

# West Dover School Council Bylaws and Statement of Philosophy

Approved at May 2026 AGM

## *Statement of Philosophy*

### **NAME**

The name of the School Council shall be West Dover School Council

### **A - OUR MISSION**

The mission of our School Council is to foster the well being and effectiveness of all our School Community and thereby enhance Student Learning.

### **B - OUR VISION**

Our School Council will facilitate communication amongst all of the concerned participants of our School Community so that we may work together, as partners, to create an effective learning environment and enable our Students to achieve their potential. All the Members of our School Community and our School Council will strive to uphold our School Community's guiding principals when making decisions, or providing advice, with respect to our School.

### **C - OUR GUIDING PRINCIPALS**

The shared principles and values which will guide all activities of our School Council are as follows:

1. We believe that Students are most likely to be successful learners when all the concerned participants of our School Community (Parents, Teachers, the Principal, Staff, Students) work together, or collaborate, as partners to support, enable, enhance, and promote the effectiveness of our School.
2. We believe that each of these partners has a distinct and different role to play In educating a child, and that the best possible education for the Student cannot be attained unless each of the partners works together to honour, support and facilitate each other's role.
3. We believe that effective partnerships are built on understanding, trust, and

mutual respect and that these are best fostered by honest and open communication between all of the concerned participants of our School Community.

4. Believe that the success of our School is dependent upon all of the partners sharing a common vision for our School and working together to define and achieve that common vision.
  
5. We believe that our School's common vision must:
  - a] be based on current, relevant, and meaningful information which is gathered with integrity and understood by all;
  - b] focus on the collective needs of all the students in our School; and
  - c] address the educational needs unique to the students in this school, while staying within the parameters of the Calgary Board of Education administrative regulations and provincial curriculum.
  
6. We believe that effective communication strategies will be the cornerstone upon which our School Council is built. Therefore we believe that:
  - a] all concerned participants of our School Community must have the opportunity to provide information to our School Council in a variety of ways e.g. surveys, committee work, attending School Council meetings, or any other manner which our School Council deems appropriate.
  - b] all concerned participants of our School Community should be given a reasonable opportunity to respond in a timely fashion depending on the circumstances of the issue at hand.
  - c] *no single participant of our School Community shall be compelled to respond* but every participant of our School Community shall be bound by the decision that is made.
  - d] our School Council must communicate to all concerned participants of our School Community the reasons and justification for any decisions made by our School Council and the principles upon which those decisions were based.
  
7. We believe that with the reasonable exception of confidential Student and

personnel matters, that all concerned participants of our School Community should have full and open access to all School, District and Alberta Education information on all aspects of public education.

8. While we understand that the School Principal has the authority to determine which, if any, of the decisions made by our School Council will be implemented at our School, we believe that the Principal, as far as is reasonably practicable, should communicate to our School Council and if appropriate, to other concerned participants of our School Community, the reasons and justifications for any decisions made and the Principal's rationale on which those decisions were based.
9. We believe that it is the responsibility of each member of our School Council to base all of his or her deliberations on the interest of "the common good" of all the students in our school and act in the best interests of all of the students and our school.

#### **D - OUR OBJECTIVES**

1. To stimulate meaningful involvement by Parents, Teachers, Principal, Staff, Students in our School.
2. To facilitate collaboration among all the concerned participants of our School Community so that they may work together to promote the well being and effectiveness of all our school community and thereby enhance Student learning.
3. To facilitate the development of a common vision for our School.
4. To facilitate communication, planning and resource allocation regarding priorities and programs that are needed to meet the expectations of our School Community.
5. To operate the fundraising activities in our school through an independent organization.

## West Dover School Bylaws

### ARTICLE 1 - DEFINITIONS

#### 1.01 Definitions

In all Bylaws of the School Council, unless the context otherwise specifies or requires:

- a] “Act” means the Education Act;
- b] “Annual School Community General Meeting” means the meeting to be held In May of each school year.
- c] “Bylaws” means the Bylaws of the West Dover School Council, as amended from time to time;
- d] “Constituency” means the group or unit of organizational structure of Parents, Students or Teachers that elected or appointed the Member;
- e] “Decision Making Process” means the commitments made by School Council, which aim for consensus but which *uses voting when a matter of conscience divides the decision makers*;
- f] “Members” includes the Principal, the Officers, and those persons who have been elected or appointed to fill the School Council positions as outlined in Schedule A to these Bylaws;
- g] “Officers” means the Members that occupy the offices of Chair, Vice Chair and Secretary;
- h] “Parents” means parents, guardians or legal custodians of a child or children registered at the School, as well as those parents of children about to enter Kindergarten;
- i] “Principal” means principal as defined in the Act and the Regulations;
- j] “Quorum” means the majority needed to conduct business at any School Council meeting;
- k] “Regulations” means the regulations under the Education Act;
- l] “Resolution” means a decision made by a School Council through a majority

of votes;

- m]** “School” means West Dover School;
- n]** “School Board” means the School Board of the School District in which the School is located (Calgary Board of Education);
- o]** “School Council” means the Members;
- p]** “Special Resolution” means a resolution of the School Council passed at a School Council meeting by a majority of at least  $\frac{2}{3}$  of the Members present at a meeting called with less than fourteen (14) days notice. The notice must state the proposed Resolution;
- q]** “Staff” means persons other than Teachers who are employed at the School;
- r]** “Statement of Philosophy” means a statement adopted by the School Council and Parents and includes a mission, a vision, guiding principals and objectives;
- s]** “Students” means students enrolled in West Dover School;
- t]** “Teachers” means those persons who are employed to teach Students at the School.

## **ARTICLE 2 - PURPOSE AND OBJECTIVES**

### **2.01 The School Council may;**

- a]** provide advice to the school principal on issues of importance, such as the school philosophy, mission, and vision, school discipline policies, school improvement plans, programs to meet student needs.
- b]** stimulate continuous improvement through meaningful involvement by all members of the school community
- c]** facilitate collaboration among concerned participants of the school community while supporting the school in its efforts to focus teachers’ time and school resources on the essential tasks of teaching and learning.

## **ARTICLE 3 - DECISION MAKING PROCESS**

**3.01** Although Consensus will be strived for, decisions of the School Council shall be made by voting Members of Council as elected at the AGM. A majority vote of present school council members will be considered acceptable.

3.02 Quorum – Quorum will be attained when the majority of voting members present at a meeting are parents of student enrolled in West Dover School

#### **ARTICLE 4 - SCHOOL COUNCIL POWERS AND GOVERNANCE MODEL**

**4.01** Subject to the Act, the Regulations and these Bylaws, the School Council shall have all power to manage activities of the School Council.

**4.02** Subject to any restrictions contained in the Education Act, the Regulations, these Bylaws or conflicts with Statement of Philosophy, the School Council may delegate to its Officers or committees appointed by the School Council, any of the School Council's powers.

**4.03** The School Council insofar as is reasonably practicable, shall ensure that all School Council activity is conducted with the involvement of concerned participants from the School Community and shall use the Decision Making Process to make decisions.

**4.04** It shall be the duty and responsibility of the School Council to manage School Council activities by following the governance model outlined in these bylaws.

#### **ARTICLE 5 - MEMBERSHIP**

##### **5.01 - Membership shall be open to;**

**a]** the Parent of a Student registered at the School as well as a Parent of a child that will become a Student at the School in the following year;

**b]** the Principal of the School;

**c]** a Teacher of the School

##### **5.02 - Responsibilities of Members. Members will:**

**a]** uphold the objectives of the Council and agree to the Bylaws of the Council;

**b]** act in a manner consistent with the Statement of Philosophy;

- c] act in the best interests of the School and Students as a whole;
- d] as far as reasonably practicable, be aware of the views of the community on matters before the Council; and
- e] make all reasonable efforts to advise the Chairperson, in advance of any meeting, of any matters proposed to be raised at a meeting.

### **5.03 - Number**

West Dover School Council shall consist of the following voting members:

- Chair
- Vice-chair
- Secretary
- Up to 10 Members at Large

All parents are welcome to attend and contribute their ideas to West Dover School Council conversation and decisions

### 5.04 - Disqualification

A Member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, Certification of Establishment or these Bylaws. (i.e. a Parent who no longer has a Student enrolled in the School or a Teacher that is no longer employed at the School)

### 5.05 - Term

The term of elected officers will be from September to June of each school year. Officers will be elected at the May AGM and will start with their duties in September of the following school year.

### 5.06 - Withdrawal

A Member may withdraw by notice in writing to the Chair and if the withdrawing Member is the Chair, by notice in writing to the Vice-Chair.

### 5.07 - Removal

The Council may, by Special Resolution, remove any Member for just cause, provided that such Member has received written notification fourteen (14) days in advance and is afforded the opportunity to be heard at the meeting.

## Article 5 – The Executive and their duties

### (a) The Chair

- The Chair plans meetings and prepares agendas, chairs monthly School Council meetings, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The Chair serves as the Board of Trustees' Council of School Councils representative. The Chair ensures the school board receives an annual report from school council. The Chair chairs the monthly executive meeting.

### (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 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. The Vice chair attends the monthly executive meeting

### (c) The Secretary

- The secretary keeps accurate minutes and records of school council meetings, 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 West Dover School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in West Dover School. The secretary attends the monthly executive meeting.

## Article 6 – School Council Meetings

### 6.01 School Council Meetings

- a. School Council meetings will take place at least 7 times each school year. School Council will meet at the school on the second Thursday of every month.

### 6.02 School Council Executive Meetings

School Council Executive will attend a meeting one week prior to School Council Meetings to discuss the agenda for the School Council and to meet with the fundraising group known as West Dover Parent Association to discuss fundraising needs at the school that support student learning. The Principal and when possible the Assistant Principal will attend the School Council Executive Meetings The

purpose of the Executive is to create an agenda and review fundraising proposals with the Chair of the West Dover Parent Association. West Dover Parent Association is a separate organization responsible for fundraising that supports student learning.

### 6.03 VACANCIES

With the exception of the school council position filled by the Principal and the Teacher, the school council may appoint a parent/guardian of a child attending West Dover School to fill vacancies until the election at the next Annual General Meeting.

### 6.04 COMMITTEES

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 may meet outside of school council meetings to complete their assigned tasks.

## Article 7 – Annual General Meeting

- a. The annual general meeting of the School Council will be held in May each year.
- b. The meeting will be advertised throughout the school and the community at the beginning at the April School Council meeting.
- c. Election of school council members and/or executive positions will take place at the AGM
- d. All parents of students attending West Dover School are eligible for election.
- e. All parents of students attending the West Dover School are eligible to vote at the AGM. The business of the AGM shall include:
  - a. election of school council members and/or executive members
  - b. proposed bylaws/operating procedures amendments
  - c. discussion of any major issues in which parents should have input, such as:
    - i. changes to the vision or mission statement of the school or major changes in the school program or focus

## Article 8 – Annual Report

- 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 June 15 of each school year that includes:
  - a. a summary of the school council's activities of the year
  - b. a financial statement
  - c. 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.

#### Article 9 - AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

- a) The bylaws remain in force from year to year, unless amended at the AGM.  
The bylaws of the school council may be amended by a majority vote of the school council at an AGM
- b) Notice of proposed bylaw amendments must be circulated with the notice of the AGM.