

**BYLAWS AND GOVERNANCE
OF
BOW VALLEY HIGH SCHOOL COUNCIL**
2003 River Heights Drive
Cochrane, Alberta
T4C 1Y8

NAME

The name of the school council shall be The Bow Valley High School Council, of Cochrane, Alberta.

MISSION

The mission of the Bow Valley High School Council is to foster the well-being and effectiveness of our school community, and thereby enhance student learning.

VISION

Working together, the school and council foster an effective, supportive, and progressive learning environment where all students can maximize their potential.

GUIDING PRINCIPLES

The shared principles and values that will guide all activities of Bow Valley High School Council are:

- a. We believe students are most likely to be successful when all the school community (students, parents, school staff, school board, and interested persons in the community at large) collaborates to enhance the effectiveness of our school.
- b. We value honest and open communication, including:
 - i. The school community having the opportunity to present information and issues to the Council;
 - ii. The school community given a reasonable opportunity to respond to issues and proposals of the Council in a timely fashion;
 - iii. The Council communicates to our school community any decision made on their behalf, with reasons when applicable.
- c. We believe our Council should consider the needs unique to the students in this school, while staying within the parameters of the local and provincial standards and curriculum.
- d. We believe, with the exception of the confidential student records and other privileged documents, the school community should have full and open access to the school, Rockyview School Board (“Board”) and Alberta Education information on all aspects of public education.

- e. We understand the school principal has the authority to determine which, if any, of the decisions made by the Council will be implemented at our school, and we believe the school principal should communicate to the Council and any other concerned school participants the reasons those decisions were accepted, rejected, or modified and implemented.
- f. We believe each member of the Council is responsible for making decisions based upon the common good and act in the best interests of the school community. Every participant of our school community is expected to respect any decisions that are made.
- g. We will encourage student development academically, socially, and through athletics. Through our actions we will promote a complete approach to education.

OBJECTIVES

The objectives of the Council, in keeping with the School Act and the School Councils Regulations, are as follows:

1. To provide input to the staff and principal on issues of importance
2. To facilitate collaboration, communication, and involvement within the school community.
3. To communicate the proceedings of this Council to the school community and to include an annual report to the School Board.
4. To keep the Board informed, in cooperation with the principal, of the needs of the school.
5. To support efforts to focus teachers' time and school resources on the core tasks of teaching and learning.
6. To facilitate and recognize the role of volunteers in the school.

MEMBERSHIP

- A. The membership of the Council shall consist of the following:
 - i. A minimum of nine (9) members with the majority being parents of students attending Bow Valley High School;
 - ii. The principal of the school;
 - iii. At least one (1) teacher;
 - iv. At least one (1) student;
 - v. At least one (1) non parent with an interest in Bow Valley High School.

- B. It shall be the duty of a member to act in a manner consistent with the best interests of the school community and according to these Bylaws.

- C. All parents/guardians of students attending Bow Valley High School may be voting members of Bow Valley School Council.

- D. Staff who have children attending Bow Valley High School are considered parents and have a right to vote.

- E. A member is disqualified if that person no longer meets the qualifications of the Act or these Bylaws (e.g., a parent who no longer has a student enrolled in the school, a teacher who is no longer employed at the school, the principal is no longer employed at the school).

- F. The Council may, by special resolution, remove any member providing the member has been notified twenty-one (21) days in advance and is afforded the opportunity to be heard at the meeting.

EXECUTIVE OFFICERS

The executive officers of the Council shall consist of a *Chair, a Vice-Chair, a Secretary, and a Treasurer.*

- a. Every member of the Council is eligible to be elected as an officer of the Council.
- b. The election of executive officers, for the following September, shall take place at the last Council meeting of the year.
- c. The terms of office shall run from the Annual General Meeting to the last meeting of the school year.
- d. An executive officer of the Council must attend a minimum of 5 meetings per school year.
- e. Failure to attend a minimum of 5 meetings will result in that executive officers' termination of duties for Council.

DUTIES OF OFFICERS

The duties of the officers are:

1. CHAIR:

- Convene and preside at all meetings of the School Council
- Ensure that all decisions of the Council are carried out
- Represent the School Council to the School Board
- Prepare and submit an annual report to the Council and the School Board, by September 30 of each school year.
- Designate, in his/her absence, the vice-chairperson or some other member of the Council, to assume his/her responsibilities

2. VICE-CHAIR

- Assist the chairperson in carrying out his/her duties
- Assume the responsibilities of the chairperson in the absence of the chairperson
- Assume other duties and responsibilities as assigned by the School Council

3. SECRETARY

- Keeps accurate minutes and records of Council meetings
- Look after the correspondence of the School Council
- Assume other responsibilities and duties as assigned by the Council

4. **TREASURER**

- Report all financial transactions of the Council, presenting an account of funds to the Council on a regular basis
- Assume other duties and responsibilities as assigned by the Council
- Prepare an annual financial report to the Council

5. **VOLUNTEER COORDINATOR** (optional)

- Coordinate and organize all volunteers
- Prepare and correspond with volunteers and school staff as per needs of the school
- Assume other responsibilities and duties as assigned by the School Council

VACANCIES

- G. The Council may appoint qualified persons to fill executive officer vacancies in the Council, until such vacancies have been filled at the next Annual General Meeting of the Council.

COMMITTEES

1. Committees may be approved by the parents at any regular meeting, or by the Council.
2. The chairperson of the committee shall be a member of the Council.
3. Committees shall submit plans of work to the Council Executive for approval before any work is undertaken.
4. The chairperson of each committee shall submit a written report of its work at the annual meeting.
5. Ad Hoc Committees
From time to time the Council, by way of motion at a regular council meeting, may strike a committee to undertake a specific task. These Ad-Hoc committees shall exist only for the period of time that the assigned task is being undertaken.

SOCIETIES AND COUNCIL

- a. A society dealing with fundraising does not have any legal status as a School Council and can not influence school matters.
- b. The Council and the Society must maintain two distinct and separate sets of by-laws and two separate sets of minutes.
- c. The Society functions independently of the Council as a sub-committee of the Council.

ANNUAL GENERAL MEETING

1. The Annual General Meeting of the Council shall be held not later than 30 days after the first instructional day of the school year.
2. The meeting shall be advertised at least twenty one (21) days in advance throughout the school and in the community.
3. All parents of students attending the school are eligible to vote at the Annual General Meeting.
4. The business of the Annual General Meeting shall include:
 - a. Any proposed bylaw amendments;
 - b. Plans for the upcoming year;
 - c. Discussion of any major issues in which all parents should have input;
 - d. Fill executive officer vacancies of the Council.

MEETINGS

1. The Council shall meet at least eight (8) times during the school year.
2. Meetings will take place at Bow Valley High School.
3. Special meetings of the Council may be called by the executive or at the written request of ten (10) parents of the school community.
4. A quorum for meetings of the Council shall be set up as 50% + 1 of the membership; therefore, a quorum is 5 members.
5. Meetings will be held on a regular basis at a time set annually, or as deemed necessary by the Council.
6. Meetings shall be conducted according to the Assembly/Town Hall Model.

ANNUAL REPORT

In accordance with the School Councils Regulations, the Council, through the Chair, must prepare and provide the School Board with an annual report that includes:

1. A summary of Council's activities for the school year;
2. A financial statement.

RECORDS

Subject to the provisions of the School Act and policy of the School Board, the Council shall maintain records of its minutes and proceedings for at least seven (7) years.

AMENDMENTS OF BYLAWS

- a. Bylaws remain in force from year to year unless amended or repealed at the Annual General Meeting, or a special meeting called for that purpose
- b. Bylaws may be amended by a two-thirds (2/3) majority at an Annual General Meeting, or a special meeting called for that purpose,
- c. Notice of proposed bylaw amendments must be circulated with the notice of meeting at least twenty one (21) days in advance of the meeting.

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 Council called for that purpose.

These Bylaws are certified to be in force effective this ____ day of _____, 2003.

BOW VALLEY HIGH SCHOOL COUNCIL

CHAIR
Pat Kudryk

SECRETARY
Jayne Schafer

