



Bylaws & Governance: W.H. Croxford High School

2654 Chinook Winds Drive, SW

Airdrie, AB

1. NAME

- 1.1. The name of the school council shall be the W.H. Croxford High School Council, of Airdrie, Alberta.

2. MISSION

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

3. VISION

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

4. GUIDING PRINCIPLES

- 4.1. The shared principles and values that will guide all activities of W.H. Croxford High School Council are:
 - 4.1.1. 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.
 - 4.1.2. We value honest and open communication, including:
 - 4.1.2.1. The school community having the opportunity to present information and issues to the Council;
 - 4.1.2.2. The school community given a reasonable opportunity to respond to issues and proposals of the Council in a timely fashion;
 - 4.1.2.3. The Council communicates to our school community any decision made on their behalf, with reasons when applicable.
- 4.2. 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.
- 4.3. We believe in full disclosure and transparency and that the school community, with the exception of confidential student records and other secure and privileged documents, should have full access to the school, Rocky View School (RVS) and Alberta Education information on all aspects of public education.
- 4.4. 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

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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.

- 4.5. 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.
- 4.6. We will encourage student development academically, socially, and through athletics. Through our actions we will promote a complete approach to education.

5. OBJECTIVES

- 5.1. The objectives of the Council, in keeping with the School Act and the School Councils Regulations, are as follows:
 - 5.1.1. Provide input to the staff and principal on issues of importance.
 - 5.1.2. Facilitate collaboration, communication, and involvement within the school community using a variety of communication methods.
 - 5.1.3. Communicate the proceedings of this Council to the school community and to include an annual report to the School Board.
 - 5.1.4. Keep the Board informed, in cooperation with the principal, of the needs of the school.
 - 5.1.5. Support efforts to focus teachers' time and school resources on the core tasks of teaching and learning.
 - 5.1.6. Facilitate and recognize the role of volunteers in the school.

6. MEMBERSHIP

- 6.1. The membership of the Council shall consist of a minimum of seven (7) members with the majority being parents of students attending W.H. Croxford High School;
 - 6.1.1. The principal of the school;
 - 6.1.2. Up to two (2) teacher representatives from the school, selected by the school staff;
 - 6.1.3. Up to two (2) student representatives;
 - 6.1.4. At least one (1) non parent with an interest in W.H. Croxford High School.
- 6.2. 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.
- 6.3. All parents/guardians of students attending W.H. Croxford High School may be voting members of W.H. Croxford School Council.
- 6.4. Staff who have children attending W.H. Croxford High School are considered parents and have a right to vote.
- 6.5. 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



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school, a teacher who is no longer employed at the school, the principal is no longer employed at the school).

- 6.6. The Council may, by special resolution, remove any member providing the member has been notified thirty (30) days in advance and is afforded the opportunity to be heard at the meeting.

7. EXECUTIVE OFFICERS

- 7.1. The executive officers of the Council shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer.
- 7.2. Every member of the Council is eligible to be elected as an officer of the Council.
- 7.3. The election of executive officers, for the following September, shall take place at the last Council meeting of the year.
- 7.4. The terms of office shall run from the Annual General Meeting to the last meeting of the school year.
 - 7.4.1. Chair: Two year term
 - 7.4.2. Vice Chair: One year term
 - 7.4.3. Secretary: Two year term
 - 7.4.4. Treasurer: One year term
- 7.5. An executive officer of the Council must attend a minimum of five meetings per school year.
- 7.6. Failure to attend a minimum of five meetings will result in that executive officers' termination of duties for Council.

8. DUTIES OF OFFICERS

- 8.1. The duties of the officers are:
 - 8.1.1. **CHAIR**
 - 8.1.1.1. Convene and preside at all meetings of the School Council.
 - 8.1.1.2. Ensure that all decisions of the Council are carried out.
 - 8.1.1.3. Represent the School Council to the School Board.
 - 8.1.1.4. Prepare and submit an annual report to the Council and the School Board, by September 30 of each school year.
 - 8.1.1.5. Designate, in his/her absence, the vice-chairperson or some other member of the Council, to assume his/her responsibilities.
 - 8.1.1.6. Liaise with Principal and Vice Principal on matters pertaining to the school.
 - 8.1.1.7. Act as a signing authority for the School Council.
 - 8.1.2. **VICE-CHAIR**
 - 8.1.2.1. Assist the chairperson in carrying out his/her duties
 - 8.1.2.2. Assume the responsibilities of the chairperson in the absence of the chairperson



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8.1.2.3. Assume other duties and responsibilities as assigned by the School Council.

8.1.2.4. Act as a signing authority for the School Council.

8.1.3. **SECRETARY**

8.1.3.1. Keeps accurate minutes and records of Council meetings

8.1.3.2. Look after School Council correspondence

8.1.3.3. Assume other responsibilities and duties as assigned by the Council

8.1.4. **TREASURER**

8.1.4.1. Report all financial transactions of the Council, presenting an account of funds to the Council on a regular basis.

8.1.4.2. Assume other duties and responsibilities as assigned by the Council.

8.1.4.3. Prepare an annual financial report to the Council.

8.1.4.4. Coordinate the fiscal responsibilities for any School Council fundraising events.

8.1.5. **VOLUNTEER COORDINATOR (optional)**

8.1.5.1. Coordinate and organize all volunteers.

8.1.5.2. Prepare and correspond with volunteers and school staff as per needs of the school.

8.1.5.3. Assume other responsibilities and duties as assigned by the School Council.

8.1.6. **VACANCIES**

8.1.6.1. 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.

9. **COMMITTEES**

9.1. Committees may be approved by the parents at any regular meeting, or by the Council.

9.2. The chairperson of the committee shall be a member of the Council.

9.3. Committees shall submit plans of work to the Council Executive for approval before any work is undertaken.

9.4. The chairperson of each committee shall submit a written report of its work at the annual meeting.

9.5. Ad Hoc Committees:

9.5.1. 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



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Ad-Hoc committees shall exist only for the period of time that the assigned task is being undertaken.

10. SOCIETIES AND COUNCIL

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

11. ANNUAL GENERAL MEETING

- 11.1. The Annual General Meeting (AGM) of the Council shall be held not later than 30 days after the first instructional day of the school year.
- 11.2. The meeting shall be advertised at least thirty (30) days in advance throughout the school and in the community.
- 11.3. All parents of students attending the school are eligible to vote at the Annual General Meeting.
- 11.4. The business of the Annual General Meeting shall include:
 - 11.4.1. Treasurer's Report which shall include a financial statement for the previous year and shall be included in the Annual Report;
 - 11.4.2. Proposed bylaw amendments;
 - 11.4.3. Plans for the upcoming year;
 - 11.4.4. Discussion of any major issues in which all parents should have input;
 - 11.4.5. Election to fill executive officer vacancies of the School Council for the next school year.

12. MEETINGS

- 12.1. The Council shall meet at least eight times during the school year.
- 12.2. Meetings will take place at W.H. Croxford High School.
- 12.3. Special meetings of the Council may be called by the executive or at the written request of ten parents of the school community.
- 12.4. A quorum for meetings of the Council shall be set up as 50% + 1 of the membership; therefore, a quorum is 5 members.
- 12.5. Meetings will be held on a regular basis at a time set annually, or as deemed necessary by the Council.
- 12.6. Meetings shall be conducted according to the Assembly/Town Hall Model.

13. ELECTIONS

- 13.1. Any School Council member is eligible to be nominated to the Executive.
- 13.2. Parents must constitute a majority of the Executive.



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- 13.3. All elections shall be held at the Annual General Meeting (AGM).
- 13.4. Voting will occur by ballot except where the Office or position is filled by acclamation.
- 13.5. A majority vote of eligible voters shall be conclusive.
- 13.6. A member may not vote by proxy.
- 13.7. Term of Office shall be one or two years, depending on the position, as outlined in Section 7.4.
- 13.8. Outgoing Officers will assist in the transition of newly-elected Officers to their position.

14. FINANCIAL REPORT

- 14.1. In accordance with the School Councils Regulations, the Council, through the Treasurer, must prepare and maintain financial records for the School Council. The annual financial statement shall be;
 - 14.1.1. submitted to the Associate Superintendent of business and Operations by July 15th following the school year;
 - 14.1.2. provided to members of the School Council and be made available to the public by August 15th following the school year through the W.H. Croxford high school website.

15. ANNUAL REPORT

- 15.1. 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:
 - 15.1.1. A summary of Council's accomplishments, major events or projects for the school year;
 - 15.1.2. Minutes from each meeting;
 - 15.1.3. Annual financial statement.

16. RECORDS

- 16.1. 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 years.

17. AMENDMENTS OF BYLAWS

- 17.1. 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
- 17.2. Bylaws may be amended by a two-thirds majority at an Annual General Meeting, or a special meeting called for that purpose,
- 17.3. Notice of proposed bylaw amendments must be circulated with the notice of meeting at least thirty (30) days in advance of the meeting.



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18. EFFECTIVE DATE

- 18.1. 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.
- 18.2. These Bylaws are certified to be in force effective this 21 day of January, 2015.

W.H. CROXFORD HIGH SCHOOL COUNCIL

CHAIR

Rosaline Wood

SECRETARY

Aryn Smith-Avenidaño

