



## **Parent Council Bylaws**

### **Name**

1. The name of the school council shall be National Sport School Parent Council.

### **Mission**

2. To foster the well-being and effectiveness of our school community and to enhance student learning

### **Goals**

3. The goals of the school parent council, in keeping with the *School Act* and the *School Councils Regulation*, are to:
  - a. Provide advice (i.e., input) to the school principal and employees on issues of importance, such as the school philosophy, mission, and vision, should discipline policies, school improvement plans, programs and budget allocations to meet student needs
  - b. Stimulate continuous improvement through meaningful involvement by all members of the school community
  - c. Facilitate collaboration among concerned participants of the school community
  - d. Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning

## **Governance**

### *Town Hall Model*

The membership of the school parent council shall consist of:

- a. the parents of students enrolled in National Sport School
- b. the principal of National Sport School
- c. employees of National Sport School

## **Membership**

### *Town Hall Governance Model*

- 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 school council.

## **Decision Making**

4. a. Decisions at school 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 school council members.

## **Quorum**

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

## **Duties of the Executive**

6. a. The Chair  
The chair plans meetings, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Board of Trustees' Council of School

Councils representative. The chair ensures the school board receives an annual report from school council.

**b. The Vice-Chair**

The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair and prepares meeting agendas. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of the school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility in consultation with the school council, for communicating with the fundraising society.

**c. The Secretary**

The secretary keeps accurate minutes and records of school parent council meetings, documents and files all correspondence and communications. The secretary keeps an accurate list of names and addresses of school parent council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all material relating to the National Sport School Parent Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in National Sport School.

**d. The Treasurer (if required)**

The treasurer keeps financial transactions of the school parent council, reports to the school parent council and complies with the school parent council and the Calgary Board of Education policies.

## **Vacancies**

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

## **Committees**

8. A school council may appoint committees that consist of school parent council members and/or school community members. Committees report on their activities at school parent council meetings and meet outside of school parent council meetings to complete their assigned tasks.

## Meetings

9. a. The first meeting of the council is held within 20 school days after the annual general meeting or may coincide with the annual general meeting.
- b. The school parent council will meet a minimum of three times during the school year.
- c. Regular meetings will be determined by the school parent council members attending the first meeting and/or the executive of the school parent council.
- d. Meetings will take place at the school unless indicated with 1 school day notice to change the location.
- e. Special meetings of the school parent council may be called by the executive or at the written request of 3 parents of students enrolled at National Sport School.

## Annual General Meeting (AGM)

10. a. The annual general meeting of the school parent council will be held within 20 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 parent council members and/or executive positions will take place at the AGM
- d. All parents of students attending National Sport School are eligible for election.
- e. All parents of student attending National Sport School are eligible to vote at the AGM
- f. The business of the AGM shall include:
  - \* election of school parent council members and/or executive members
  - \* proposed bylaws/operating procedures amendments
  - \* motion to accept a financial statement of the previous year

- \* plans and budget for the upcoming year
- \* 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 parent council

## **Annual Report**

11. a. In accordance with the *School Councils Regulation*, the school parent council, through the chair, prepares and provides the school board with an annual report submitted by June 15, 20XX that includes:
  - a summary of the school parent council's activities of the year
  - a financial report
  - a copy of the minutes of each meeting
- b. The school parent council will make the annual report available to all members of the school community.

## **Amendments to the Bylaws/Operating Procedures**

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

## **Code of Ethics**

13. All School Parent Council members shall abide by the NSS Parent Council Code of Ethics, Appendix A.

## **Conflict Resolution**

14. All School Parent Council members shall abide by the NSS Parent Council Conflict Resolution Policy, Appendix B.

### **Privacy**

15. a. School parent council shall adhere to the Personal Information Protection Act (PIPA), Appendix C.

b. School parent council shall not share personal information for purposes other than those of school council business.

### **Policies**

16. a. School parent council may develop policy for the duration of their term.

b. The policies of school parent 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 parent council and its term.

### **Fundraising Society (if required)**

17. a. School parent council will communicate regularly with the fundraising society to support their activities and to solicit support for school council activities.

b. School parent council can develop policy to promote productive, open and transparent relations with the fundraising society.

### **School Parent Council Fundraising (if required)**

18. a. School parent council, will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.

b. School parent council can fundraise and funds can be kept in a school parent council bank account or given to the school.

c. School parent council's funds given to the school will be subject to the Calgary Board of Education's policy on school council fundraising.