



**Glenmore Christian Academy School Council  
Calgary, Alberta  
BY-LAWS**

**1. NAME**

The name of the School Council shall be Glenmore Christian School Council, which resides at 16520 - 24th Street S.W. Calgary, AB T2Y 4W2 hereinafter referred to as the School Council.

**2. MISSION**

The mission of the School Council is to foster the mission of the school and further enhance student learning, student well-being and school community. The mission of Glenmore Christian Academy is to educate children in a dynamic Christian environment dedicated to excellence in learning and life development.

**3. VISION**

The purpose and vision of School Council is to support the core vision of Glenmore Christian Academy, which consists of the following:

**With respect to leadership we believe that:**

- the school must clearly communicate its mission to all stakeholders and act accordingly
- the board and staff must work together as a team to promote excellence
- the school must have clear and open communication lines with parents
- the school must have a focused vision for the future, coupled with prayer support for all school stakeholders

**With respect to students we believe that:**

- they are expected to strive to exhibit Christ-like character
- they must act responsibly and be held accountable for their actions
- they must attempt to reach their highest level of achievement in all areas
- they must begin to focus on learning as a lifelong activity

**With respect to staff we believe that:**

- staff must set an example of Christian character and demonstrate commitment to “grow in Christ” in front of the students, parents, and peers
- each staff member must have a strong commitment to professional development including lifelong learning and graduate education
- each new staff member deserves to be mentored by a more experienced staff member and that collaboration with peers is essential for ongoing learning to take place
- extra-curricular activities are a vital part of a student’s learning and responsibilities must be shared by all staff
- all staff should be compensated fairly for their efforts

**With respect to “school climate” we believe that:**

- students and staff deserve a safe and caring environment with a strong sense of “community”
- students, parents and staff must exhibit mutual respect as they interact with each other
- student behaviour should exhibit respect for the individual and school property
- school personnel have a responsibility to develop positive relationships with students and parents
- varying types of student achievement should be recognized including spiritual, academic, artistic, and athletic, all in the pursuit of excellence

**With respect to school community we believe that:**

- parents should be involved in their child’s education through financial sponsorship and in volunteering their time and attending school functions
- teamwork between the school and the home promotes the best environment for student learning
- students, staff and parents must develop a sense of “service” to others
- the school should have meaningful contact with local community (surrounding area) and maintain a connection with school alumni

**With respect to curriculum we believe that:**

- we must integrate the Christian faith with worldview issues to develop Christian character and promote lifelong learning
- we must promote the use of technology so that students and staff will be competent in integrating technology into the school curriculum
- we must promote and maintain high academic standards
- we must reinforce the worth of each student and staff member while at the same time recognizing individual differences

**With respect to school facilities we believe that:**

- excellent resources must be provided to facilitate excellent programs
- the school environment must be clean and well-maintained
- an ongoing program of upgrading school facilities and equipment must be a priority
- the facilities must provide for a safe and protective environment

#### **4. OBJECTIVES**

The objectives of the School Council, in accordance with the policies, regulations and procedures set out by the School Act, the School Councils Regulations and the Palliser Regional School District include:

- a. provide advice (i.e., input) to the staff, principal and Society Board on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and direction and budget allocations to meet student needs;
- b. stimulate continuous improvement in meaningful involvement by all members of the school community develop and enhance a cooperative Christian relationship between home, school and community;
- c. facilitate collaboration among concerned participants of the school community and encourage greater parent participation in and understanding of the education of their children;
- d. support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level;

- e.
- f. facilitate a formal performance evaluation of our School Council and communicate the results of the evaluation to the school board and the school community;
- g. keep the Society Board informed – in cooperation with the principal - of the needs of the school;
- h. support the school in its efforts to focus teacher's time and school resources on the essential tasks of teaching and learning;
- i. provide assistance in fundraising activities in the school community;

## **5. RESPONSIBILITY AND GOVERNANCE OF COUNCIL**

1. The School Council will be duly formed and constituted in a manner consistent with the *School Act*.
2. The School Council provides parents and the school community with a means to consult and provide advice to the principal on matters pertaining to the school and its operations, subject to the provisions of the *School Act - section 22*.
3. The School Council may periodically carry out other school-related functions as identified by the principal, Palliser Superintendent, Society Board, and/or Alberta Education, if agreed to by the School Council.
4. The Palliser division encourages the School Council to build a supportive school community and to advocate on behalf of the school and school system.
5. Personnel concerns and professional practice of GCA staff will not be discussed at School Council meetings.
6. The School Council shall follow its own Code of Ethics in accordance with the *School Council Regulation 171/98*.
7. The financial records of the School Council shall be open to audit by the Palliser Associate Superintendent (Business Affairs). Funds shall not be raised through loans from banks, financial institutions or other security requirements.
  - 7.1 School Council shall not incorporate under the *Societies Act* or the *Companies Act*.
  - 7.2 The School Council shall not be charged a fee for the use of schools or school facilities for holding its meetings.
  - 7.3 No officers or other members of the School Council shall receive any remuneration for acting as a member of the council.
8. Minutes of each School Council meeting shall be recorded and maintained. Copies shall be retained in the principal's office, on the GCA website and a copy filed with the Superintendent. On an annual basis, a copy of each meeting's minutes throughout the year shall be filed annually with the Palliser board.
9. Reports forwarded to the Palliser board for consideration or delegate presentation at a Palliser board meeting shall comply with provisions outlined in the Palliser Administrative Manual.
10. Resolution of Conflict:
  - 10.1 Working Agreement:
    - a. all efforts should be made to avoid judgement of other's opinions and thoughts
    - b. recognition, thank you for the work done
    - c. recognition of the work of the group
    - d. freedom and encouragement to delegate the tasks
    - e. freedom to survey the school community for some decisions
    - f. deal and resolve an issue
  - 10.2 When it becomes apparent that an irreconcilable and counterproductive difference exists within the School Council, it is the responsibility of the principal and/or School Council Chair to bring this to the attention of the Palliser Superintendent or designate.

10.3 The Palliser Superintendent or designate will work with the School Council in attempting to resolve the difference.

10.4 If the Palliser Superintendent or designate is unable to resolve the issue, the Palliser Assistant Superintendent for Alternative School and Technology with a copy to the superintendent will inform the Palliser board.

10.5 If the Palliser board is unable to reach agreement with the School Council, the Palliser board may request the Minister to dissolve the School Council pursuant to Section 22 of the *School Act*.

#### 11. Appeal of Policies and Administrative Procedures:

If the School Council finds itself in disagreement with Palliser board policy or Palliser division administrative procedures, the School Council may write a letter to the Palliser Superintendent outlining the concerns with a copy being sent to the principal.

## **6. MEMBERSHIP**

The membership of the School Council, as also set out by Alberta Education and the Palliser Regional School Division, shall consist of the following:

(a) The membership of the School Council shall consist of the following:

- (i) a minimum of 3 elected parents/guardians of students enrolled in the school
- (ii) the Principal of the school
- (iii) the past Chair of the School Council
- (iv) a minimum of one teacher appointed by the teaching staff of the school
- (v) an individual with vested interest in GCA approved by the School Council Executive Committee

(b) For the purposes of voting at the general meeting the majority of the voting members shall be parents/guardians of students enrolled at the school. Each School Council Member is entitled to one vote. The quorum for any meeting is five members and the majority of members must be parents/guardians of students attending the school.

(c) The membership of the executive committee shall consist of the following:

- (i) three parents/guardians of students from the school elected by parents/guardians at a meeting called for this purpose. The three positions will be Chair, Vice-Chair and Secretary.
- (ii) the Principal
- (iii) the Chief Executive Officer of the Glenmore Christian Academy

(d) Resignation of members must be done in writing to the Chair of the School Council. If the Chair wishes to resign, he will do so in writing to the Vice-Chair.

## **7. OFFICERS & DUTIES**

The following three positions of the executive committee will be elected from its membership: a Chair, a Vice-Chair and a Secretary. No officer or member of the Council shall receive any remuneration for his services.

Any officer, upon a majority vote at a special meeting that has quorum, may be removed from office for any cause which the School Council may deem reasonable. The officer involved must be notified in writing 21-days in advance of the date of this special meeting by a hand delivered letter or registered mail.

(a) Every member of the School Council is eligible to be elected as an officer of the School Council except those persons who are employed by Glenmore Christian Academy or Palliser Regional School District

(b) Election of the Executive Officers shall be held each year at the Annual General Meeting, and terms shall be for a one-year period. An opportunity will be provided at the Annual General Meeting for persons interested in serving on the School Council to indicate their willingness to hold those positions.

(c) The terms of office shall run from 01 May to 30 April.

(d) The same executive position may not be held for more than two consecutive years by one School Council member.

(e) Members holding an executive position who wish to resign must do so in writing to the Chair of the School Council. If the Chair wishes to resign he will provide his resignation in writing to the Vice-Chair of the School Council.

## **8. DUTIES OF THE EXECUTIVE OFFICERS:**

### **(a) The Chair (term expires on the even calendar years)**

The chair is responsible for planning the agenda for meetings, facilitating the meeting, acting as a spokesperson for the School Council and generally supervising the School Council. The chair or designate serves as Alberta Home and Schools Councils' representative and attends area meetings. The chair will be responsible to report to the Society Board, at least on an annual basis. The four officers, including the principal, will service as the executive committee of School Council.

#### **Specific Duties:**

- the Chair shall call all annual, monthly School Council and special meetings.
- plans the agenda for the meetings.
- convenes and presides at all meetings of the School Council.
- acts as an ex-officio member of all committees.
- ensures that all decisions of School Council are carried out.
- prepares and submits an Annual Report as required by the School Act to School Council and the School Board. This also includes leading a School Council self evaluation process
- designates, in his absence, the Vice-Chair or some other member, to assume his responsibilities.
- assumes other duties and responsibilities as assigned by the School Council.
- ensures that there is regular communication with the school community beyond those who attend the meetings
- strives to ensure the diversity of the school community is represented at School Council

### **(b) The Vice-Chair (term expires on the odd calendar years)**

The vice-chair assists the chair with duties, as assigned, and, in the absence of the chair, assumes the duties of the chair.

#### **Specific Duties**

- assists the Chair in the discharge of his duties.
- assumes the responsibilities of the Chair in absence of the Chair, particularly in meetings.
- assumes other duties and responsibilities as assigned by the School Council.
- continuity provided by the Vice-Chair extending his appointment to the following term by allowing his name to stand as Chair of the School Council.
- keeps informed on relevant school and school board business
- promotes teamwork and assists the chair in the smooth running of the meeting and agenda preparation

### **(c) The Secretary (term expires on the even calendar years)**

The secretary is responsible for keeping accurate minutes and records of

the meetings, taking care of all correspondence and communication, chairing the communication committee.

### **Specific Duties**

- takes, keeps and distributes the minutes of the School Council. The minutes shall be distributed (posted) within ten days of the meeting, and to make copies available for distribution at the next meeting.
- is responsible for keeping an accurate record of the proceedings of all annual, School Council and special meetings.
- looks after the outgoing correspondence of the School Council.
- responsible for preparing and keeping minutes of all Executive Committee meetings
- ensures that the principal and school office are given a copy of all minutes where they will be filed and stored for seven years.

**(d) Treasury (term expires on the odd calendar years)** *Position is not required but can be filled as needed if there becomes a GCA School Council Fundraising Committee.*

On School Council the Treasurer shall:

- Represent and monitor all transactions of a School Council Fundraising Committee
- keep an accurate account record
- prepare and distribute a complete and current financial report, including anticipated expenditures and income, at each School Council Fundraising Committee meeting
- ensure all School Council Fundraising Committee debts are paid on a timely basis
- receive and deposit monies collected by the School Council Fundraising Committee
- act as a signing authority on School Council Fundraising Committee accounts
- organize and distribute to the School Council the School Council Fundraising Committee Annual Financial Statement from May to April of the previous school year at the AGM
- Act as the Treasurer for the School Council Fundraising Committee

### *Committee Chairpersons*

- Committee Chairpersons may be elected to coordinate any special functions approved by the School Council. They shall be elected from the School Council membership.
- the Committee Chairperson shall be responsible for keeping accurate records of all meetings held and all financial matters related to the specific function.
- the Committee Chairperson shall report on and file a financial report and/or minutes of their meeting with the School Council at the following monthly meeting.
- the Committee Chairperson remains entitled to vote at the School Council Meetings

### *Chief Executive Officer shall*

- have full voting privileges at School Council meetings.
- provide relevant information relating to the building, bussing, cafeteria, Kindergarten programming and the Christian Education portion of the curriculum
- be responsible for seeking input from parents on relevant information relating to the building, bussing, cafeteria, Kindergarten programming and the Christian Education portion of the curriculum and reports to the Society Board the input that has been obtained.

### *Principal*

On School Council the Principal shall:

- have full voting privileges at School Council meetings.

- promote cooperation between the School and the community it serves
- seek input from parents and community members on major decisions that affect the school including the school budget and the school year calendar
- establishes, facilitates, communicates and encourages opportunities for parent and community involvement in school matters
- encourages and supports the formation and continuous improvement of School Council
- interpret and share the results of provincial tests
- provides information on the programs in the school and the needs of the students
- provides an opportunity for the School Council to provide input into the schools education plan

#### *Past-Chair*

- the Past-Chair remains a member of the School Council with full voting privileges at School Council meetings, regardless of whether he has children at the school.

#### *Teacher Representatives*

- the teacher representative shall have full voting privileges at School Council meetings
- there shall be a minimum of one teacher representative on the School Council
- the teacher representative shall be appointed by the teachers of the school
- it shall be the responsibility of the teacher representative to uphold the aims and objectives of the School Council
- it shall be the teacher's responsibility to represent the interests of the teaching staff objectively.
- it shall be the teacher's responsibility to represent the interests of the students of the school objectively
- it shall be the teacher's responsibility to communicate back to the rest of the teaching staff the proceedings from the School Council meetings

#### *Future positions*

- Divisional Representatives
- Volunteer Coordinator
- Key Communicator
- Fundraising Coordinator

### **Officer Attendance Problems**

The intent of this policy to maximize full contributions of all officers. If an attendance problem exists regarding an executive officer, the Chair (or Vice-Chair in the case that attendance problems are with the Chair) will promptly contact the individual to discuss the problem. The individual's response will promptly be shared by the Chair with the Council at the next meeting. In that meeting, Council will decide what actions to take regarding the executive officer's future position on Council. If the Council decides to terminate the individual's position as officer, termination will be conducted by the Chair calling the individual with the attendance problem and notifying him or her of the Council's decision to terminate the individual in the executive position per the terms of this policy. The Chair will request a letter of resignation from the individual to be received within the next two weeks. Council will promptly initiate a process to begin recruiting a new executive officer.

An attendance problem occurs if any of the following conditions exist in regard to a officer's attendance to Council meetings:

1. The officer has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).

2. The officer has three notified absences in a row.
3. The officer misses one third of the total number of Council meetings in a twelve-month period.

## **9. VACANCIES**

With the exception of the School Council position filled by the principal, the School Council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or, in the case of new officers, are elected at the next annual School Council general meeting. Wherever practical, vacancies may be filled in the next Annual General Meeting where elections are held.

## **10. MEETINGS**

### *School Council Meetings*

- (a) the first meeting of the School Council must be held within twenty (20) school days after the start of the school year and include a review of the School Council Bylaws
- (b) Members will be notified in writing of School Council Meetings via email.
- (c) School Council meetings will be held on a specified day of each month of the school year as determined by the School Council.
- (c) individual parents/guardians attending a meeting of School Council, who have a child attending the school have a right to vote on an issue. Only parents/guardians in attendance are eligible to vote, there is no proxy voting.
- (d) the quorum for School Council Meetings shall be any five of the School Council members provided the majority consists of parents/guardians of students enrolled in the school. The Chief Executive Officer may act as a parent/guardian of students for purposes of quorum.
- (e) the School Council Meetings shall have a Town Hall form of governance.
- (f) in all procedural matters not covered by these by-laws, Roberts "Rules of Order" shall be employed.

## **11. VOTING PROCEDURES**

- (a) Decisions at School Council meetings shall be passed by motion and consensus shall be sought in each decision.
- (b) If a vote is taken, the motion must be moved and seconded and passed by a 51 percent majority.

## **12. ANNUAL GENERAL MEETING**

- (a) The principal shall give at least twenty-one (21) days notice to parents/guardians of all students of Glenmore Christian Academy of the annual general meeting and requesting volunteers to serve on the School Council. This annual general meeting will be held within the first twenty-eight (28) days of the start of the school year or at an appropriate time during the school year determined by the School Council.
- (b) Email will be the written means by which all members of the Council are notified of the Annual General Meeting and any Special Meetings.  
The notice of the Annual General Meeting will be distributed in the periodic newsletter and is mailed to the last known address of all School Council members.
- (c) The Church bulletins and any other practical means of bringing this notice to all parents/guardians must be employed, following the proper notification procedures as described in the School Act-School Councils Regulations-Alberta Regulations 124/95.
- (d) The business of the annual meeting shall include:
  - i. Election of executive members
  - ii. Proposed by-laws amendments
  - iii. Financial Report of the year
  - iv. Plans for the upcoming year

v. Discussion of any major issues in which parents should have input, such as:

- Changes to the vision or mission statement of the school
- Any formal evaluation of the School Council
- New student evaluation or discipline policy

(e) The quorum of all annual general meetings shall be seven (4) parents/guardians of students enrolled in the school, one (1) administrator, one (1) Chief Executive Officer and one (1) teacher. This meeting is intended to inform all parents/guardians of students of Glenmore Christian Academy of the activities of the past year's School Council and introduce the a new Council executive. Only members of the School Council (as detailed in item 6 above) who attend the annual general meeting are entitled to vote on matters raised at the annual general meeting.

(f) In all procedural matters not covered by these by-laws, Roberts "Rules of Order" shall be employed.

(g) The School Council Year will run May 01 to April 30.

### **13. SPECIAL MEETINGS**

Special meetings will be called by the Chair of the School Council as required, and shall be governed by the same process as the Monthly General Meetings. Written notice will given to members via email or other means giving at least seven (7) days notice of any special meeting.

The quorum of all special general meetings shall be seven (4) parents/guardians of students enrolled in the school, one (1) administrator, one (1) Chief Executive Officer, and one (1) teacher. Only members of the School Council (as detailed in item 6 above) who attend the special meeting are entitled to vote on matters raised at the special meeting. In all procedural matters of the special meeting not covered by these by-laws, Roberts "Rules of Order" shall be employed.

### **14. ANNUAL REPORTS**

(a) In accordance with School Council Regulations, the School Council, through the outgoing chair, must prepare and provide the School Board with an annual report which includes:

- a summary of Council's activities for the year
- copies of the minutes for each meeting
- such report to be submitted by the Board by May 30th

(b) The School Council shall make the report available to all concerned members of the school community.

(c) The records of the School Council are available for inspection by the membership and this may be done at the Annual General Meeting of the School Council, or by making special arrangements with the Chair of the School Council.

### **15. FINANCIAL PROVISIONS OF THE COUNCIL**

(a) There will be no financial remuneration for officers of the School Council.

(b) For the purpose of carrying out its objectives, the School Council may not borrow money.

(c) The Principal shall allocate a budget to the School Council to be used for those expenditures made by School Council members where prior approval has been granted by the Principal.

### **16. CHANGES TO THE BY-LAWS**

(a) The by-laws remain in force from year to year. In the future the by-laws can only be changed by special resolution of the members at any School Council meeting or the annual general meeting or a special meeting.

(b) Notice of proposed by-law amendments must be circulated with the notice of meeting at least twenty-one (21) days in advance of the meeting.

(c) The by-laws of the School Council may be amended by a two-thirds majority at an annual meeting of the School Council.

### **17. CONFLICT RESOLUTION PROCESS**

The School Council is responsible to the parents/guardians and to the community it represents. The School Council advises and consults with other school partners. School Councils must reflect the priorities and attitudes of the school parents/guardians and the community at large. School Councils do not make unilateral decisions about what happens in our school. They are participants in the decision making process along with teachers, the principals, the Chief Executive Officer, The Society Board, and the School Board. Ultimately the Principal and the School Board must ensure that decisions made are in the best educational interest of the students of the school. Therefore, the Principal, with the aid of the School Board, if necessary, will resolve any internal conflict that may arise among School Council members. The School Board has an appeal process in place to resolve disputes between the Principal and the School Council. In accordance with s.17 (7.1) of the SCHOOL ACT 1995, the School Council will abide by the conflict resolution procedure as set out therein.

### **18. CODE OF ETHICS**

All School Council 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
- Practice 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
- Not disclose confidential information
- Limit School Council meetings to matters of concern to the school community as a whole
- Use the appropriate communication channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Accept accountability for decisions
- Not accept payment for School Council activities

### **19. PRIVACY**

School Council shall adhere to Personal Information Protection Act (PIPA), and School Council shall not share personal information for purposes other than those of School Council business.

### **20. POLICIES**

School Council may develop policy for the duration of their term, The policies of School Council will be reviewed at the beginning of every new School Council term to determine if each policy will be implemented for the new School Council and its term.

**21. FUNDRAISING**

- a. School Council members are encouraged to assist in various fundraising activities in the school. New fundraising initiatives relating to the academic area of the school require approval by the Principal. Fundraising initiatives relating to the school premises, Christian development and education, cafeteria and bussing require approval by the Society Board.
- b. Funds raised by School Council shall be allocated to the specific projects that the fundraising was designated for and shall be safeguarded by the Society Board.
- c. School Council can develop policy to promote a productive open and transparent relationship with all stakeholders.

These by-laws were approved at the initial council meeting held for that purpose on \_\_\_\_\_, \_\_\_\_\_2010 at Glenmore Christian Academy, Calgary, Alberta.

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