

Operating Procedures for the All Boys School Council

Section 1 Name

The name of Council for the All Boys School program shall be known from this point forward as the All Boys School Council (ABSC)

Section 2 Mission of Council

To help provide means by which the home, the school, and the community can work together for the benefit of the students. Benefits could include but are not limited to such things as learning opportunities, social activities, volunteer help, and resources for the student use.

Section 3 Objectives of Council

The Objectives of Council, in keeping with the School Act and the Alberta School Council's Regulation are as follows:

1. Recognize that the Principal holds the authority and responsibility to manage the school.
2. Recognize the Principal has the final say in the approval or disapproval of all events, programs and/or policy changes in the educational settings.
3. To provide means by which the home, the school, and the community can work together for the benefit of the students.
4. To enhance and promote communication between the Calgary Board of Education (CBE), the School, Student families and the community.
5. To support programs which provide the most benefit to our students.
6. To encourage, facilitate and support volunteerism.
7. To help the society develop and implement fundraising activities.

Section 4 Membership

The following persons may be members of ABSC General Council:

1. School Principal
2. Any member of the staff employed at the school
3. Any person who has a vested interest of a student attending the school
4. An available liaison from the community at large.
 - a. This member is not a requirement but an added asset when possible.

Section 5 Members Code of Ethics

All members of the ABSC will be held to a code of ethics that include but are not limited to:

1. a Member shall be guided by the mission Statement of his or her school district;
2. a Member shall endeavor to be familiar with the school policies and operating practices and act in accordance with them;
3. a Member shall practice the highest standards of honesty, accuracy, integrity and truth;
4. a Member shall recognize and respect the personal integrity of each member of the school community;
5. a Member shall encourage a positive atmosphere where individual contributions are encouraged and valued;
6. a Member shall apply democratic principles;
7. A Member shall consider the best interests of all the students.
8. a Member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the Council;
9. A Member shall limit discussions at Council meetings to matters of concern to the School Community as a whole.
10. a Member shall use the appropriate communication channels when questions or concerns arise;
11. a Member shall promote the highest standards of ethical practice within the School Community;
12. a Member shall accept accountability for their decisions;
13. a Member shall declare any conflict of interest; and
14. a Member shall accept no payment for Council activities

Section 6 Executive and Executive Membership

Executive positions/ membership are restricted to any person who is a parent, guardian, or legal custodian of a student registered in the school.

1.0 Executive Model Alpha

- a. Chairperson
- b. Vice-Chair
- c. Secretary
- d. Treasurer

1.1 Executive Model Beta

- a. Co-Chairs
- b. Secretary
- c. Treasurer

2.0 Elected Executive members of Council will remain in term for a minimum of one year maximum of two years, unless resignation is given with two months notice.

2.1 Alpha Model requires Chair and Treasure to remain in place for a full two years. The year in which the Chair is elected should **not** be the same year a new treasure is elected.

2.2 Beta Model Requires Co-Chairs to rotate between the two year plans so that one Co-Chair remains on the executive while a new Co-Chair is elected and joins the executive.

2.3 In the event of a resignation an open election may be held in the following month with the term ending at the AGM

Section 7 Duties and Responsibilities

Principal

1. To serve as liaison between the CBE, School and the Council
2. To coordinate an agenda for meetings with the Chairperson/Co Chairs
3. To present a report on school activities and issues at each Council meeting
4. To act as an advisor to the executive and all committees
5. To allow Council the opportunity to provide input for such things as the School Improvement Plan and other topics defined in the School Act

Teacher Representative

1. To act as a liaison between the students, teaching staff and the Council
2. To share professional knowledge with the Council members and present the teacher's perspective on items discussed in Council meetings

General Members

1. To do their best to be aware of what is going on in Council
2. Are encouraged to:
 - Attend all school council meetings
 - Volunteer and help with events / projects
 - Participate on committees
 - Generate ideas, participate in planning and problem solving and raise concerns related to meeting the needs of the school/school council in support of the students.
 - Vote on issues.
 - Each general member will have one vote in all decisions calling for a vote when in attendance of said vote/Issue.

Executive

1. All members of the executive shall
 - i. Attend all regularly scheduled meetings of the Council
 - ii. Read minutes of the previous meeting prior to attending a meeting
 - iii. Act in the best interests of the students and the school
2. All Council activities will be conducted with the consultation of the Principal
3. Each executive shall have one vote in all decisions calling for a vote.

3.1 Alpha model- The Chair is excluded from voting unless there is a tie; the Chair then casts the deciding vote.

3.2 Beta model- the Chair who is in their last year of service on the executive shall be excluded from voting unless there is a tie, the Chair then casts the deciding vote.

Chairperson / Co Chair

1. To act as the official liaison between the Council and the School
2. To act as spokesperson(s) for the Council
3. To plan the agenda for meetings in consultation with the Principal
4. Preside over all meetings of the Council
5. To generally supervise all activities of the Council
6. To ensure all of the decisions of the Council are carried out.
7. To prepare and provide an annual report to the Calgary Board of Education
 - a. That outlines major activities of the school council during the past year. Proposed activities for the next school year. That includes a financial statement relating to money handled by the Council, if any, through the year
8. To act as signing authority for the Council bank account
9. To designate Vice-Chairperson or another member of the Council to assume Chair responsibilities in the case of absence (Alpha Model)
 - a. (Beta Model) Co-Chair will assume responsibilities
10. To attend (or send alternate to) Area and System Key Communicator meetings and workshops and share such information with the Council
11. To support parental input as requested by the CBE and/ or by parents

Vice Chair/ Co Chair

1. To assist the Chairperson in carrying out their duties
2. To assume all responsibilities of the Chair in the Chair's absence
3. To act as a signing authority on the Council bank account

Secretary

1. To take and arrange for the timely distribution of the minutes of the Council meetings
2. To carry out any correspondence as required by the executive of the Council
3. To file the minutes, records, and other Council documents in an orderly and accessible manner
4. To post current issues of appropriate CBE publications on the parent bulletin board

Treasurer

1. To keep an accurate accounting of all finances of the Council
2. To prepare an updated report for each Council meeting including current status, as well as any outstanding or unexpected expenditures and incomes
3. To ensure all debts of Council activities are paid in a timely fashion
4. To receive and deposit all monies collected by the Council
5. To act as a signing authority on the Council bank account
6. At the end of the school year prepare an annual financial report for the following: CBE,
7. Ensure an independent third party financial review (*audit*) is complete

Section 8 Committees

1. From time to time the Council may strike a committee to undertake a specific task. These additional committees shall only exist for the period of time that the assigned task is being undertaken and shall be dissolved upon the completion of the task.
2. The Fundraising Society is NOT a committee of the Council but a separate entity.

Section 9 Relationship with the Fundraising Society

The Fundraising Society is a separate entity. A formal relationship between the School Council and the Fundraising Society is supported by both. The purpose of the Society is to raise money and sign on contracts that will enhance school activities. The Society also provides funds for capital purchases not covered by the school budget. The Council will discuss financial need and advise the Society on fundraising. Council seeks funds from the Society in order to enhance its mission.

Section 10 Meetings

1. The Council will meet a minimum of 8 times per school year
2. Regular meetings will be held at the school. Dates for all Council meetings will be determined at the first Council meeting following the Annual General Meeting and will be provided through the school newsletter, website, and school bulletin board
3. The Chairperson/co Chair is responsible for the preparation and distribution of an agenda for each meeting. Items for the agenda should be submitted to the Chair/co Chairs for review with the Principal at least 3 days prior to the meeting.
4. Committee meetings will be held as required
5. Minutes shall be taken at all meetings and will be made available on the school website and on the Council bulletin board within one week of each meeting
6. Council must retain the minutes for each meeting for at least SEVEN (7) years

Section 11 Annual General Meeting

1. One general meeting shall be held during each school year in October. The purpose of this meeting is to:
 - a. Receive report from the outgoing Chairperson
 - b. Consider, for approval, the financial statements of the Council for the previous year
 - c. Receive a report from the Principal
 - d. Review the objectives of the Council
 - e. Select members to assume executive positions at end term or registration
2. The selection process for the executive members of Council will be as follows:
 - a. The Council will advertise in the school's September newsletter and available media that nominations for executive positions will be accepted and that the elections will be held, if necessary, at the October Meeting
 - b. The Chair/Co-Chairs shall receive further nominations from the floor at the October meeting
 - c. If requested, a secret ballot vote will be accepted for each nomination
 - d. Any member in attendance may vote
 - e. Positions will be elected by a simple majority vote
 - f. If in the event of a tie for any position, a runoff ballot will be held immediately
 - g. Term of office begins immediately following the AGM and continues until the completion of the next AGM

- h. A meeting in October (*one week following the AGM*) may be held with the new and old executives to support a smooth transition
 - i. Executive members may be elected at a regular meeting as needed
 - j. If a school Council cannot be formed, the Principal may establish an Advisory Committee for that year. Another meeting must be called within 60 days of the next school year (and subsequent years a school Council cannot be formed.)
 - k. Any member of the executive who misses three (3) consecutive meetings may be replaced at the discretion of the executive.
5. The AGM is open to any person who has a vested interest of a student attending our school however **only** a parent/guardian, or legal custodian of a student registered at the All Boys School may be elected for an Executive position.

Section 12 Voting Procedures/Decision Making Process

1. Quorum for regular Council meetings will be met if a minimum of 2 executive members, the Principal and 2 general members are present. In addition, parent/guardian attendance must be greater than staff attendance.
2. Approval of Council decisions will require:
 - a. A summary of the activities of the Council for the previous year
 - b. A financial statement relating to money handled by Council in the previous year, if any, and
 - c. A copy of the minutes for each meeting of the Council held in the previous year

Section 13 Annual Reports

1. In accordance with the School Councils Regulation, the Council, through the Chairperson/Co-Chairs, prepares and provides the School Board with an annual report which is to include:
 - a. A summary of the activities of Council for the previous year,
 - b. A financial statement on all money handled by Council if any,
 - c. A copy of the minutes of each meeting of the previous year
2. Council will make the annual report available to ALL members of Council and the school community.
3. The Annual report will be filed in September as required by the CBE

Section 14 Changes to Operating Procedures

1. Notice of the proposed changes must be made available to the members of the Council a minimum of two (2) weeks prior to the date of the meeting when a change is to be presented.

2. *Said proposed changes must also be specified in the Agenda for the next meeting to ensure awareness.*
3. The operating procedures may be changed by a simple majority vote of those present at the meeting.

Section 15 Conflict Resolution

The following will be followed should any conflict arise within the Council that cannot be resolved by the Council:

- a. Each party shall prepare a statement of their position
- b. A mediator will be chosen who is agreeable to all parties
- c. A meeting between the parties and the mediator will be held and the discussion and any resolution will be documented
- d. If the conflict is not resolved after the mediated meeting to the satisfaction of all parties, a committee of individuals agreeable to all parties will arbitrate a solution of the conflict.
- e. If an agreement is still not reached, the conflict will be referred to the CBE for resolution.

Section 16 Policies

1. Council may develop policies for the duration of their term.
2. The policies of the Council will be reviewed at the beginning of every new Council term to decide if each policy will continue to be implemented.

Section 17 All Boys Parent Society

The All Boys Parent Society (also known as The Sir James Lougheed Parent Society) will operate in conjunction with the All Boys School Council. Members of the elected Executive Council shall act as the Officers and Board of Directors of the Society as follows:

<u>Council</u>	<u>Society</u>
Chairperson	President
Co-Chair	Vice President
Secretary	Secretary
Treasurer	Treasurer
Fundraising Coordinator	Director
Events Coordinator	Director