

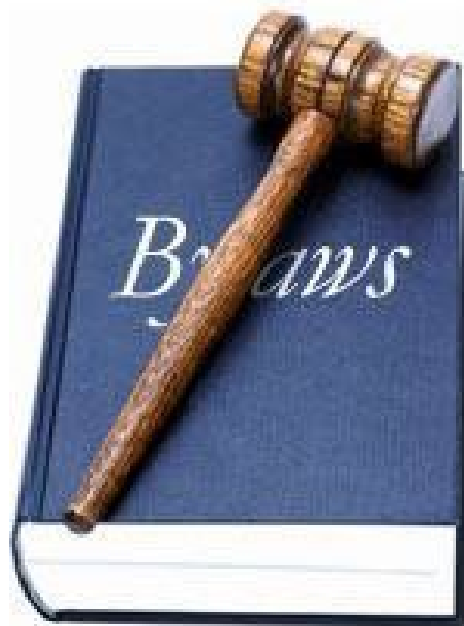
Midnapore School

55 Midpark Rise SE Calgary AB T2X 1L7 403-777-8680 Grades K-6, K-1 Chinese (Mandarin) Bilingual

School Motto
Learning to Live. Living to Learn.



School Council



MIDNAPORE SCHOOL COUNCIL BY-LAWS

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1.0 Name

The name of the school council shall be Midnapore School Council ("Council"). The name of the school is Midnapore School ("School").

2.0 Mission

The mission of the Council is to foster the well-being and effectiveness of our school community and to enhance student learning.

3.0 Vision

Our vision is to work collaboratively with all members of our school community to create an effective learning environment, enable our students to achieve their potential, and advance excellence in the education of our students.

4.0 Goals

The goals of Council, in keeping with the *School Act* and the *School councils Regulation*, are to:

- a) Provide advice (ie input) to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions and budget allocations to meet student needs
- b) Stimulate continuous improvement in meaningful involvement by all members of the school community
- c) Facilitate collaboration among concerned participants of the school community
- d) Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
- e) Facilitate the development of a common vision for our school
- f) Facilitate an Annual Report of the School Council and to communicate the results of this report to concerned participants of our school community
- g) Advise on fundraising activities of the School council that are operated by independent committees and organizations, including the Midnapore Fundraising Society
- h) Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
- i) Facilitate communication with educational stakeholders and the community.

5.0 Governance and Membership – Town Hall Model

Membership of Council shall consist of:

- a) The parents, guardians, or legal custodians of students enrolled at the School ("Parents");
- b) The Principal of the School ("Principal");
- c) Teachers and staff employed at the School;

Town Hall Governance:

- a) the executive committee will prepare the agenda for the general meetings and circulate minutes of the same

- b) the executive committee will carry out the day-to-day operation of the council
- c) The executive committee will be elected for a 1 year term at the Annual General Meeting with a two year commitment for each position encouraged.
- d) The term of office in one Parent Officer position shall be encouraged to not exceed four consecutive years
- e) The term of office shall run from Annual General Meeting to Annual General Meeting

6.0 Decision Making

- a) Decisions at council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b) If a decision is made by a vote, the motion must be moved and seconded and passed by the majority of council members in attendance.

7.0 Quorum

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

8.0 Duties of the Executive

1. The Chair

- a) prepare and distribute an agenda for council meetings
- b) chair council meetings
- c) act as spokesperson for the Council
- d) to submit an annual report to the principal for retention in the school and inclusion in the school's annual report.

2. Vice Chair

- a) assume all responsibilities of the chair in his or her absence
- b) assume any vacated Executive Committee position on an interim basis
- c) submit regular reports to the members via the school newsletter

3. Secretary

- a) Keep accurate minutes and records of school council meetings
- b) Distribute the minutes in a timely fashion to the council distribution list, and arrange for the minutes to be posted on the School website prior to the next meeting
- c) Document and file all correspondence and communications
- d) Keep an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA)
- e) Keep an accurate list of names and email addresses for meeting notification and minutes in compliance with PIPA

- f) Ensure all materials relating to the Midnapore School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location at the school.

4. Treasurer

- a) keep financial transactions of the school council and fundraising committee
- b) report financial updates to the school council
- c) comply with school council, fundraising, and school board policies
- d) complete & distribute an annual report
- e) issue and record cheques as approved by council

9.0 VACANCIES

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

10.0 COMMITTEES and COORDINATORS

- a) A school council may appoint committees and/or coordinators that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned task.
- b) Committees/Coordinators may include, but are not limited to;
 - i. Dance Coordinator
 - ii. Volunteer Coordinator
 - iii. Fun Lunch Coordinator
 - iv. Key Communicator
 - v. Casino Coordinator

11.0 MEETINGS

- a) Regular meeting dates will be determined by school council members attending the first meeting and/or by the executive of the school council. Those dates will be posted on the website and communicated to the school population in the newsletter.
- b) Meetings will take place at the school unless indicated with a 20 school day notice to change location.
- c) Special meetings of the school council may be called by the executive or at the written request of (20) twenty parents of students enrolled at the School.

12.0 ANNUAL GENERAL MEETING (AGM)

- a) The annual general meeting of the school council will be held within 20 school days after the start of the school year or at an appropriate time during the school year determined by the school council.
- b) The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date.
- c) Election of school council members and/or executive positions will take place at the AGM.
- d) All parents of students attending the School are eligible for election.
- e) All parents of students attending the School are eligible to vote at the AGM.
- f) The business of the AGM shall include:
 - i. election of school council members and/or executive members
 - ii. proposed by-laws/operating procedures amendments
 - iii. motion to accept a financial statement of the previous year
 - iv. review of the Annual Report of the previous year
 - v. plans and budget for the upcoming year
 - vi. meeting dates for the upcoming year
 - vii. discussion of any major issues in which parents should have input, such as:
 - changes to the vision or mission statement of the school
 - major changes in the school program or focus
 - formal evaluation of the school council.

13.0 ANNUAL REPORT

In accordance with *School Councils Regulation*, the school council, through the chair, prepares and provides the school board with an annual report submitted by September 30th that includes:

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

The school council will make the annual report available to all members of the school community by posting it on the School website and referencing it in the newsletter.

14.0 AMENDMENTS TO THE BY-LAWS/OPERATING PROCEDURES

- a) The by-laws remain in force from year to year, unless amended at the AGM.
- b) The by-laws of the school council may be amended by a majority vote of the school council at an AGM.
- c) Notice of proposed by-law amendments must be circulated with the notice of the AGM.

15.0 CODE OF ETHICS

All school council members shall:

- a) abide by the legislation that governs them
- b) be guided by the mission statement of the school and school council
- c) endeavor to be familiar with school policies and operating practices and act in accordance with them
- d) practice the highest standards of honesty, accuracy, integrity and truth
- e) recognize and respect the personal integrity of each member of the school
- f) community
- g) declare any conflict of interest
- h) encourage a positive atmosphere in which individual contributions are encouraged and valued
- i) apply democratic principles
- j) consider the best interests of all students
- k) respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- l) not disclose confidential information
- m) limit discussions at school council meetings to matters of concern to the school community as a whole
- n) use the appropriate communication channels when questions or concerns arise
- o) promote high standards of ethical practice within the school community
- p) accept accountability for decisions
- q) not accept payment for school council activities.

16.0 PRIVACY

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

17.0 POLICIES

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

18.0 FUNDRAISING SOCIETY

- a) School council will communicate regularly with the fundraising society to support their activities and to solicit support for school council activities.
- b) School council can develop policy to promote a productive open and transparent relationship with the fundraising society.

19.0 SCHOOL COUNCIL FUNDRAISING

- a) With the exception of the annual cheque writing campaign, School council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- b) School council can fundraise and funds can be kept in a school council bank account or given to the school.
- c) School council funds given to the school will be subject to the school board's policy on school council fundraising.

20.0 SIGNING AUTHORITY

Any two Executive Council members, together, are authorized to sign cheques and execute agreements and other documents on behalf of the School Council and the School Council may, by resolution, appoint additional signing officers for general or specific purposes.