

BYLAWS OF

HENRY WISE WOOD HIGH SCHOOL
SCHOOL COUNCIL

HWW School Council Bylaw
Adopted June 2, 1997
First Amendment June 12, 2000
Second Amendment October 4, 2010
Third Amendment, October 7, 2013

TABLE OF CONTENTS

DEFINITIONS	4
STATEMENT OF PHILOSOPHY	5
Vision Statement	5
GUIDING PRINCIPLES FOR SCHOOL COUNCIL	7
OBJECTIVES	8
MEMBERSHIP	8
Eligibility	8
Rights and Privileges	8
Voting	9
Liability	9
Disqualification	9
Withdrawal or Resignation	9
Removal	10
ELECTED POSITIONS	10
Chair	10
Vice-Chair	10
Secretary	11
Treasurer (for Parent and Alumni Association Only)	11
APPOINTED POSITIONS	12
Volunteer Coordinator	12
Key Communicator	12
CAPSC Representative	12
Music Parent Society Representative (for Parent and Alumni Association)	13
SCHOOL POSITIONS	13
Principal	13
Teacher(s)	14
Student(s)	14
Community Representative(s)	14
Vacancies	14
TERM OF OFFICE	15
FUND RAISING	15
MEETINGS	15
Regular School Meetings	16
Special Meetings	16
Annual General Meeting	16
Quorum	17
CONFLICT RESOLUTION	17

HWW School Council Bylaw
Adopted June 2, 1997
First Amendment June 12, 2000
Second Amendment October 4, 2010
Third Amendment October 7, 2013

AMENDING THE BYLAWS 18

GENERAL 18

REFERENCE LINKS

School Act – Government of Alberta Education Website - Queen’s Printer

http://www.qp.alberta.ca/574.cfm?page=s03.cfm&leg_type=Acts&isbncIn=9780779733941

School Council Regulation Alberta Regulation 113/2007–

Government of Alberta Education Website - Queen’s Printer

http://www.qp.alberta.ca/574.cfm?page=2007_113.cfm&leg_type=Regs&isbncIn=9780779724086

HWW School Council Bylaw

Adopted June 2, 1997

First Amendment June 12, 2000

Second Amendment October 4, 2010

Third Amendment October 7, 2013

BYLAWS

WHEREAS Henry Wise Wood High School is a school established at 910 - 75 Avenue S.W., Calgary, Alberta, T2V 0S6 and organized under the School Act (hereinafter referred to as the "School"); and

WHEREAS Henry Wise Wood High School Council is a school council established at 910 - 75 Avenue S.W., Calgary, Alberta T2V 0S6 and organized under Section 22(1) of the School Act, as amended (hereinafter referred to as the "School Council"); and

WHEREAS the School and School Council agreed to establish a set of Bylaws, dated June 10, 1996, for the School Council pursuant to Section 22(6) of the School Act; and

WHEREAS the School and School Council desire to amend the existing Bylaws to further define the role, rights, privileges and obligations of the School Council;

NOW, THEREFORE, the School and School Council agree that as of June 2, 1997, and amended October 7, 2013 (the "Effective Date"), the Bylaws shall be as follows:

1. DEFINITIONS

As used in these Bylaws, the following words and terms shall have the meaning ascribed to them below:

- 1.1. "Annual General Meeting" means the meeting to be held in accordance with Section 11.3.
- 1.2. "Annual Report" means the report by School Council that must be prepared in accordance with Section 14 of the School Councils Regulation.
- 1.3. "Community Representative(s)" means a person from the School Community, as defined in the School Councils Regulation, to represent the community at large.
- 1.4. "Executive Council" means the Principal, the Chair, the Vice-Chair, the Secretary and the Treasurer of the School Council.
- 1.5. "Member(s)" means a person who qualifies for Membership under Article 5.

- 1.6. “Non-member” means a person who does not qualify for Membership under Article 5 – i.e. parent visiting from another school or guest speaker, etc.
- 1.7. “Parent(s)” means a parent, guardian or legal custodian of a student or students registered at the School.
- 1.8. “Principal” means the principal as defined in Sections 19 and 20 of the School Act, as amended.
- 1.9. “Resolution” means a decision made by the School Council, passed by an affirmative vote of at least 51% of the Members present at a properly constituted meeting.
- 1.10. “School Board” means the Calgary Board of Education.
- 1.11. “Special Resolution” means a decision made by the School Council, passed by an affirmative vote of at least two thirds (2/3) of the Members present at a properly constituted meeting.
- 1.12. “Student(s)” means a person enrolled at the School.
- 1.13. “Teacher(s)” means a person who is employed to teach the Students at the School.

All other words and terms used in these Bylaws not specifically defined above shall have the same meaning as those words and terms defined or used in the School Act and the School Councils Regulation.

2. STATEMENT OF PHILOSOPHY

2.1. Vision statement

Henry Wise Wood High School is a diverse learning community where all Members will respect, encourage and recognize each other as we strive towards our personal best.

As Members of the School we will:

“Diverse”

- understand and appreciate differences within our community e.g. ability, race, culture, age, gender, economics

“Learning”

- understand and appreciate the different ways and rates by which we learn
- accommodate these differences by using a variety of teaching and learning practices
- acknowledge that just as people learn in different ways, people teach in different ways

“Community”

- define our immediate community as including all past and present students, parents and staff
- define our extended community as others who may have a vested interest or connection to the school e.g. neighbors, feeder communities, local businesses, business partners, etc
- work to create a sense of pride and belonging amongst all students, parents and staff
- welcome and include members of the extended community into the school
- effectively communicate with members of our immediate and extended communities in order to build understanding and support for the school and its initiatives
- provide opportunities to foster relationships between members of the immediate and extended communities

“Respect”

- cultivate trusting relationships based upon mutual regard
- treat each other with dignity and courtesy
- treat Henry Wise Wood school as an important place of learning

“Encourage”

- motivate and support each other in our endeavors
- emphasize the development of positive, “can do” attitudes
- help individuals identify and utilize their strengths

“Recognize”

- identify the variety of achievements, talents and abilities of members of the immediate community

- provide opportunities to honor these talents, abilities and achievements
- include members of the extended community in the acknowledgment whenever possible and appropriate

“Strive Towards”

- realize that learning is a process that never ends

“Personal Best”

- recognize that each individual has an infinite capacity for growth
- promote the development of citizenship
- commit ourselves to the pursuit of individual excellence

3. GUIDING PRINCIPLES FOR SCHOOL COUNCIL

- 3.1. We believe that the prime focus of the School is learning and teaching.
- 3.2. We believe that the School must be a safe and positive environment for learning to occur.
- 3.3. We believe that the welfare and education of every student in the School must be valued.
- 3.4. We believe that the personal and confidential nature of information must be respected.
- 3.5. We understand that the Principal has the authority to determine which of the suggestions made by the School Council will be implemented at the School. We believe the Principal will communicate to the School Council the reasons and justification for any decision made and the principles upon which those decisions were based.
- 3.6. We believe that it is the responsibility of each Member of the School Council to base his or her deliberations on the interest of the common good of Students in the School and act in the best interest of the Students and staff.
- 3.7. We believe that learning is enhanced when the learner is actively involved in making the decisions about their schooling.

4. OBJECTIVES

It is the objective of the School Council to:

- 4.1. stimulate meaningful involvement of Parents, Students, Principal, Teachers, staff and interested persons from the community at large in the School;
- 4.2. facilitate the development of a common vision for the School;
- 4.3. advise on fundraising activities for the School;
- 4.4. advocate on behalf of the School regarding educational issues; and
- 4.5. advise the Principal and School Board respecting any matter relating to the School.

5. MEMBERSHIP

It shall be the duty of a Member to act in a manner consistent with Articles 2 and 3.

5.1. Eligibility

Membership of the School Council shall consist of the following:

- 5.1.1. Parents;
- 5.1.2. Principal;
- 5.1.3. Teacher(s);
- 5.1.4. Student(s); and
- 5.1.5. Community Representative(s).

5.2. Rights and Privileges

Each Member will be accorded the following rights and privileges:

- 5.2.1. to attend any meeting of the School Council;
- 5.2.2. to speak at any meeting of the School Council; and
- 5.2.3. to vote on issues brought forth by the School Council or Executive Council during regular meetings, special meetings or the Annual General Meeting.

5.3. Voting

5.3.1. Each Member is entitled to one vote.

5.3.2. A Member may abstain from voting.

5.3.3. A Member may not vote by proxy.

5.3.4. A Member may not transfer his or her vote to a non-Member.

5.3.5. The Chair shall cast a vote only to resolve a tie.

5.3.6. A vote will only be called after a motion is made by one of the Members and seconded by a different Member.

5.4. Liability

5.4.1 No Member shall be, in his or her individual capacity, liable for any debt or liability of the School Board, School or School Council.

5.4.2 The School Council shall not be liable for any debt or liability of the School Board or School.

5.5. Disqualification

A Member shall be disqualified if that person no longer meets the qualifications of the School Act, the School Councils Regulation or these Bylaws.

5.6. Withdrawal or Resignation

5.6.1. Any Member of the School Council, other than an Executive Council Member or the Principal, may withdraw at any time without notice.

5.6.2. An Executive Council Member may resign by written notice to the Chair and Principal, and if the resigning Member is the Chair, written notice must be given to the Vice-Chair and Principal.

5.6.3. The Principal may not withdraw or resign from the School Council.

5.7. Removal

Any Member may be removed from the School Council, by Special Resolution, for any cause the School Council deems reasonable. The affected Member shall be given written notice twenty-one (21) days in advance of the meeting and will be afforded the opportunity to be heard at the meeting before a vote is called for his or her removal.

6. ELECTED POSITIONS

The following Members – Chair, Vice –Chair, Secretary and Treasurer shall be elected to the Executive Council. The Chair and Vice-Chair shall chair the School Council meetings on a rotational basis. Their other duties shall be as follows:

6.1. Chair

The Chair shall:

- 6.1.1. generally supervise all activities of the School Council;
- 6.1.2. be the official spokesperson of the School Council;
- 6.1.3. prepare the Annual Report for the School Board and the Principal;
- 6.1.4. act as joint signing authority for the Henry Wise Wood Parents and Alumni Association bank account; and
- 6.1.5. act as Chair of the Henry Wise Wood Parents and Alumni Association.

6.2. Vice-Chair

The Vice-Chair shall:

- 6.2.1. aid the Chair and undertake tasks assigned by the Chair;
- 6.2.2. in the absence of the Chair, supervise the affairs and preside at any meeting of the School Council;
- 6.2.3. in the event of resignation, incapacity or leaves of absence of the Chair, fulfill the Chair responsibilities;

6.2.4. act as joint signing authority for the Henry Wise Wood Parents and Alumni Association in the absence of the Treasurer or Chair; and

6.2.5. act as Vice-Chair of the Henry Wise Wood Parents and Alumni Association.

6.3. Secretary

The Secretary shall:

6.3.1. keep accurate minutes of School Council meetings and electronically distribute them to the members present as well as the Principal in a timely manner (preferably within the week of the meeting but at least prior to the next planning meeting); and

6.3.2. maintain a dated record of the Executive Council Members' addresses; and

6.3.3. act as Secretary of the Henry Wise Wood Parents and Alumni Association; and

6.3.4. file the minutes on the USB key for electronic storage; and

6.3.5. file all minutes on a yearly basis in the main file that resides in the School office.

6.4. Treasurer

The Treasurer shall:

6.4.1 ensure all monies that are collected through School Council are deposited into the Henry Wise Wood School Council general fund account in whatever Bank, Trust Company, Credit Union or Treasury Branch the School Council may order;

6.4.2 properly account for the funds of the School Council and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the School Council at each meeting to be ratified by the membership; and

6.4.3 prepare for submission to the Annual General Meeting a statement duly reviewed by two members appointed for that purpose, of the financial position of the School Council and submit a copy of same

to the Secretary for the records of the School Council. Current fiscal year-end is June 30.

7. APPOINTED POSITIONS

Volunteers are required for the following positions. Their duties shall include:

7.1. Volunteer Coordinator

The Volunteer Coordinator shall:

- 7.1.1. assess the needs for volunteers in the School in consultation with the Principal and Teachers; and
- 7.1.2. recruit, provide orientation and coordinate the placement of interested volunteers; and
- 7.1.3. report back to the School Council during regular meetings; and
- 7.1.4. provide a written report to be added to the minutes from that month's meeting.

7.2. Key Communicator

The Key Communicator shall:

- 7.2.1. attend meetings and workshops sponsored by the School Board related to the Key Communicator;
- 7.2.2. communicate to the School Council any information relevant to the School Council from the meetings and workshops; and
- 7.2.3. communicate to the School Board relevant concerns that the School Council may have; and
- 7.2.4. provide a written report to be added to the minutes from that month's meeting.

7.3. CAPSC – Calgary Association of Parents and School Councils

The CAPSC Representative shall:

- 7.3.1. attend the CAPSC meeting; and

- 7.3.2. communicate to the School Council information relevant to the School Council; and
- 7.3.3. communicate to CAPSC relevant concerns that the School Council may have; and
- 7.3.4. provide a written report to be added to the minutes from that month's meeting.

7.4. Music Parent Society Representative

The Music Parent Society Representative is a position held under the Parent and Alumni Association. The rep shall:

- 7.4.1 report back to the Parent and Alumni Association during regular meetings on the ongoing activities of the school band; and
- 7.4.2 advocate for the financial needs of the Music Parent Society through the Henry Wise Wood Casino wish list; and
- 7.4.2 provide a written report to be added to the minutes from that month's meeting.

Note: New positions may be added when indicated by the School staff or Council members.

8. SCHOOL POSITIONS

8.1. Principal

The Principal shall:

- 8.1.1. advise the School Council of changes affecting the Student body such as School hours, changes to curriculum and policies; and
- 8.1.2. take under advisement suggestions from the School Council and report back with ideas and suggestions; and
- 8.1.3. provide a verbal and submit a written administration report (for the minutes) at every School Council meeting; and
- 8.1.4. provide an alternate when unable to attend the meeting; and

- 8.1.5. pre-schedule the School Council and related planning meetings in June for the following year.

The following members – Teacher, Student(s) and Community Representative - are appointed by the Principal, and unless otherwise determined by the School Council, their duties shall include:

- 8.2. Teacher

The Teacher shall:

- 8.2.1. contribute to the decision making process; and
- 8.2.2. advise the School Council on all Teacher concerns.

- 8.3. Student(s)

The Student(s) shall:

- 8.3.1. report to the School Council any upcoming activities related to school life; and
- 8.3.2. contribute to the decision making process as they wish; and
- 8.3.3. advise the School Council on all Student concerns.

- 8.4. Community Representative

The Community Representative shall:

- 8.4.1. contribute to the decision making process; and
- 8.4.2. advise the School Council on all Community concerns.

- 8.5. Vacancies

- 8.5.1. With the exception of the position filled by the Principal, the School Council may appoint qualified persons to fill vacancies on School Council in accordance with Article 7 until the vacancies can be filled by election or appointment at the next Annual General Meeting.
- 8.5.2. Teacher(s), Student(s) and Community Representative(s) positions will be filled for the balance of the term as soon as a replacement can be found.

9. TERM OF OFFICE

- 9.1. Any Member of the School Council may be elected or appointed for a one year term, with the option to be re-elected.
- 9.2. A Nominating Committee, preferably with the Chair heading the committee, shall supply names of candidates for election prior to the Annual General Meeting. The slate will be presented at the Annual General Meeting for election where final nominations may be taken from the floor.

10. FUND RAISING

- 10.1. The School Council may undertake fund-raising activity and will keep a bank account separate from that of the Henry Wise Wood Parents and Alumni Association.
- 10.2. There are to be at all times four signing authorities on the School Council's bank account to include the Treasurer and the remaining members of Executive Council. Cheques will only be issued upon the signature of any two signing authorities.
- 10.3. A spending limit of no more than \$50 can be disbursed at the discretion of the signing authorities. Any disbursements over \$50 shall be approved by the members at a regular meeting.
- 10.4. The Henry Wise Wood Parents and Alumni Association, Corporate Access Number 5053273, incorporated July 6, 1992 will remain a separate entity from the School Council for the purpose of holding society status and fund raising.
- 10.5. The School Council may advise the Henry Wise Wood Parents and Alumni Association regarding its fund raising matters.

11. MEETINGS

There will be a minimum of seven (7) meetings per school year to be held between the months of September and June.

11.1. Regular School Council Meetings

11.1.1. Meetings of the School Council will be held at the School.

11.1.2. The first meeting of each school year will be held in September or October.

11.1.3. The School Council shall ensure that Members and concerned participants of the School Community are made aware of these meetings through the newsletters, electronically and any other means as they become available.

11.1.4. The agenda shall be set up at the planning meeting held usually on the Friday; one and a half weeks prior to the School Council meeting.

11.1.5. All Members shall make a reasonable effort to advise the Chair in advance of any matters proposed to be discussed at the meeting. If not done prior to a meeting, any member may make a motion at the meeting or raise an item to be discussed, and the motion or item will be considered by the School Council at that meeting. If deemed practical, discussion will occur; if not, it will be carried forward as an agenda item for further discussion at the next month's meeting.

11.1.6. During meetings, cell phones should be on SILENT mode only.

11.1.7. Minutes of meetings can only be approved by those who were actually present at the meeting in question.

11.2. Special Meetings

The Chair or designate may call a Special Meeting at his or her discretion, giving fifteen (15) days notice of such meeting, or two (2) days notice in the case of an emergency.

11.3. Annual General Meeting

11.3.1. The Annual General Meeting (AGM) will be held in September or October in conjunction with a regular School Council meeting.

11.3.2. Notification for the AGM through the Henry Wise Wood Newsletter and via electronic means will occur at least 21 days prior to the AGM.

11.3.3. Elections for the School Council will take place during the AGM. If elections cannot be completed at the AGM, they may be completed at a subsequent meeting.

11.3.4. Discussion for improvements to School Council and School issues may also take place at the AGM.

11.3.5. Only AGM information will be discussed at the AGM.

11.4. Quorum

The quorum for any meeting of the School Council shall be seven (7) Members, two of who must be the Principal or designate and Chair or designate. The majority of voting members must be parents. If a quorum is present at the start of a meeting, the meeting may continue even if a quorum is not maintained throughout. Any School Council meeting for which there is no quorum may be rescheduled by the Chair. This is for voting purposes only, as an invited guest should be allowed the time for his or her presentation.

12. CONFLICT RESOLUTION

If seven (7) or more School Council Members believe that the School Council is in a state of conflict that adversely affects its ability to perform, then the following steps must be undertaken:

12.1. Written notice must be given to the Chair and Principal, by the Members concerned, outlining the nature of the conflict as they understand it.

12.2. Within ten (10) days of receiving written notice, the Chair (on behalf of the School Council) and Principal, must meet in an attempt to resolve the conflict. Each must have prepared the following information for the meeting:

12.2.1. Statement of the conflict;

12.2.2. Statement of the interests of the School or School Council in the matter, as the case may be;

- 12.2.3. Statement of possible alternatives to resolve the conflict;
- 12.2.4. Statement of possible terms that may be acceptable to the School or School Council, as the case may be; and
- 12.2.5. Statement of the date when these possible solutions may be implemented.
- 12.3. Members involved in the conflict shall participate in the resolution process as required.
- 12.4. From time to time a person or Member not originally part of the conflict or the resolution process may be invited to participate for the purposes of clarifying an issue or imparting pertinent information to the parties involved.
- 12.5. All Members agree to negotiate in good faith.
- 12.6. If, after thirty (30) days of the first meeting of the Chair and Principal, the conflict has not been resolved to both the School's and School Council's satisfaction, then written notice shall be given to the School Board with a full and detailed written account from both the Chair and Principal, and the School Council and Principal shall agree to be bound by the conflict resolution process outlined in the School Act or School Councils Regulation.

13. AMENDING THE BYLAWS

- 13.1. These Bylaws may be cancelled, or amended by a Special Resolution at the Annual General Meeting.
- 13.2. In the notice of the Annual General Meeting, the School Council must include details of the proposed Resolution to change the Bylaws.

14. GENERAL

- 14.1. These Bylaws shall be governed by the School Act and the School Councils Regulation.
- 14.2. Wherever these Bylaws conflict with the School Act or the School Councils Regulation, the School Council shall defer to that Act or Regulation.

- 14.3. Wherein an Article(s) or Section(s) of these Bylaws may be ruled invalid, the remaining portions of these Bylaws shall remain in full force and effect as if the invalid Article(s) or Section(s) did not exist.
- 14.4. The School Council and its individual Members shall avoid any conflict of interest between their own interests and the interests of other Member(s) or School Council(s).
- 14.5. The School Council and its individual Members shall not disclose to another person or entity information or data obtained or provided to the School Council that is of a confidential nature, except as directed by law.
- 14.6. Individual Members of the School Council shall not make any public announcement or statement on behalf of the School Council without prior approval of the School Council.
- 14.7. Reference to the singular includes a reference to the plural and vice versa. Reference to any gender includes a reference to all other genders.
- 14.8. The topical headings used in these Bylaws are for convenience and shall not be construed as having any substantive significance or as indicating that all of the provisions of these Bylaws relating to any topic are to be found in any particular Article or Section.