

Christine Meikle School Council Bylaws

Amendments to Bylaws Accepted: Dec. 9, 2025

CHRISTINE MEIKLE SCHOOL

1. The name of the school council shall be Christine Meikle School 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 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, school 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 with educational stakeholders and 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 AND MEMBERSHIP

4. The membership of the school council shall consist of:
 - a. The parents and/or permanent guardians of students enrolled in Christine Meikle School
 - b. The principal of Christine Meikle School
 - c. Teachers and support staff of Christine Meikle School
 - d. Members of the community
5. (Part 1) The positions of the executive committee shall consist of:
 - a. A chairperson, vice chairperson, secretary and treasurer.
 - b. All executive positions must be filled by parents or permanent guardians of students enrolled at Christine Meikle School
 - c. Every member of the school council and/or parent or permanent guardian of a student enrolled at Christine Meikle School are eligible to be elected to an executive position on the school council
 - d. The terms of office are from the annual general meeting to the following annual general meeting.
 - e. The executive of the school council can be elected by parents and permanent guardians of students enrolled at Christine Meikle School attending the annual general meeting or at the first school council meeting by school council members

(Part 2).

- a. The executive committee will prepare the agenda for the general meeting and circulate the minutes of the same. A chairperson, vice chairperson, secretary and treasurer.
- b. The executive council will carry out the day-to-day operation of the school council.

DECISION MAKING

6. Decisions at school council meetings will be made by consensus as much as possible.

- a. 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

7. Quorum will be attained when 50% of the Executive Committee or 3 members in good standing at a meeting are parents or permanent guardians of students enrolled in Christine Meikle School. Voting and quorum can occur through e-mail, online voting, or in-person voting.

DUTIES OF THE EXECUTIVE

8.
 - a. The Chair
 - a. The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Alberta School Council of School Councils representative. The chair ensures the school board receives an annual report from school council.
 - b. The Vice-Chair
 - a. The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. 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
 - a. The secretary keeps accurate minutes and records of school council meetings, distributing the same within 1 week of the held meeting, documents and files all correspondence and communications. The secretary keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all material relating to the ABC School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public upon request.
 - d. The Treasurer (if required)
 - a. The treasurer keeps financial transactions of the school council, reports to the school council and complies with the school council and the Calgary Board of Education policies.

VACANCIES

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

COMMITTEES

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

MEETINGS

11.

- a. The first meeting of the school council is held within 30 school days of the first day of school.
- b. The school council will meet a minimum of six times during the school year.
- c. Regular meetings will be determined by the school council members attending the first meeting and/or the executive of the school council.
- d. Meetings will take place on a virtual meeting platform or in-person at the school. Voting and quorum can occur through e-mail, in an online meeting, or an in-person meeting.
- e. Special meetings of the school council may be called by the executive or at the written request of 10 parents or permanent guardians of students enrolled at Christine Meikle School.

ANNUAL GENERAL MEETING (AGM)

12.

- a. The annual general meeting of the school council will be held before October 31 or at an appropriate time during the school year determined by the school council.
- b. The meeting will be advertised via School Messenger emails within two weeks of the AGM.
- c. Election of school council members and/or executive positions will take place at the AGM
- d. All parents or permanent guardians of students attending Christine Meikle School are eligible for election.
- e. All parents or permanent guardians of students attending the Christine Meikle School are eligible to vote at the AGM.
- f. The business of the AGM shall include:
 - o election the executive committee (chair, vice-chair, secretary, treasurer)
 - o proposed bylaws/operating procedures amendments
 - o motion to accept a financial statement of the previous year
 - o plans and budget for the upcoming year
 - o 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 council.

ANNUAL REPORT

13.

- a. In accordance with the *School Councils Regulation*, the school council, through the chair, prepares and provides the school board with an annual report submitted by Sept 30th that includes:
 - o a summary of the school council's activities of the previous year
 - o a financial statement
 - o a copy of the minutes of each meeting
- b. The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

14.

- a. The bylaws remain in force from year to year, unless amended at the AGM.
- b. The bylaws of the school council may be amended by a majority vote of the school council at an AGM or at a Special Meeting called with at least 2 weeks notice
- c. Notice of proposed bylaw amendments must be circulated with the notice of the AGM

CODE OF ETHICS

15. All School Council members shall:

- Abide by the legislation that governs them
- 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 trust
- 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 discussions at 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

PRIVACY

16.

- a. School council shall adhere to the Personal Information Protection Act (PIPA).
- b. School council shall not share personal information for purposes other than those of school council business.

POLICIES

17.

- a. School council may develop policy for the duration of their term.
- b. The policies of school 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 council and its term.

FUNDRAISING SOCIETY

18.

- a. School council will communicate regularly with the fundraising society to support their activities and to solicit support for school council activities.
- b. School council can develop policy to promote productive, open and transparent relations with the fundraising society.

SCHOOL COUNCIL FUNDRAISING

19.

- a. School council, will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- b. School council can fundraise and funds can be kept in a school council bank account or given to the school.
- c. School council's funds given to the school will be subject to the Calgary Board of Education's policy on school council fundraising.