

ROSEDALE SCHOOL COUNCIL CONSTITUTION AND BY-LAWS

**Approved at a Special Meeting of Rosedale School Council
on April 23, 1996**

Amended at Special Meeting of Rosedale School Council on December 2, 1997 [Clause 2.2.2 E]

Amended at the Annual General Meeting of Rosedale School Council on October 12, 1999 [Section 8 - Conflict Resolution Procedures]

Amended at the Annual General Meeting of Rosedale School Council on October 11, 2001 [Section 2 – Structure of the Council]

Amended at the Annual General Meeting of Rosedale School Council on October 10, 2002 [Section 2 – Structure of the Council]

Amended at the Annual General Meeting of Rosedale School Council on October 19, 2006 [Section 2 – Structure of the Council; Section 3 – Meetings]

Amended at the Annual General Meeting of Rosedale School Council on October 21st 2010 [Section 2.2.1 – Structure of the Council; Section 5.1 – Annual School Community General Meeting; Section 6.1 – Annual Report]

Amended at the Annual General Meeting of Rosedale School Council on September 19th, 2018 [References to “Rosedale Elementary/Junior High School” changed to “Rosedale School” in title and Section 1.1; Section 2.2 – Executive; 2.2.1 – Terms of Office for Parent Representatives; 2.2.3 – Removal of an Executive Member; 2.2.4 – Responsibilities of the Executive; 3 – Meetings; 4 – Voting Procedures; 5 – Annual School Committee General Meeting; 8 – Dispute Resolution]

Amended at a Special Meeting of Rosedale School Council on November 22nd, 2023 [Section 1.1; Section 2.2.4D; Section 4.5; Removal of references to fundraising and Treasurer role from Sections 1.3, 2.2.4, 4.5, 5.5 and 6.1; Change of Annual Meeting and Executive Elections to June in Sections 2.2.1, 4.1 and 4.5]

1. BASIC PRINCIPLES

1.1. Introduction

The Rosedale School Council (the "Council") represents the interests of parents and legal guardians of the students of Rosedale School, all of the staff of Rosedale School and the community members who are public school supporters. Input into the operation of the Council may be achieved by:

- (a) attending the Annual Meeting;
- (b) being involved in discussions at regular meetings of the Council;
- (c) requesting that the Chairperson include an item on the agenda for a Council meeting;
- (d) serving as a member of the Executive of the Council; and
- (e) joining a Council Committee.

1.2. Council Mission

The mission of the Council is to contribute to the development of a school environment which enhances learning and teaching.

1.3. Council Mandate and Objectives

The Council will be an advisory body to the management of the Rosedale School. The objectives of the Council are as follows:

- (a) to provide advice to the staff and principal on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs;
- (b) to stimulate continuous improvement and meaningful involvement by all members of the school community;
- (c) to facilitate collaboration among all the concerned participants of the school community;
- (d) to support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level;
- (e) to keep the school board informed, in cooperation with the principal, of the needs of the school;
- (f) to support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning; and

- (g) to facilitate communication with all educational stakeholders and the community.

2. STRUCTURE OF THE COUNCIL

2.1. Membership

The members of the Council will be as follows:

- (a) all parents and legal guardians of students enrolled at Rosedale School;
- (b) all staff of Rosedale School; and
- (c) a Community Representative appointed in accordance with Clause 2.2.2.

2.2. Executive

There shall be an Executive of the Council which shall consist of the following:

- (a) the Principal of Rosedale School;
- (b) a Teacher Representative selected pursuant to Clause 2.2.2C; and
- (c) Parent Representatives elected to the positions described in Clause 2.2.3D.

2.2.1. Terms of Office for Parent Representatives

Parent Representatives on the Executive are to be elected for a term of one year from June to June. A Parent Representative shall not hold the same position for more than three consecutive terms. An exception may be made in the event no other parent wishes to assume the position. In that case, the Parent Representative may be allowed to hold the same position on the Executive for more than three consecutive terms.

2.2.2. Election and Appointment of the Executive

- A. The Principal is a member of the Executive pursuant to the School Council Regulation.
- B. The Teacher Representative shall be appointed or elected by the teachers of Rosedale School and may serve for the school year, or be rotated.
- C. The Community Representative shall be appointed or accepted by the Parent Representatives of the Executive. Recommendations will be solicited from the floor at the Annual Meeting. The term of office will be the same as for the

Parent Representatives of the Executive, and subject to the same exceptions in 2.2.1. The Community Representative will not have children enrolled at Rosedale School at the commencement of a term of office.

- D. Parent Representatives will be elected at the Annual Meeting
- E. If a Parent Representative position on the Executive is vacant, by reason of a resignation or otherwise, the election for that position may be held at any Meeting of Council upon notice being given in the same manner as set forth in Clause 5.2.

2.2.3. Removal of an Executive Member

- A. A motion to remove an elected member of the Executive is a two-step process. The first step is to consider a motion at a Council meeting to hold a vote to remove an Executive member. It must be passed in accordance with Clause 4 by a simple majority.
- B. If the motion is passed, the vote to remove the Executive member will be considered on the next Council agenda.
- C. Notice of the vote must be circulated in a Rosedale School communication at least 10 calendar days prior to the vote.
- D. The vote to remove a member of the Executive must be conducted in accordance with clause 4. A two-thirds majority of those entitled to vote at the meeting will be required for the motion to pass.

2.2.4. Responsibilities of the Executive

- A. Principal:
 - to serve as a liaison between the school and the Council;
 - to coordinate an agenda for meetings of the Council with the Chairperson;
 - to present a report on school activities and issues at each Council meeting;
 - to act as a resource to the Executive and all Committees of the Council;
 - and
 - if the Principal does not accept the advice provided by the Council, the Principal shall inform the Council of the basis on which that decision was made.

B. Teacher Representative:

- to act as liaison between the teachers and the Council.

C. Community Representative:

- to act as the key liaison between the Council and the Rosedale School community; and
- to provide insight to the Council from the broader Rosedale School community perspective.

D. Parent Representatives:

Chairperson

- to call and chair meetings of the Council;
- to liaise with the Principal and the Calgary Board of Education (CBE) in representing the view of parents and Council;
- to strike a nomination committee for annual election of representatives to the Council;
- to prepare the Council's Annual Report to the CBE; and
- to coordinate an agenda for meetings of the Council and the Principal.

Vice Chairperson

- to oversee By-law development and revision;
- to oversee special projects;
- to represent Council to the Principal and the CBE when the Chairperson is unavailable; and
- to assume the responsibilities of the Chairperson in that person's absence.

Past Chairperson

- to provide continuity from prior Councils.

Secretary

- to record and publish minutes of Council meetings; and

- to maintain the Council's By-laws.

Key Communicator

- to attend Key Communicator meetings of the CBE and advise the Council of information and issues; and
- to represent the Council on the Alberta School Councils' Association.

Volunteer Coordinator

- to act as the clearinghouse for parents volunteering for various school activities and school committees; and
- to act as the official liaison with the Rosedale School Room Representatives.

Public Relations Coordinator

- to work with the Rosedale School Association marketing committee;
- to provide information relating to school activities through the community newspaper, the school newsletter and other available media;
- to take a leadership role in the SAIT, or other, Partnership in Education Programs;
- to promote Rosedale School as the school of choice to existing students and parents and to prospective students and their families; and
- to oversee introduction and welcoming of new students and families to Rosedale School.

Special Events Coordinator

- to plan an annual slate of spirit-building activities, which involve the school community, in collaboration with the Principal in order to align events with other school activities;
- to present the annual event plan for discussion at a Council meeting;
- to ensure that events have leaders assigned for implementation; and
- to liaise with the Volunteer Coordinator in an effort to recruit and assign volunteers to events.

2.3. Committees

The Council may appoint committees consisting of members from the school community with either delegated powers or advisory responsibilities.

3. MEETINGS

- 3.1. The Council shall meet at least four times during the school year.
- 3.2. Meetings of the Council will take place at Rosedale School.
- 3.3. Special meetings of the Council may be called by the Executive or by a written request of 10 parents or guardians of students attending Rosedale School. Notice of any special meeting shall be given in a Rosedale School publication at least 14 days prior to the meeting which shall occur within 21 days of receipt by the Chairperson of a written request for a special meeting.
- 3.4. The quorum for meetings of the Council, including the Annual Meeting, shall be 7 members.

4. VOTING PROCEDURES

- 4.1. Decisions shall be made through voting on seconded motions.
- 4.2. Other than decisions to amend these By-laws or remove an Executive member, decisions will be made by a simple majority of those members eligible to vote who are at the meeting. If there is a tie in a vote, the Chairperson shall have the deciding vote. If the Chairperson chooses not to exercise the deciding vote, the Vice Chairperson shall have the deciding vote.
- 4.3. Parents and legal guardians of students enrolled at Rosedale School are eligible to vote on any Council decision. Each parent or legal guardian present at the meeting is entitled to one vote.
- 4.4. The Teacher Representative and Community Representative on the Executive are eligible to vote on all Council decisions except the election of Parent Representatives on the Executive and any proposed amendment to the By-laws.
- 4.5. The Principal is a non-voting member of the Council.

- 4.6. Voting shall be by a show of hands, except where the Executive deems a secret ballot necessary. If a secret ballot is used, the ballots shall be tallied immediately by at least one member of the Executive and a volunteer in attendance at the meeting. The result will be immediately announced and confirmed by those counting the ballots. The ballots may be destroyed immediately after the vote.

5. ANNUAL SCHOOL COUNCIL GENERAL MEETING

- 5.1. The Annual School Council General Meeting ("Annual Meeting") shall be held in June of each year and shall be open to all concerned participants within the school community.
- 5.2. Notice of the Annual Meeting shall be given through a Rosedale School communication at least 10 calendar days prior to the Annual Meeting.
- 5.3. Voting procedure and eligibility to vote at an Annual Meeting shall be governed by Clause 4.
- 5.4. Election of the parent representatives for the Council will take place at the Annual Meeting. All parents and legal guardians of students enrolled at Rosedale School are eligible for election.
- 5.5. The business of the Annual Meeting may also include:
 - (a) receipt of the Chairperson's report on the Council's activities for the year, including the use of any grants received by the Council;
 - (b) receipt of the Principal's Annual Report for the year and an overview for the upcoming year;
 - (c) any proposed amendments to these By-laws;
 - (d) discussion of any major issue in which all parents should have input such as: changes to the vision or mission statement of the school; new student evaluation or discipline policy; or other major changes in the school program or focus.

6. ANNUAL REPORT

- 6.1. On or before September 30 of each year, the Council, through the Chairperson, shall prepare and provide to the Calgary Board of Education the Council's Annual Report which shall include the following:
 - (a) a summary of the Council's activities for the year; and

(b) copies of minutes of the meetings of the Council.

6.2. The Council shall make the Annual Report available, on request, to all concerned members of the school community.

7. AMENDMENTS TO THESE BY-LAWS

7.1. These By-laws remain in force from year to year unless amended at an Annual Meeting or Special Meeting of the Council.

7.2. These By-laws may only be amended by a two-thirds majority of those parents and guardians of students enrolled at Rosedale School in attendance at the meeting at which amendment is proposed.

7.3. Notice of proposed By-law amendments must be given in a Rosedale School publication with the Notice of Meeting at least 14 days in advance of the meeting.

7.4. If any subsequent amendments to the *School Act*, RSA 1980, c S-3.1, or its accompanying regulations require the addition or deletion of any of the positions listed in Clause 2.2.4D, such addition or deletion may be made without the amendment of these By-laws.

8. DISPUTE RESOLUTION

8.1. The following dispute resolution procedure may be applied:

- (a) Council minutes may record that a dispute exists, including a description of the dispute;
- (b) The Executive Committee or a committee appointed by the Council Executive may discuss possible resolutions and may request from the CBE a trained person to facilitate a formal problem-solving process;
- (c) Members shall be informed via regular meeting agenda that a vote will be taken on a proposed dispute resolution presented by the Executive Committee;
- (d) Recommendations shall be reported to the Council (or appointed committee);
and
- (e) If no resolution to the dispute can be reached, the Council may submit a request for mediation, in writing, to the appropriate CBE Association Superintendent.