

# LANGDON SCHOOL COUNCIL BYLAWS

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### Appendices:

Confidentiality Agreement

Document Control

**1. NAME:**

The name of the School Council shall be LANGDON SCHOOL COUNCIL

**2. INTERPRETATION:**

In this Bylaw, the following definitions shall have the following meanings:

- A. **“Act”** means the School Act of Alberta, RSA 2000, c.S-3., and any amendments thereto or substitutions therefore;
- B. **“The Council”** means Langdon School Council, a formally constituted group made up of parents, school staff, students and community members, which make decisions about and advises on educational matters at the school level;
- C. **“Director”** means a person elected or appointed to the Council;
- D. **“Parents”** means parents, guardians or legal custodians of students attending the school;
- E. **“School”** means Langdon School;
- F. **“School Board”** means the Rocky View School Division No. 41;
- G. **“School Staff”** or **“Staff”** means persons employed at the school;
- H. **“Student Council”**, means Dragon Student Council;

**3. GOVERNING AUTHORITY:**

- A. The governing legislation shall be the Act and any regulations, orders, directives, amendments or other subordinate legislation relating thereto.
- B. The governing authority shall be Alberta Learning.

**4. MISSION / VISION / CODE OF ETHICS:**

The Council shall create a mission and vision statement, which shall be reviewed once every two years, when the Bylaws are being reviewed.

A. Code of Ethics:

The Code of Ethics for membership of the Council are:

- i. be guided by the Council Vision, Mission and Values, and act in a manner consistent with the same.
- ii. endeavor to be familiar with the bylaws, and act in accordance with them.
- iii. practice the highest standards of honesty, integrity and truth.

- iv. recognize and respect the personal integrity of other members.
- v. foster a positive atmosphere where individual contributions are encouraged and valued.
- vi. apply democratic principles.
- vii. consider the best interests of the Council.
- viii. respect the confidential nature of some Council business and treat such information with due diligence.
- ix. not disclose information that has been clearly identified as confidential.
- x. promote high standards of ethical practice in conducting Association business.
- xi. accept accountability for decisions and actions.
- xii. declare any conflict of interest.
- xiii. declare any perceived bias and/or conflict of interest.

*B. Executive & Committee members shall sign a confidentiality agreement at the beginning of their term on council. Until such time the confidentiality agreement is signed members will not be permitted to attend executive meetings or view executive documents. Committee members will not be permitted to begin their activities until such time the document is signed. The confidentiality agreement must be signed within 14 days of an individual accepting their position on council. Please see Appendices 1 for a copy of this agreement dated September, 2007.*

## **5. PURPOSE AND OBJECTIVES:**

The Aims and objectives of the School Council are:

- A. To foster a sense of community and pride and a spirit of cooperation, trust and understanding among all members.
- B. To identify, initiate and support activities and projects beneficial to the education and development of all students (subject to the approval of the principal).
- C. To participate in discussion groups aimed at improving educational opportunities for child development.
- D. To cooperate in group projects to aid in meeting school needs.
- E. To strengthen and promote communication and a working relationship between parents, students, school staff, school board, superintendent and government in matters of educational and general interest.
- F. To provide a support network for parents and school.

- G. To partner with other local councils, provincial and national resources to leverage knowledge and experience for the growth of the council.
- H. To provide a forum to consult with the principal on matters affecting the Langdon School community, so that the principal may ensure that students have the opportunity to meet the standards of education set by the Government of Alberta, Minister of Learning.
- I. To consult with the principal, so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the School Board and Alberta Learning.
- J. The Council MAY, at its discretion:
  - i. Advise the principal in respect to any matter relating to the school.
  - ii. Involve itself in (subject to Alberta Learning and School Board policies and regulation):
    - a) Planning
    - b) Developing and Delivering Programs
    - c) Budget and Allocation of Resources

## **6. FISCAL YEAR**

The fiscal year shall be from July 1st of one calendar year to June 30th of the succeeding calendar year.

## **7. MEMBERSHIP**

- A. The membership in The Council shall consist of:
  - i. The school principal.
  - ii. The parents of students enrolled in Langdon School.
  - iii. Interested members in the community.
  - iv. Representation of the teachers of Langdon School.

The majority of members must be parents of students enrolled in Langdon School.

All parents of currently enrolled students of the school plus the community Representative shall have one vote.

- B. The Executive and Directors will be elected for a one-year term. This should be done at the AGM at the end of the school year. If there is not a full council elected at the meeting, filling of vacant positions will be voted upon until filled for the following school year.

- C. The memberships of the Council Executive and directors shall consist of the following:
- i. Chairperson
  - ii. Vice - Chairperson
  - iii. Secretary
  - iv. Treasurer
  - v. Past Executive Representation
  - vi. Volunteer Coordinator
  - vii. Grant Writer

D. THE LANGDON SCHOOL COUNCIL SOCIETY

The Langdon School Council Society shall be run as a separate committee of the Langdon School Council.

**8. EXECUTIVE**

- A. Every member of The Council is eligible to be elected to the Executive of The Council.
- B. Election shall be by show of hands or secret ballot.
- C. The terms of office shall run from Annual General Meeting to Annual General Meeting.
- D. In the event that an Executive member is absent from three consecutive meetings without reasonable extenuating circumstances, their membership will be reviewed by The Council.
- E. Any Executive member upon a majority vote of all officers of The Council in good standing may be expelled from The Council Executive for any cause that The Council may deem reasonable.
- F. A Director position may be shared by more than one person
- G. The majority of Directors must be parents who are not on the School Staff.
- H. The Executive has the authority to preview and coordinate items brought forward to School Council.

**9. DUTIES**

- A. OFFICERS:
  - i. CHAIRPERSON shall:
    - a) Be the official spokesperson of The Council.
    - b) Chair all meetings of The Council or delegate this responsibility to someone, usually the Vice-Chairperson.

- c) Ensure that all executive and committee members understand their duties, have read and adhere to the bylaws.
  - d) Delegate responsibilities and ensure that they are carried out.
  - e) Ensure that by-laws, goals and objectives are reviewed on a two-year basis.
  - f) Sign all correspondence for The Council as deemed necessary.
  - g) Prepare and submit the annual report to the School Board, by to due date.
  - h) Oversee development of a procedure manual to be maintained and handed over to the new executive.
  - i) Be responsible for all incoming correspondence, distribution and filing thereof.
  - j) Prepare the agenda for meetings and circulate it prior to meetings.
  - k) Ensure that all the decisions of the council are carried out.
  - l) Automatically be a member of all Council committees but should not chair more than two.
  - m) Provide a report, if necessary, at the executive and general meetings
  - n) Be one of three eligible co-signatories of all cheques.
- ii. VICE-CHAIRPERSON shall:
- a) Act for the Chairperson when requested by Chairperson.
  - b) Assist the Chairperson when requested.
  - c) Assist in the review of by-laws and affirmation of goals on an annual basis.
  - d) Assume other duties and responsibilities as assigned by the Council.
  - e) Be eligible to chair a maximum of two committees per term of office.
- iii. SECRETARY shall insure the following:
- a) Record the minutes of all meetings (general and executive of The Council).
  - b) Distribute the minutes to the executive, principal, teacher and community liaison representative prior to the next council meeting.
  - c) Maintain a record of the executive directors and their contact information of the School Council.
  - d) Maintain a history of the Council minutes and make it available for inspection by parents or staff.
  - e) Provide proper security of the minute books and records of The Council other than the Treasurer's books.
  - f) Write letters as directed by the Chairperson or executive committee.

- g) Notify members of meetings as directed by the Chairperson.
- h) To submit approved agendas and minutes to the school secretary to put on the school website.
- i) Submit highlights of School Council happenings to the local community paper, as deemed necessary.
- j) Assist in the review of by-laws and affirmation of goals and objectives on annual basis.
- k) Assume other duties and responsibilities as assigned by The Council.
- l) Serve as head or chair on a maximum of two committees per term of office.
- m) Be one of the three eligible co-signatories for all cheques.

iv. THE PAST-EXECUTIVE PERSON shall:

- a) Have no specific duties, but is invaluable as a resource person to provide continuity to the operations of The Council. The past-executive person may perform such duties as requested by The Council.

B. DIRECTORS:

i. COMMITTEE COORDINATOR shall:

- a) Report at council meetings, regarding all committee happenings.
- b) Be responsible to oversee that when a new committee arises, it gets under way.
- c) Be responsible for ensuring that there is a specific person in charge of each new committee, who would be responsible in contacting the Committee Coordinator with regular updates on the happenings of that committee.
- d) Not be required to sit on every committee.
- e) Assume other duties and responsibilities as assigned by The Council.
- f) Serve as head or chair on a maximum of two committees per term of office.
- g) Report to the executive and to the general meetings.

ii. PRINCIPAL shall:

- a) Communicate relevant information about the school to The Council.

iii. TEACHERS shall:

- a) Communicate the relevant views of the Teachers to The Council and report back to the teachers.

iv. COMMUNITY LIASION REPRESENTATIVE shall:

- a) Represent the community interest and communicate comments or concerns, to The Council.

- b) Have no children enrolled in Langdon School.
- v. STUDENT COUNCIL shall:
  - c) Represent the students of Langdon School.

## 10. ELECTION PROCEDURES

- A. Council Executive and Directors shall be elected at the Annual General Meeting. The principal or designated alternative shall preside over the elections of chairperson.
- B. Community liaison representative shall be appointed by the elected members of The Council.
- C. Elections shall be carried out by secret ballot if so, requested by any two (2) eligible voters.
- D. Student representatives for Dragon Council shall be appointed by fellow students, and approved by the principal.

## 11. VACANCIES

- A. Should a vacancy arise after the Annual General Meeting, The Council will publicize the vacancy and elections shall be held at the next regularly scheduled council meeting. The position will be publicized by sending a notice home for each family of an enrolled student a minimum of two weeks prior to the scheduled meeting. The position will be held for the remainder of the term.

## 12. COMMITTEES

- A. The Council may appoint additional committees consisting of interested members and others from the school community with either delegated or advisory responsibilities.
- B. All committees will be overseen by the committee coordinator.
- C. All outgoing letters shall be approved by the school principal and by The Council before any work is undertaken, unless otherwise specified

## 13. MEETINGS

All meetings shall be held at the Langdon School and/or through a secured online platform of their choice such as Zoom, etc.

- A. The Annual General meeting shall be held in May or June for the current, or September of the new school year, date to be voted on by existing council.



- i. The Annual General Meeting shall be advertised throughout the school and the community at least 14 days in advance.
  - ii. The notice will specify the date, time and place of the meeting and the purpose of the meeting. Non-receipt of notice by a parent does not invalidate the meeting or any proceedings.
  - iii. Election for representatives of The Council Executive and Directors will take place at the Annual General Meeting. Parents of students attending Langdon School are eligible for election.
  - iv. Parents of students attending Langdon School are eligible to vote at the Annual General Meeting.
  - v. The business of the Annual General meeting shall include:
    - a) The election of Executive and Directors
    - b) Any proposed bylaw amendments
    - c) Any formal evaluation of The Council
    - d) The handling of any unapproved Annual General Meeting minutes
    - e) Unfinished Annual General Meeting business
- B. The first meeting of The Council Executive shall be held by the end of September of the upcoming school year. Meeting to be called by chairperson.
- C. General meetings shall be held no less than every second month through the school term when there is business to be discussed of The Council (minimum of five meetings).
- D. The Council Executive meetings shall be held no less than every second month (alternating months to the General meetings if appropriate) through the school term (minimum of five meetings).
- E. Special meetings may be called by The Council Executive or requested by five members. Meetings shall have seven days notice and be advertised.

#### 14. QUORUM

- A. Annual General Meeting:
- Five parents shall constitute a quorum. If a quorum is not met and a school council is not elected at the Annual General Meeting, the principal shall call a second meeting. If a school council is not elected at the second meeting, the power and duties of the

school council shall revert to the principal for that year. The principal shall select an advisory committee comprised of parents, staff and community members.

B. Regular Council Meetings:

Four members, including two executive members shall constitute a quorum.

C. Executive Meetings:

Three Executive members shall constitute a quorum.

**15. VOTING PROCEDURES**

A. Decisions at council meetings shall 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 vote is taken, the motion must be moved and seconded and may be passed by a majority of parents present.

C. All issues voted on shall pertain until amended

The Chairperson shall only place a vote if a tie breaker vote is required.

**16. ANNUAL REPORT**

A. In accordance with the School Council Regulation, The Council through the Chairperson, must prepare and provide the School Board with an annual report which includes:

i. A summary of The Council's activities for the year.

ii. A financial statement.

iii. Copies of the minutes of each meeting.

B. The Council shall make the report available to all concerned members of the school community.

**17. AMMENDMENTS TO THE BYLAWS**

The bylaws remain in force from year to year and are changed ONLY at the Annual General Meeting unless amended according to the following procedure:

A. "Notice of Motion" shall be presented at a meeting prior to the meeting at which the motion will be voted on ("Notice of Motion" is a statement of intent to make a motion and shall include the motion itself).

- B. The motion to change by-law(s) shall be passed only with a two-third majority of members present at such meeting.

## 18. CONFLICT RESOLUTION PROCEDURES

- A. In cases of conflict between The Council members:
  - i. The executive shall appoint a Committee of Inquiry to investigate and settle any disputes from any member(s) on the affairs of The Council.
  - ii. The Committee of Inquiry shall consist of members of The Council.
  - iii. The findings and decisions of the Committee of Inquiry are final and binding on the affected parties.
- B. In cases of conflict between The Council and The Principal, procedures as outlined in Rocky View School Division Policy CA (School Council) shall apply.
- C. In cases of Conflict of Interest:
  - i. Members who find that items of business being brought to The Council may put them in a conflict of interest must declare that conflict and withdraw from debate and voting on the matter.

## 19. RULES OF ORDER

- A. "Parliamentary Procedure" as supplied by the Alberta Home and School Council Association shall be the official guidelines for all meetings and shall form part of these by-laws.  
The School Council shall operate according to the regulations and policies of Alberta Learning and the policies of the Board of Rocky View School Division.



Langdon...School...Council  
 17 Brander Avenue  
 Langdon, Alberta, T0J 1X2  
 Ph: 936-4579 Fax: 936-4589  
 e-mail: [lsc@abnet.ca](mailto:lsc@abnet.ca)



## CONFIDENTIALITY AGREEMENT September 2007

I, \_\_\_\_\_ am a volunteer who participates in the Langdon School Council as a Executive or Voting Director Member. As part of my duties, I may be exposed to sensitive and confidential information relating to employees, students, staff or school business.

I hereby certify that all sensitive knowledge or information that I may gain will be held by me in strict confidence and trust. I will not reveal or disclose any confidential information, except where required to do so within the boundaries of my duties or requirements of the law, to any person, firm, corporation, company or entity now or at any time in the future unless previously agreed upon by the Principal of Langdon School. This confidentiality agreement will remain in force even if I am no longer involved with Langdon School in any capacity.

I understand that if I reveal any confidential information to unauthorized persons, I may be held personally responsible and accountable.

I have read, understand and agree to the Langdon School Council Bylaws and will carry out my duties with the Mission, Vision, Values and Code of Ethics as my guideline. Failure to do so may or may not be limited to my removal from the executive or director position I hold.

Volunteer's Signature:

\_\_\_\_\_

Volunteer's Name (Please print):

\_\_\_\_\_

Witness' Signature:

\_\_\_\_\_

Witness' Name (Please print):

\_\_\_\_\_

Date: \_\_\_\_\_

## DOCUMENT CONTROL

Description	Date	Implementer	Version
Implementation of Title Page, Table of Contents and Document Control	02-Oct-2006	Shelagh Phelps	1.0
Updated with Amendments as Approved at the June 20th, 2007 Annual General Meeting (Inserted Society clause and Grant Writer Position)	August 20, 2007	Heather Allan	2.0
Updated with Amendments as Approved at the September 12th, 2007 General Council Meeting (Inserted the Code of Ethics and the Confidentiality Agreement)	September 16, 2007	Heather Allan	3.0
Updated with Amendments as Approved at the Wednesday May 11, 2016 AGM (Voted to decrease the voting quorum)	May 17, 2016	Launa Austin	4.0
Updated with Amendments as Approved at the AGM on May 23, 2018	May 23, 2018	Gwen D.H.	5.0
Updated with Amendments as Approved on June 1, 2021 AGM	June 1, 2021	Amanda D	6.0