

**HARRY BALFOUR**  
**SCHOOL COUNCIL**  
**CONSTITUTION**  
**&**  
**BYLAWS**

**Approved at Annual Meeting Sept/02**  
**Revised Sept 21/09**

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**I. NAME:**

The name of the School Council shall be The Harry Balfour School Council of Grande Prairie, Alberta.

**II MISSION:**

The Mission of The Harry Balfour School Council is to support the provision of a quality educational program within a caring and cooperative environment. In our educational climate our students will develop intellectual, physical and social potentials enabling them to become responsible members of society. Inherent in this mission is the belief that all our Students can learn and that Harry Balfour School Council makes a positive difference.

**III. VISION:**

To assist as deemed appropriate, the staff, principal and board to provide and maintain a quality educational program that meets the needs of all students and which gives them skills to enable them to be competent, contributing and responsible members of society.

**IV. OBJECTIVES:**

- i) Offer advice to the principal and the board about any matter, which relates to school Operation.
- ii) Consult with the principal about instructional and support programs and services to children.
- iii) Provide input for parents in the development of the mission of the school and in the attainment of that mission.
- iv) Consult with the principal regarding fiscal management of the school.
- v) Receive reports from the principal on the school program, general policies and organization of the school.
- vi) Receive reports and suggestions from parents and community groups on school related matters.

**V. MEMBERSHIP:**

- i) The Voting membership of the Harry Balfour School Council will consist of the following representatives:
  - Chairman
  - Vice-Chairman
  - Secretary
  - Treasurer
  - Grade Representatives (one for each grade including ECS)
  - At least one person from the community who has an interest in the school may be appointed or elected in a process established by the School Council.
  - Participarent representative
  - PWA Parent Liaison

- ii) The non-voting membership of the Harry Balfour School Council will consist of the following representatives:
  - Principal
  - Teacher representatives
  - Past President
  - Peace Wapiti School Division #33 Board Members
  - All Parents

The School Council will be selected by election at the annual general meeting.

## **VI. OFFICERS**

The officers of the council shall consist of a chair, vice-chair, a secretary and a treasurer.

- i) The officers will be elected for a one-year term at the annual meeting of the school council in the school year.
- ii) The terms of office shall run from Annual Meeting to Annual Meeting.

## **VII. DUTIES OF THE OFFICERS**

Chairman:

The chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council.

Vice-Chairman:

The vice-chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the chair.

The Secretary:

The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members.

The Treasurer:

The treasurer shall be responsible for keeping all financial transactions of the council, presenting an account of the funds to the members and preparing the accounts for auditing.

## **VIII. CONSTITUENCY ELECTED OR APPOINTED MEMBER:**

Unless determined otherwise by the School Council, the duties of the Members elected or appointed by the Constituencies shall be as follows:

- i) **Grade Representatives**

The Grade Representatives shall actively seek to understand the views of those constituents who elected them and:

  - communicate the views of the Parents of their grade to the School Council.
  - communicate, on a regular and ongoing basis, the activities of the school Council to the Parents of their grade
  - aid the Chair and undertake tasks assigned by the Chair or the School Council; and,
  - assist in any committee so assigned by the School Council.

ii) **Teacher Representative(s):**

The Teacher shall actively seek to understand the views of those constituents who elected them and:

- communicate the views to the Teachers who elected them to the School Council;
- communicate, on a regular and ongoing basis, the activities of the School Council to the Teachers who elected them;
- aid the Chair and the School Council; and,
- assist in any committee so assigned by the School Council.

iii) **Community Representative:**

The Community Representative shall act as liaisons with the wider community.

iv) **Participarent Representative**

Act as liaison between Participarent group and Harry Balfour School Council with matters of common interest

v) **PWA Parent Liaison**

Act as liaison between Peace Wapiti Academy School Council and Harry Balfour School Council with matters of common interest.

**IX. DUTY:**

It shall be the duty of a Member to act in a manner consistent with the Statement of Vision and in the best interest of the School and the Students and according to these Bylaws.

**X. DISQUALIFICATION:**

A Member is disqualified if that person no longer meets the qualification of the Act, the Regulations, Certification of Establishment or these Bylaws.

**XI. TERM:**

A Member's term shall commence upon election or appointment and continue until a successor is elected or appointed. While Members may be re-elected, no appointment shall exceed 15 months.

**XII. WITHDRAWAL:**

A Member may withdraw by notice in writing to the Chair and the Principal and if the withdrawing Member is the Chair, by notice in writing to the Vice-Chair and the Principal.

**XIII. REMOVAL:**

The School Council may by Special Resolution remove any 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.

#### **XIV. VACANCIES:**

The Vice-Chair will assume the responsibilities of the Chair in the event of a vacancy in the Chair position. The School Council may appoint qualified persons to fill vacancies in “V (A)” (Voting Membership).

#### **XV. COMMITTEES:**

Committees will be established as determined by the School Council on a needs basis.

#### **XVI. MEETINGS:**

- i) Regular meetings of the School Council will be held once a month or as deemed necessary by the School Council.
- ii) Special meetings of the School Council may be called by the executive or at the written request of 25 parents of the school community.
- iii) Special meetings must be called with a minimum 72-hour notice to Council members. Meetings will take place at Harry Balfour School in a predetermined location.
- iv) The quorum for the regular meetings of the school council shall be set at 4 voting members as determined by Article V. (changed at AGM Sept 21/09)

#### **XVII. RECORDS OF SCHOOL COUNCIL MEETINGS:**

Records continuing the minutes of all meetings, resolutions and correspondence of the School Council and of any committee of the School Council shall be maintained and be available to any concerned participant of the School Community who requests them.

#### **XVIII. DECISION MAKING PROCEEDURES:**

- i) Decisions at council meetings will be made by consensus where possible.
- ii) Decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- iii) Where votes are necessary (including all expenditures) a motion must be moved and seconded and passed by a 51 percent majority of voting membership present.

#### **XIX. PERSONS ENTITLED TO BE PRESENT AT SCHOOL COUNCIL MEETINGS:**

All interested participants of the School Community may be present at the meetings of the School Council.

#### **XX. ANNUAL MEETING:**

- i) The Annual General Meeting of the School Council shall be held in September.
- ii) The meeting will be advertised throughout the school and the community at least 21 days in advance.

- iii) Election for all positions on the school council will take place at the annual meeting. All parents of students attending the school are eligible for election
- iv) All parents of students attending the school are eligible to vote at the annual meeting.
- v) The business of the Annual General Meeting shall include:
  - . the election of officers and grade representatives
  - . any proposed by law amendments
  - . financial statement of the previous year
  - . annual report
  - . Principal's report
  - . any new concerns.

#### **XXI. ANNUAL REPORT:**

- i) In accordance with School Councils Regulation, the school council, through the chair, must prepare and provide the school board with an annual report which includes:
  - . a summary of council's activities for the year
  - . a financial statement
  - . copies of the minutes of each meeting
- ii) The school council shall make the report available to all concerned members of the school community.

#### **XXII. AMENDMENTS TO THE BYLAWS:**

- i) The bylaws remain in force from year to year unless amended at the Annual General Meeting.
- ii) The bylaws of the School Council may be amended by a two-thirds majority of those members in attendance at the Annual General Meeting of the School Council.
- iii) Notice of proposed by law amendments must be circulated with the notice of Meeting at least 21 days in advance of the meeting.

#### **XXIII. CONFLICT RESOLUTION PROCEDURES:**

If concerns arise that cannot be resolved between the principal and the school council either party may submit a request to the Superintendent for a review. If either party is not satisfied with the Superintendent's decision, an appeal may be made to the Board.

#### **XXIV. DECISION MAKING PROCESS:**

In recognition of a commitment to consensus building, the decisions of the School Council shall be made as follows:

- i) every concerned participant of the School Community shall be given the opportunity and responsibility of initiating and then leading the discussion in the direction of a decision that needs to be made. The responsibility of speaking ensures that all will benefit from the thinking of each other, but accepting the responsibility to speak implies accepting the responsibility to listen;
- ii) After dialogue about a particular issue has taken place and everyone has been given legitimate opportunity to state their case and be listened to, the Chair will bring closure to the decision by



articulating the Sufficient Consensus. If a small number of people were not in agreement, such disagreement should not hold up the majority taking action.

- iii) Voting on a motion shall be on the basis of one vote for each Voting Member actually in attendance and the majority of votes shall prevail. Voting by proxy shall not be permitted.

**XXV. SCHOOL COUNCIL POWERS AND GOVERNANCE MODEL:**

- i) Subject to the Act, the Regulation and these Bylaws, the School Council shall have the power to manage the activities of the School Council.
- ii) Subject to any restriction contained in the Act, the Regulation, these Bylaws or conflicts with the Statement of Vision, the School Council may delegate to its Officers or committees appointed by the School Council, and of the School Council's powers.
- iii) The School Council insofar as is reasonably practicable, shall ensure that all School Council activity is conducted with the involvement of concerned participants from the School Community and shall use the Decision-Making Process to make decisions.
- iv) It shall be the duty and responsibility of the School Council to manage School Council activities by following the governance model outlined in Schedule A.

**XXVI. FISCAL YEAR:**

The School Council may select an appropriate fiscal year for the financial activities of the School Council.

**XXVII. SIGNING AUTHORITY:**

The Chairman and any other officer of the School Council are authorized to sign cheques or execute agreements and the School Council may appoint any additional signing authorities.

**XXVIII.EFFECTIVE DATE:**

These Bylaws or amendments to these Bylaws shall come into force when approved by a majority of Parents of Students enrolled in the School who vote at a meeting of the School Council called for that purpose.

These Bylaws are certified to be in force effective the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_.

Harry Balfour School Council

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## **SCHEDULE A**

### **REPRESENTATIVE GOVERNANCE MODEL**

In the following a representative governance model, each Member has the delegated authority of his or her Constituency to responsibly determine and represent the views of the Constituency and the School Community to the Principal, the School and the School Board. The School Council acts like a Board of Directors to conduct day-to-day business and reports back to the wider School Community one (1) or more times a year.

Consistent with the Statement of Vision, each Member will actively seek information from and consult with his or her Constituency and concerned participants of the School Community before expressing a representative position.

When determining a representative position, a member shall act in the best interest of the Students and the School and not merely represent the views of his or her Constituency.

## **SCHEDULE B**

### **DEFINITIONS**

#### **DEFINITIONS:**

In all Bylaws of the School Council, unless the context otherwise specifies or requires:

- i) *Act* means the *School Act*;
- ii) *Annual General Meeting* means the meeting required to be held in accordance with XX;
- iii) *Certification of Establishment* means the document that certifies the proper *Establishment* of this School Council and confirms the composition and size of the School Council as determined by the Parents at the Establishment Meeting;
- iv) *Community Representatives* means the persons appointed as Members who have an interest in the Schools;
- v) *Constituency* means the group or unit of organizational structure of Parents, Students or Teachers that elected or appointed the Member;
- vi) *Decision-Making Process* means the commitment made to the consensus model that is set out XXIV of these Bylaws and which uses voting only when a matter of conscience divides the decision makers;
- vii) *Members* include the Principal, the Officers, and those persons who have been elected or appointed to fill the School Council positions as outlined in Section V of these Bylaws;
- viii) *Officers* mean the Members that occupy the offices of Chair, Vice-Chair, Secretary, and Treasurer;
- ix) *Parents* mean parents, guardians or legal custodians of a student or students registered at the School or a child or children registered in an Early Childhood Services Program at the School;

- x) *Parent Grade Representatives* means the Parents elected by the Parents of Students of each unit of organizational structure in the School and includes each class for Early Childhood Services Program as provided for in the Certificate of Establishment.
- xi) *Principal* means principal as defined in the *School Act* and the School Councils Regulation;
- xii) *Regulations* means a decision made by a School Council through a majority of votes or Sufficient Consensus through the Decision-Making Process;
- xiii) *School* means Harry Balfour School;
- xiv) *School Board* means the School Board of the School District in which the School is located;
- xv) *School Council* means the Members;
- xvi) *Special Resolution* means a resolution of the School Council passed at a School Council meeting by a majority of at least 2.3 of the Members present at the meeting;
- xvii) *Staff* means persons other than Teachers who are employed at the School;
- xviii) *Statement of Vision* means a statement adopted by the School Council and Parents and includes a mission, guiding principles and objectives;
- xix) *Students* means the students enrolled in the School;
- xx) *Sufficient Consensus* means the articulation of a decision as described in XXIV.
- xxi) *Teacher* means those persons who are employed to teach Students at the School.

All other capitalized terms used shall have the same meaning as is set out in the School Act, the Regulation or elsewhere in these Bylaws.