appoint the members of the committees referred to in Sections 8.2, 8.3, 8.4 and 8.5 and may appoint other ad hoc committees consisting of Members and others from the School Community with either delegated or advisory responsibilities in order to meet the objectives of the Council. All such committees shall:
- 8.1.1 communicate their plans for meeting their objectives to the Members;
 - 8.1.2 determine who needs to be involved and who needs to be informed about the event or activity;

- 8.1.3 if the event or activity occurs during school time, contact school staff to determine the best way to carry out the event or activity;
 - 8.1.4 finalize plan and inform all volunteers and school staff of final plan;
 - 8.1.5 carry out event or activity;
 - 8.1.6 where committees have been allocated approved budget funds those funds shall be released by the Treasurer either upon submission of a receipt or in advance with proper documentation, a receipt or invoice to follow;
 - 8.1.7 file all relevant information for future reference in Council archives; and
 - 8.1.8 prepare a brief final report about the activities of this committee.
- 8.2 The Finance Committee shall consist of the following individuals:
- 8.2.1 the President-Elect;
 - 8.2.2 the Treasurer (Chair);
 - 8.2.3 the JEPSA Chair;
 - 8.2.4 the Student Enrichment Chair;
 - 8.2.5 the Principal (or his or her designate); and
 - 8.2.6 one of the Teacher Representatives.

The purpose of this committee is to determine priorities for expenditure and to allocate funds for approval by Council. The committee shall collaborate with school administration to generate a list of student enrichment requirements to be funded primarily via JEPSA-organized food sales within a single school year. The committee shall collaborate with school administration to generate a list of capital projects and equipment purchases to be funded primarily via JEPSA-organized fundraising campaigns over a two-year period. The committee shall prepare an annual budget to be presented for approval at the October General Meeting. The committee shall monitor the approved budget and report on its status throughout the year. The committee shall prepare an annual financial report and present it

at the Annual General Meeting. The committee shall select a representative to sit on the school budget committee. This representative may be a rotation position among the committee members.

8.3 The Nominating Committee shall consist of the following individuals:

8.3.1 the President-Elect (Chair);

8.3.2 two Parents who are not members of the Executive; and

8.3.3 one or both of the Volunteer Coordinators (in the discretion of the Volunteer Coordinators).

The committee shall present a slate of Executive members for approval at the June Annual General Meeting.

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8.4 The Communications Committee shall consist of the following individuals:

8.4.1 Member of the Executive (Chair);

8.4.2 School Administration Representative; and

8.4.3 two Parents who are not members of the Executive.

The committee shall develop and encourage effective communication at all levels. The committee shall develop communication policy and procedure to be approved by the Council. The committee shall prepare an annual plan identifying problems areas and specific solutions. The committee shall organize training, information and resources that promote effective communication in the school community. The committee shall prepare a written report for the monthly community newsletter. The committee shall select from among its members representative to act as Key Communicator. This representative may be a rotation position among the committee members.

8.5 The Student Enrichment Committee shall consist of the following individuals:

8.5.1 Student Enrichment Committee Chair; and

8.5.2 two Parents who are not members of the Executive.

8.4 The Communications Committee shall consist of the following individuals:

- 8.4.1 Member of the Executive (Chair);
- 8.4.2 School Administration Representative;
- 8.4.3 *a minimum of two Parents who are not members of the Executive;*
- 8.4.4 *the Home and School Representative; and*
- 8.4.5 *other members of the Executive (optional)*
 - 8.4.5.1 *The President-Elect, in a "development" role*
 - 8.4.5.2 *The President, in an "contact" role*
 - 8.4.5.3 *The immediate Past-President, in an "advisory" role*

- The committee shall develop and encourage effective communication at all levels.
- The committee shall develop communication policy and procedure to be approved by the Council.
- The committee shall prepare an annual plan identifying problem areas and specific solutions.
- The committee shall organize training, information and resources that promote effective communication in the school community.
- The committee shall *actively promote school and student achievements within the community. At a minimum, this committee shall prepare a written report for the monthly community newsletter. Additionally, efforts should be made to keep positive relationships with the community by actively working with the merchants at the Plaza, participating in community events such as Fun Days, and advising the media of achievements within the school.*
- The committee shall select from among its members representative to act as Key Communicator. This representative may be a rotation position among the committee members.
- *The committee shall receive all general communications from external education stakeholders, such as Alberta Education, the Calgary Board of Education, our Collaborative Learning Community (CLC5), SPEAK, and Home & School for review and distillation. This material is normally received by the committee after the President has seen it. If material is obtained in another manner, the committee will promptly advise the President of its receipt and general contents. The committee will provide a summary of these documents at the School Council meetings, thus contributing to a better informed parent population. These summaries will also be distributed to Council members via the monthly School Newsletter.*
- *Any formal communication (written or verbal) under the JESC name must receive the approval of the Council president.*
- *Any formal communication (written or verbal) under the JESC name expressing concerns with educational conditions at Jennie Elliott must be reviewed and endorsed by the Communications Committee. Prior to mailout, these letters must receive the approval of the majority of the full Executive or the majority of members present at a Council meeting.*
- *Any formal communication (written or verbal) completed by a sub-committee of JESC that has not received the approval of either the Executive or Council must contain a disclaimer clearly identifying the communication as representing the views of the authors in their role as Council Executive members, rather than representing the views of the Executive or of Council.*
- *Any formal communication (written or verbal) which represents a definitive statement of position by the Council must be presented in writing to all members of the Council. Opportunities for response must be provided in 3 forums: an open meeting, such as the next Council meeting; a written submission; or a verbal submission to a member of the Communications Committee. Prior to mailout, these letters must receive the approval of the majority of members present at the Council meeting, plus those having indicated an opinion in writing or verbally. A minimum of 14 calendar days between distribution of the notice and the next Council meeting must be allowed.*

The committee shall propose projects, authors/illustrators, speakers, or relevant entertainment that will enrich the education of the students.

- 8.6 JEPSA shall in accordance with its By-laws raise funds for expenditure by the Council.
- 8.7 The Executive shall recommend Parents to serve with staff on school based committees including budget committee, mutual appreciation, library, fine arts, extra-curricular, technology and any other committees that the Principal and Teachers believe would benefit from parent participation.

9 ANNUAL REPORT

- 9.1 The Council through the President shall prepare and provide the School Board with an annual report which:
 - 9.1.1 summarizes the activities of the Council for the previous year;
 - 9.1.2 includes a financial statement relating to money handled by the Council for the previous year, if any; and
 - 9.1.3 includes a copy of the minutes for each meeting of the Council held for the previous year.
- 9.2 The Council shall make the annual report available to all concerned participants of the School Community.

10 NOTICES

- 10.1 Consistent with the Statement of Philosophy, every opportunity shall be made by the Council to ensure that each Member shall have a reasonable opportunity to express his or her view for consideration and to attend meetings.
- 10.2 Neither the failure to provide a notice to any particular concerned Member, nor any defect in any notice nor the failure of any particular person to actually receive such notice, shall affect the sufficiency of the notice given to other Members nor the business transacted at such meeting.
- 10.3 Not less than 14 days prior notice will be given for all meetings of the Council. Notice will be given by at least one of the following methods, which shall be decided upon by the

Executive or the President:

10.3.1 posting at the School;

10.3.2 delivery by each Student to his or her home;

10.3.3 mailing to the Students' homes;

10.3.4 communication through the phone and message centre;

10.3.5 communication through any electronic mail or computer School net system; and

10.3.6 inclusion in newsletters.

11 GENERAL

11.1 The Council fiscal year shall begin July 1 of each calendar and end June 30 of the immediately following calendar year.

11.2 Cheques drawn on the bank accounts of the Council and contracts of the Council shall be signed by the Treasurer and any one of the the President, the Past President or the President-elect.

11.3 The Council shall work actively with JEPSA to assist in fundraising activities on behalf of the school.

- 11.4 Subject to the provisions of the School Act and policy of the School Board, the Council shall maintain records of its minutes and proceedings available for inspection by concerned participants of the School Community, upon request.
- 11.5 These By-laws and any amendments to these By-laws shall come into force when approved by a majority of Members who vote at a meeting of the Council called for that purpose. These By-laws may be amended by ordinary Resolution.
- 11.6 These By-laws are certified to be in force effective the 28th day of February, 1996.

JENNIE ELLIOTT SCHOOL COUNCIL

Christina K. Smith
President

Juanda Ball
Secretary