

# **GALBRAITH PARENT ADVISORY SOCIETY COUNCIL BYLAWS**

## **1.0 NAME**

The name of the school council shall be Galbraith Elementary School Council of Lethbridge, Alberta.

## **2.0 DEFINITIONS**

- (A) A school council is a formally constituted group made up of parents of students attending the school, the principal, staff and community members. This group advises on educational matters at the school level. It is important that the school council be representative and democratic; responsive to the majority of parents and community members who have a relationship with the school.
- (B) Galbraith Elementary School shall be referred to as the “School”.
- (C) The Galbraith Elementary School Council shall be referred to as the “Council”.
- (D) The Lethbridge School District #51 shall be referred to as the “District”.
- (E) The elected Board of Trustees of the Lethbridge School District No.#51 shall be referred to as the “School Board”.
- (F) The students, parents, staff at the school, along with the Council, the District, the School Board and the Community of Lethbridge shall be referred to as the “Community”.
- (G) Parents and/or guardians of students enrolled at the school and parents and/or guardians of students enrolled in a kindergarten program at the school shall be referred to as the “Parents”.
- (H) Members of the council shall be referred to as the “Directors”.

## **3.0 MISSION**

The mission of our Council is to foster the well being and effectiveness of our school community and to ensure excellence in the educational environment, thereby assisting pupils in their continual development.

## **4.0 OBJECTIVES AND PURPOSE**

The objectives and purpose of the council shall be:

- (A) to acknowledge that parents have the ultimate responsibility for the education of their children;
- (B) to develop a cooperative, collaborative and effective partnership among all concerned participants of the school community;
- (C) to promote and support participation in the school and community activities;
- (D) to identify and obtain resources for the continued development of facilities, materials and activities;
- (E) to advocate student participation in school educational programs and activities regardless of abilities and/or background;
- (F) to support the school in its efforts to focus teachers’ time and school resources on the essential tasks of teaching and learning;
- (G) to support Galbraith School’s mission statement and creed.

## **5.0 POWERS AND DUTIES**

Subject to School Act 17-1, the council shall;

- (A) advise the principal and the School Board respecting any matter relating to the school;
- (B) perform any duty or function delegated to the council by the school board;
- (C) consult with the principal to support the standards of education set by the Minister of Education of the Province;
- (D) consult with the principal to ensure that the fiscal management of the school is in accordance with the requirements of the School Board and Superintendent of the District;
- (E) do anything it is authorized under the regulations the “The School Act” to do;
- (F) make and implement, subject to the regulations of “The School Act”, policies in the school that the Council considers necessary to carry out its powers, duties and mission.

## **6.0 MEMBERSHIP**

There shall be a least 13 members of the Council, with a maximum of 20 members, as follows:

- (A) the principal of the school;
- (B) the assistant principal of the school;
- (C) one teacher per division (grades 1-3, grades 4-6), from the school elected by the school staff;
- (D) at least 7 parents of the students enrolled at the school, elected at the annual meeting;
- (E) a community member appointed by the Council who is not a parent or staff member;
- (F) include 1 member of the support staff, elected by the support staff;
- (G) at all times, parents must constitute the majority of Council members.

## **7.0 COUNCIL MEMBERS**

### **7.1 Directors**

Directors shall be responsible to:

- (A) participate in meetings of the Council;
- (B) communicate information about the activities of the Council to students, staff, parents, and community members;
- (C) communicate regularly with the group they represent to provide information and obtain their views;
- (D) perform other duties and responsibilities assigned by the Council.

7.2 The officers of the Council shall be the Chair/Co-chairs, Vice-Chair, Secretary, Treasurer (or Secretary/Treasurer) and principal.

- (A) Every member of the Council is eligible to be elected as an officer of the Council with the exception of the principal.
- (B) Elections of officers shall be held at the annual meeting.

- (C) Officers of the Council, other than the principal will serve one year terms of office. No person may serve more than two consecutive terms in the same officer's position.

### 7.3 Duties of Officers

- (A) the Chair/Co-chairs shall be responsible to:

- (i) call and preside over all general, executive or special meeting;
- (ii) cause the agenda to be prepared and circulated for all the meetings in consultation with the principal;
- (iii) act as an ex-officio member of all committees;
- (iv) provide liaison with the School Board and attend Board meetings as required;
- (v) represent the Council at external functions, act as official spokesperson of the Council;
- (vi) delegate any of the above noted duties to another member of the Council as necessary to ensure the Council's affairs are properly handled;
- (vii) prepare the annual report to the School Board;
- (viii) sign cheques.

- (B) The Vice-Chair shall be responsible to:

- (i) assume the duties of the Chair/Co-chairs in his/her absence;
- (ii) assist the Chair/Co-chair as required;
- (iii) participate in meetings of the Council;
- (iv) review bylaws annually, or designate;
- (v) liaison with the fundraising committee (or designate)
- (vi) sign cheques.

- (C) The Secretary shall be responsible to:

- (i) record and maintain an accurate record of all Council meetings;
- (ii) cause this record to be typed into minute form and distribute to all members of the Council;
- (iii) ensure official records are maintained at the school;
- (iv) maintain a list of names, positions, and phone numbers of all officials and standing committee members;
- (v) compile the minutes for and annual report to the School Board;
- (vi) prepare and file correspondence of the Council as required, cc: the principal.

- (D) The Treasurer shall be responsible to:

- (i) receive all monies paid to the Council and to deposit same into the Council's bank account(s);
- (ii) ensure that any single expenditure of greater than \$50 be introduced prior to purchase, and approved by a motion;
- (iii) make all disbursements for expenses incurred by the Council for its business and supported by documentation;

- (iv) maintain records of all financial transactions of the Council and present a report of the same at each meeting, for approval;
- (v) prepare the books and records for the appointed auditor no later than July 31 of each year,
- (vi) sign cheques.

#### 7.4 Vacancies

- (A) With the exception of the Council positions filled by the principal and members of the school staff, the Council may appoint persons to fill vacancies.
- (B) Where the vacancies take the Council below the required minimum, a member must be appointed by the Council to fill the vacancy.

#### 7.5 Removal of Directors

- (A) Failure to comply with Council bylaws or contravention of “The School Act” shall result in the removal of the director.
- (B) Directors who miss more than 2 consecutive meetings without excuse shall receive notification by letter. The director must notify the council Chair/Co-chair as to his/her intent.
- (C) Lack of notification back to council will result in the removal of said director.

### **8.0 MEETINGS**

The Council shall seek nominations for members, who have an interest in becoming members of the Council, prior to the annual meeting.

#### 8.1 General Meetings

- (A) The Council shall have a minimum of 2 general meeting each school year; annual meeting, bylaw review meeting.
- (B) The general meeting shall be announced by way of a newsletter to all parents and staff.
- (C) Notice of the general meetings shall be given a minimum 14 days.
- (D) All parents of children enrolled at the school are entitled to vote at an annual meeting.
- (E) All members of the school community are entitled to vote at the bylaw meeting.
- (F) The quorum for a general meeting is 15 parents of the students enrolled in the school.
- (G) The Annual Meeting:
  - (i) The annual meeting shall be held no later than 45 days after the start of school.
  - (ii) Nominations will be accepted up to and including the annual meeting. If there are only sufficient nominations to fill the open positions, individuals are in by acclamation. Otherwise an election will be held at the annual meeting.
  - (iii) The focus of the annual meeting will be to:

- (a) present last years' annual report, including the financial statements;
- (b) elect new officers.
- (c) The business of the annual meeting may include the approval of Council meeting dates for the current year.
- (d) The officers elected at the annual meeting shall comprise of a Chair/Co-chair, Vice-Chair, Secretary, Treasurer (or Secretary/Treasurer).

(H) Bylaw review meeting to be held in place of the February Council meeting.

## 8.2 Council Meetings

(A) The Council shall have a minimum of 6 regular meetings in each year.

(B) The first meeting of the Council shall be held within 30 days following the annual meeting.

(C) Meetings of the Council shall be held at Galbraith Elementary.

(D) A special meeting of the Council may be called as necessary:

- (i) at the discretion of the Chair/Co-chairs;
- (ii) at the principal's request;
- (iii) by the Chair/Co-chairs upon the request of 5 directors of the Council;
- (iv) at the written request of 10 parents.

(E) Notice of meetings and the agenda shall be given at least 5 days before a regular meeting and at least 2 days before a special meeting.

- (i) to the parents via the students enrolled in the school;
- (ii) delivered to a community member.

(F) A quorum for regular and special meetings must include a minimum of 7 parents.

(G) All parents of students enrolled at the school are invited to attend all meetings of the Council.

## 8.3 Executive Meetings

Under special circumstances, an executive meeting may be called to make decisions on behalf of Council. A quorum shall consist of at least 5 directors, with a minimum of 3 executive members.

## 8.4 Procedure at Meetings

(A) Absence of the Chair/Co-chair and Vice-Chair of Secretary (Secretary/Treasurer)

- (i) In the absence of the Chair/Co-chairs and Vice-chairs the Council will choose by majority vote of the members present, an acting Chair/Co-chairs for the meeting.
- (ii) In the absence of the Secretary (Secretary/Treasurer) the Council will choose, by majority vote of the members present, a recording Secretary for the meeting.

(B) Absence of quorum

- (i) If majority of members wish to proceed in the absence of a quorum, the Council will continue the meeting for the purpose of discussion of issues.

- (ii) In the absence of a quorum, no motions may be considered.

(C) Motions

- (i) any member of the Council may make a motion at any meeting, with no seconder required;
- (ii) any motion shall require a seconder before discussion;
- (iii) any non-member that would like to propose a motion for council to consider must do so through a council director. These motions may be tabled.
- (iv) Table of Motions
  - a. The principle may, without a vote by the council, table to the next regular meeting a motion that he/she deems should be delayed to permit adequate consideration of the motion by the community.
  - b. Any Council member may, with a vote, table to the next regular meeting a motion that he/she deems should be delayed to permit adequate consideration of the motion by the community.
  - c. Delays of more than one Council meeting shall require a majority vote.

(D) Voting on motions

- (i) each member will have one vote on every motion;
- (ii) a member may abstain from voting on any motion;
- (iii) in the event of an issue causing a conflict of interest with a member of the Council, the Chair/Co-chairs may request that the individual be removed from that issue;
- (iv) a motion is approved if a majority of the members present at the meeting vote in favor of it; or decisions may be made by consensus.

**9.0 COMMITTEES**

- (A) The Council may appoint standing and/or ad hoc committees to perform particular functions. The Council shall designate the powers and terms of the committees. The Council may appoint committees consisting of members and non-members.
- (B) The Fundraising Committee is a standing committee of the Council. The Council will ask the Fundraising Committee to raise any funds necessary to achieve Council goals and to make recommendations

for fundraising activities. The Fundraising Committee will report to the Council at its monthly meeting. A committee or delegate will be appointed for each fundraising event to co-ordinate each activity.

#### **10.0 ANNUAL REPORTS**

- (A) In accordance with Council Regulations and policies to the District, the Council, through the Chair/Co-Chairs, must prepare an annual report which includes:
  - (i) a summary of Council's activities for the year;
  - (ii) a financial statement;
  - (iii) dates of meetings held and copies of the minutes of each meeting.
- (B) On or before June 15, annual reports are to be filed with the School Board, through the Superintendent.
- (C) The Council shall make the report available to all concerned members of the community.

#### **11.0 AMMENDMENTS TO BYLAWS**

- (A) The bylaws remain in force from year to year unless amended at the bylaw meeting.
  - (i) The bylaws of the Council may be amended by a two-thirds majority at the bylaw meeting.
  - (ii) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 14 days in advance of the meeting.
- (B) Anyone wishing to make an amendment to the bylaws shall submit in writing a notice of motion to amend bylaws.

#### **12.0 CONFLICT RESOLUTION**

- (A) In the case of conflict between Council members, a committee will be set up to review the conflict and provide general Council membership with recommendations for conflict resolution. This committee will consist of the Principal, the Chair/Co-Chairs, Vice-Chair, and an equal number of individuals from each side of the issue.
- (B) In the case of conflict between the Council and the principal, either party may refer the matter to the Superintendent of Schools (School District Policy #440).
- (C) In the case of conflict between the Council and the School Board, the conflict resolution procedures established by the School Board, as required by law, will be adhered to.

#### **13.0 FORMAL DECISIONS MAKING POLICY**

A formal decision making process developed by the Council shall be followed.

#### **14.0 RULES OF ORDER**

Robert's Rules of Order shall be followed.

#### **15.0 DISSOLUTION CLAUSE**

(A) In the case of dissolution any assets remaining after paying debts and liabilities will be

- i) disbursed to eligible charitable or religious groups or purposes  
or
- ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.

(B) Upon dissolution any gaming proceeds remaining will be donated to another charitable or religious organization or transferred in trust to a municipality as per the (A) noted above.