



Horace Allen School Council By-Laws

Accepted and approved by the Horace Allen School Council - May 20, 2025

1. NAME

- a. The name of the school council shall be Horace Allen School Council (HASC).

2. MISSION

- a. To foster the well-being and effectiveness of our school community and to enhance student learning.

3. GOALS

- a. The goals of the school council, in keeping with the *Education Act* and the School Councils Regulation, are to:
 - i. Provide advice (i.e., input) to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions and budget allocations to meet student needs
 - ii. Stimulate continuous improvement in meaningful involvement by all members of the school community
 - iii. Facilitate collaboration among concerned participants of the school community
 - iv. Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
 - v. Facilitate the development of a common vision for our school
 - vi. Keep the school board informed—in cooperation with the principal—of the needs of the school
 - vii. Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
 - viii. Facilitate communication with educational stakeholders and the community.

4. GOVERNANCE and MEMBERSHIP - Town Hall Model

- a. The membership of the school council shall consist of:
 - i. The parents of students enrolled in Horace Allen School
 - ii. The principal of Horace Allen School
 - iii. Teachers and support staff of Horace Allen School
- b. The positions of the executive committee shall consist of:
 - i. A chairperson, vice chairperson, secretary, and treasurer (if required)
 - ii. Every member of the school council and/or parent of a student enrolled at Horace Allen School or children in the Early Childhood Services Program are eligible to be elected to an executive position on school council.
 - iii. The terms of office are the annual general meeting to the following annual general meeting.
 - iv. The executive of school council can be elected by parents of students enrolled at Horace Allen School attending the annual general meeting or at the first school council meeting by school council members.
- c. Town Hall Governance
 - i. The executive committee will prepare the agenda for the general meetings and circulate minutes of the same.
 - ii. The executive committee will carry out the day-to-day operation of the school council.

5. DECISION - MAKING

- a. Decisions at school council meetings will be made by consensus as much as possible. 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 passed by the majority of school council members.

6. QUORUM

- a. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in Horace Allen School.

7. DUTIES OF THE EXECUTIVE

- a. THE CHAIR - 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 Schools Councils' representative. The chair ensures the school board receives an annual report from school council.

- b. THE VICE-CHAIR - 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 designate *Freedom of Information and Protection of Privacy Act* (FOIP) officer of school council and manages personal information in compliance with FOIP. The vice-chair assumes responsibility, in consultation with school council, for communicating with the fundraising society (if such exists).
- c. THE SECRETARY - The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIP). The secretary ensures all materials relating to the Horace Allen School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location and format in Horace Allen School.
- d. THE TREASURER (if required) The treasurer keeps financial transactions of the school council, reports to the school council and complies with school council and school board policies.

8. VACANCIES

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

9. COMMITTEES

- a. 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.

10. MEETINGS

- a. The first meeting of the school council is held within 20 days after the start of the school year.
- b. The school council will meet a minimum of seven times during the school year.
- c. Regular meeting dates will be determined by school council members attending the first meeting and/or by the executive of the school council.
- d. Meetings locations will be advertised with the meeting invitations.
- e. Special meetings of the school council may be called by the executive or at the written request of 4 parents of students enrolled at Horace Allen School.
- f. The school council shall retain, at the school, a copy of the minutes of each meeting and make them available to any member of the public on request. These minutes shall be retained for at least seven (7) years.
- g. Minutes do not need to be provided to school board, but made available to public.

11. ANNUAL GENERAL MEETING (AGM)

- a. The annual general meeting of the school council will be held within 20 days after the start of the school year or at an appropriate time during the school year determined by the school council.
- b. The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date.
- c. Election of school council members and/or executive positions will take place at the AGM.
- d. All parents of students attending Horace Allen School are eligible for election.
- e. All parents of students attending the Horace Allen School are eligible to vote at the AGM.
- f. The business of the AGM shall include:
 - i. Election of school council members and/or executive members
 - ii. Motion to accept a financial statement of the previous year
 - iii. Plans and budget for the upcoming year
 - iv. Discussion of any major issues in which parents should have input, such as:
 - 1. Changes to the vision or mission statement of the school
 - 2. Major changes in the school program or focus
- g. The Principal shall notify the Superintendent by September 30 of each year of the executive of the school council.

12. ANNUAL REPORT

- a. In accordance with School Councils Regulation, the school council, through the chair, prepares and provides the school board with an annual report submitted by June 30th that includes:
 - i. Summary of school activities of the school council during the school year.
 - ii. Financial statements as outlined in the School Councils Regulation (94/2019) of the School Council, if any.
- b. The school council will make the annual report available to all members of the school community.

13. AMENDMENTS TO THE BY-LAWS/OPERATING PROCEDURES

- a. The by-laws remain in force from year to year, unless amended at the AGM or at a special meeting called for that purpose.
- b. The by-laws of the school council may be amended by a majority vote of the school council at an AGM or at a special meeting called for that purpose.
- c. Notice of proposed by-law amendments must be circulated with the notice of the AGM or at least 40 days prior to the special council meeting.
- d. School council shall work with the Principal to post a copy of the bylaws/guiding principles/operating procedures on their school website by October 30.

14. CODE OF ETHICS

- a. All school council members shall:
 - i. Abide by the legislation that governs them
 - ii. Be guided by the mission statement of the school and school council
 - iii. Endeavour to be familiar with school policies and operating practices and act in accordance with them
 - iv. Practice the highest standards of honesty, accuracy, integrity and truth recognize and respect the personal integrity of each member of the school community
 - v. Declare any conflict of interest
 - vi. Encourage a positive atmosphere in which individual contributions are encouraged and valued
 - vii. Apply democratic principles
 - viii. Consider the best interests of all students
 - ix. Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
 - x. Not disclose confidential information
 - xi. Limit discussions at school council meetings to matters of concern to the school community as a whole
 - xii. Use the appropriate communication channels when questions or concerns arise
 - xiii. Promote high standards of ethical practice within the school community
 - xiv. Accept accountability for decisions
 - xv. Not accept payment for school council activities.

15. PRIVACY

- a. School council shall adhere to the *Freedom of Information and Protection of Privacy Act* (FOIP).
- b. School council shall not share personal information for purposes other than those of school council business.

16. POLICIES

- 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.

17. FUNDRAISING ASSOCIATION AND OTHER GROUPS OF PARENTS

- a. School council will communicate regularly with the fundraising association and/or other groups of parents to support their activities and to solicit support for school council activities.
- b. School council can develop policy to promote a productive open and transparent relationship with the fundraising association and/or other groups of parents .

18. SCHOOL COUNCIL FUNDRAISING

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (e.g., not casinos, bingos, raffles).

- a. The School Council will, where possible, encourage the Fundraising Association to do the fundraising for the School and the School community.
- b. Should the School Council choose to fundraise, funds may be given to the School to track and record, given to the Fundraising Association or deposited in a bank account operated by the School Council.
- c. School Council funds given to the School will be subject to the School Board's policy on School Council fundraising and/or School-generated funds.
- d. In the absence of mutually agreed terms, School Council funds given to the Fundraising Association will be subject to the policies of the Fundraising Association.