



**BYLAWS of  
Foundations for the Future Charter Academy (FFCA)  
School Councils  
Calgary, AB**

**Amended December 9, 2020**

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## DEFINITIONS

In these Bylaws,

**“Annual General Meeting”** (AGM) means a mandatory meeting held as stipulated in ARTICLE 15 MEETINGS Section 2 School Council Annual General Meeting.

**“Association of FFCA School Councils”** (ASC) refers to organization of all Chairs and Vice Chairs of FFCA School Councils, the Board Chair and the Superintendent whose purpose is to represent School Councils, to share information and ideas between Campuses, to work collaboratively on system wide initiatives, and to support and enhance communication among their members.

**“Board of Directors”** or **“Board”** will mean the Board of the FFCA Charter School Society. **“Campus”** refers to an individual FFCA school.

**“Closed Session”** A portion of a School Council meeting which is limited to voting members and invited guests.

**“Executive”** is comprised of the School Council Chair and Vice-Chair.

**“Ex-Officio”** refers to a member of the School Council who may participate in meetings but who is not permitted to vote.

**“FFCA”** is Foundations for the Future Charter Academy.

**“Motion”** means a proposal for decision or action which is presented to the School Council at a public School Council meeting or an AGM of the School Council.

**“Parent”** means a parent/legal guardian, as defined in the Education Act, of a student attending an FFCA campus.

**“Quorum”** means the minimum number of members required to be present at a School Council meeting before it can validly proceed to transact business.

**“Education Act”** means the Statutes of Alberta, 2012 Chapter E-0.3 and any regulations thereunder.

**“School Community”** refers to all persons who have a *bona fide* interest in the school (i.e. students, parents, administration, teachers, staff, School Council, ASC, FFCA Board and interested community members).

**“School Council”** refers to a group of school community members consisting of seven (7) or more members where the majority must be parents/guardians who have a child enrolled at that campus.

**“School Councils Regulation”** refers to Alberta Regulation 94/2019, in accordance to the Education Act.

## INTERPRETATIONS

The “Singular They” (the pronoun *they* or its inflected or derivative forms, *them*, *their*, *theirs*, and *themselves* or *themselves*), where appearing in these Bylaws, will be deemed to be an epicene (gender-neutral) pronoun unless the context clearly indicates the contrary, and references to person will include firms and society(s).

## **ARTICLE 1      NAME**

The name of each School Council shall be School Council - name of campus, FFCA, Calgary, Alberta.

## **ARTICLE 2      VISION**

Our vision is “Partners in Pursuit of Excellence in Education”.

## **ARTICLE 3      MISSION**

Through parental partnerships, support school administration and staff in their delivery of quality education and to instill a sense of community within all FFCA campuses.

## **ARTICLE 4      OBJECTIVES**

The objectives of School Councils, at each Campus, in keeping with the Education Act and the School Councils Regulation, are as follows:

- To provide advice (input) to the Principal Educator;
- To nurture and enhance the school’s vision, mission and values;
- To stimulate continuous improvement through meaningful involvement by all members of the campus community;
- To facilitate collaboration and enhance communication among all members of the campus community;
- To develop and enhance working relationships with school councils of other campuses;
- To support an educational approach in which decisions are made in the spirit of honesty, clarity, transparency and impact on all children;
- To work in cooperation with the Board and administration in addressing the needs of school campuses;
- To encourage and actively pursue parental involvement in the campus community.
- To perform any duty or function delegated to it by the Board in accordance with the delegation

## **ARTICLE 5      SCHOOL COUNCIL MEMBERSHIP**

School Council Members shall be one or more of the following:

- a) A parent of student(s) enrolled at that campus;
- b) A representative of the Student Union who is enrolled at a High School shall sit on the respective High School’s School Council;
- c) A Principal Educator, or designate, of that campus (“*ex-officio*”);
- d) Teacher(s) from that campus (“*ex-officio*”);
- e) A representative of the Student Council who is enrolled at a Middle School may sit on the Middle Schools’ School Council (“*ex-officio*”);
- f) An individual from the wider community who does not have children enrolled in FFCA, but has an interest in the school.

## **SECTION 1 School Council Positions**

### **a) Executive**

The Executive of the School Council shall consist of a Chair and Vice-Chair. See ARTICLE 12 DUTIES OF THE EXECUTIVE;

### **b) Members**

In addition to the Executive, School Councils shall consist of five (5) or more additional members including Treasurer and Secretary. The remaining positions may consist of Fundraising Coordinator, Volunteer Coordinator, Hot Lunch Coordinator, Community Service Representative, Health and Wellness Representative, Communications Coordinator and at the elementary campuses, a Kindergarten Representative.

Each School Council may allow for inclusion of additional positions.

## **SECTION 2 Terms of Office**

- a) Members serve on the School Council for a one-year term ending at the School Council AGM and may be re-elected;
- b) A School Council member shall not hold concurrent executive positions at more than one campus;
- c) Any person receiving remuneration from FFCA shall not be a voting member on School Council;
- d) If a member resigns or is removed from office, a new member will be appointed by the School Council (See ARTICLE 6 VACANCIES).

## **SECTION 3 Attendance**

A School Council member missing three (3) regularly scheduled School Council meetings, without cause, will forfeit their position on the School Council. The vacant position will be filled according to ARTICLE 6 VACANCIES.

## **ARTICLE 6 VACANCIES**

School Council may appoint persons (as stipulated in ARTICLE 5 SCHOOL COUNCIL MEMBERSHIP) to fill vacancies until the next School Council AGM. It is the responsibility of the Principal Educator to fill teacher or high school student representative vacancies.

## **ARTICLE 7 CODE OF CONDUCT**

Before undertaking the duties of the office, members shall agree, by signature, to follow the designated FFCA School Council's Code of Conduct. The Code of Conduct form (see Appendix A) shall be completed and signed by each School Council member and witnessed by the School Council Chair and the Principal or designate. The Chair's signature will be witnessed by the Vice-Chair and the Principle Educator or designate.

## **SECTION 1 Conflict of Interest**

Members shall refrain from influencing or making decisions which put them in a potential conflict of interest by removing themselves from the decision-making process. It is the responsibility of each School Council member to declare any perceived or real conflict of interest at any time throughout the school year. The disclosure of information by a School Council member on the Potential Conflict of Interest Disclosure form (see Appendix B) will identify potential conflicts of interest but will not remove them. The completed form shall be forwarded to the School Council Chair.

## **ARTICLE 8 RIGHTS OF PARENTS IN RELATION TO SCHOOL COUNCIL**

At their campus, parents are entitled to:

- a) Notification of meetings of the School Council;
- b) Attend any meetings of the School Council;
- c) Speak at any meeting of the School Council;
- d) Exercise other rights and privileges given to parents in these bylaws;
- e) Vote at the AGM of the School Council.

## **ARTICLE 9 RIGHTS AND RESPONSIBILITIES OF SCHOOL COUNCIL**

- a) Make decisions
  - i. to meet its objectives;
  - ii. in collaboration with the Principal Educator and/or the Board to determine how councils might support requests brought forward for their consideration;
  - iii. as authorized to do so in the Education Act and the School Councils Regulation;
- b) Set the goals, practices and procedures of School Council;
- c) Make expenditures on behalf of School Council in accordance with ARTICLE 11 FINANCIAL ACCOUNTABILITY;
- d) Fundraise, subject to FFCA Board policies and administrative procedures and ARTICLE 10 FUNDRAISING;
- e) Be responsible for their decisions, including those relating to budgetary expenditures.

## **ARTICLE 10 FUNDRAISING**

### **SECTION 1 School Councils**

- a) School Councils should work collaboratively with their Principal Educators and Teacher representatives to develop fundraising purposes, goals and strategies at the beginning of the school year and to communicate this to their campus community;
- b) Each campus School Council may organize fundraising activities that are unique to that campus;
- c) Each campus School Council may contribute to another campus School Council at their discretion.

### **SECTION 2 Association of School Councils (ASC)**

- a) System-wide fund-raising campaigns will be reviewed and decided on by the ASC.

### **SECTION 3 Community Fund**

- a) The ASC has established a Community Fund, (See ASC Bylaws Appendix 1 - FFCA Community Fund Guidelines);
- b) School Council activities that do not directly benefit the school or the students (e.g. fundraising for a Charity or a Cause) shall be exempt from Community Fund contributions.

## **ARTICLE 11 FINANCIAL ACCOUNTABILITY**

### **SECTION 1 School Councils**

- a) Selection of the financial institution to hold School Council accounts is at the discretion of each School Council;
- b) The procedures shall ensure that proper controls are in place. Signing authority and payment authorization (cheque requisition form) cannot be assigned to the same individual;
- c) School Council members shall request payments arising as a function of their responsibilities using signed cheque requisition forms for expenditures;
- d) School Councils are required to have 3 signing authorities, one of which will be the treasurer. All cheques must be signed by two signing authorities;
- e) Cash must be counted at the Campus and witnessed by two individuals, then promptly banked. Expenditures must be pre-approved by a majority of Council members by a motion made at a School Council meeting or via electronic correspondence.
- f) Any motion passed electronically must be recorded within School Council meeting minutes at the next scheduled Council meeting;
- g) Payment for expenses associated with School Council events must be requested and must be authorized by School Council. Cash from fundraising events is not to be used to directly pay expenses;
- h) Original receipts and/or documentation must accompany all requisitions for payment, including monies allocated to the campus.

### **SECTION 2 Financial Reporting**

- a) School Council shall meet the criteria for financial accountability according to procedures that are determined by the FFCA Secretary -Treasurer. All financial documents will be subject to review.
- b) As outlined in the School Councils Regulation (Sec 14(1) Duty to report to the board), the Chair of a School Council must prepare and provide to the Board by September 30th of each year a report including a summary of the activities of the school council in the previous year and a financial statement relating to money handled by the School Council in the previous school year, if any, and how the funds were used.

## **ARTICLE 12 DUTIES**

### **SECTION 1 Executive**

- a) Chair
  - i. Chairs all School Council meetings;
  - ii. Acts as spokesperson and representative of the School Council;
  - iii. Represents the Council/Campus at the ASC;
  - iv. Communicates with the Principal Educator on behalf of the council;
  - v. Acts as primary contact to the Board;
  - vi. Ensures compliance with these Bylaws;
  - vii. Prepares, distributes and posts the agenda at the campus and electronically on the campus website for all School Council meetings a minimum of five (5) days prior to the council meeting date;
  - viii. Ensures that information pertaining to School Council activities is communicated in a timely manner;
  - ix. Is responsible to ensure all financial accountability is met (see ARTICLE 11 FINANCIAL ACCOUNTABILITY);
  - x. Prepares and provides to the Board annually, a report as described in ARTICLE 11 SECTION 2(b).
- b) Vice-Chair
  - i. In the absence of the Chair, holds all responsibilities and performs all duties of the Chair;
  - ii. Performs other duties as assigned by the Chair or the School Council;
  - iii. Represents the Council/Campus at the ASC.

### **SECTION 2 Secretary & Treasurer**

- a) Secretary
  - i. Records and distributes accurate minutes of all School Council meetings;
  - ii. Ensures that the unapproved minutes of the meetings are to be available within seven (7) days of the meeting;
  - iii. In the case of the absence of the Secretary at a meeting, assigns their duties to another School Council member;
  - iv. Maintains all records of the School Council;
  - v. Is responsible for delegating and ensuring:
    - the maintenance of the School Council notice boards;
    - contributions to Campus newsletters and, as applicable, the publication of the School Council newsletter.
- b) Treasurer
  - i. Maintains records of all financial transactions of School Council;
  - ii. Receives and deposits all monies received by School Council according to accounting policies and procedures as established (see ARTICLE 11 FINANCIAL ACCOUNTING);
  - iii. Presents a financial report to the School Council members at each meeting;
  - iv. Prepares an annual financial statement and provides it to the Chair for submission by and for the AGM;
  - v. Ensures that the financial controls are adhered to and reports any and all exceptions that might occur, regardless of cause or amount, to School Council;
  - vi. Ensures that the agreed upon amount toward the Community Fund of the profits from School Council Fundraisers be paid by September 30 of that year to the FFCA Secretary-Treasurer (see ARTICLE 10 FUNDRAISING).



## **ARTICLE 13     COMMITTEES**

School Council may form committees as required to meet its objectives. Each committee will be chaired by a School Council member. Committee members may include individuals from the community or staff who are invited to participate by the School Council. Committee reports and updates will be included on the School Council agendas, to be delivered by the committee chair.

## **ARTICLE 14     VOTING PROCEDURES**

- a) Voting at School Council meetings shall follow general rules of governance;
- b) Motions must be passed by a simple majority of voting School Council members;
- c) The Chair shall have full privileges, including motioning and voting;
- d) When multiple individuals share the same School Council position there shall only be one vote for that position; if an individual holds more than one position, they shall be limited to one vote;
- e) In the case of a tie vote, the motion is deemed lost;
- f) School Council members in attendance by telephonic, electronic, or other communication facility may vote;
- g) School Council members not in attendance may not vote by proxy through their representatives at a School Council meeting;
- h) When in the opinion of the Chair, a motion is of sufficient urgency to require immediate action; business of the School Councils may be conducted electronically. The electronic transmissions including the motion and the results of the vote shall be noted in the minutes of the next School Council meeting;
- i) Any person receiving remuneration from FFCA shall not be a voting member on School Council;
- j) As applicable to the topic, Council Members deemed to be in conflict of interest shall excuse themselves from the conversation and the vote.

## **ARTICLE 15     MEETINGS**

School Council meetings shall follow general rules of governance.

### **SECTION 1 School Council Meetings**

- a) The School Council shall meet a minimum of six (6) times during the school year;
- b) The school community and School Council shall be notified at least five (5) days in advance of any School Council meeting;
- c) For any school year, the first meeting of School Council must be held no later than forty (40) school days after the start of the school year (School Councils Regulation *ibid.* Sec 15);
- d) Meetings may be held as deemed necessary by the School Council Executive or at the written request of 10 members of the school community;
- e) Meetings shall take place on campus unless otherwise specified;
- f) Meetings may take place entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting;
- g) School Council members are required to attend meetings as outlined in the ARTICLE 5 SCHOOL COUNCIL MEMBERSHIP, Sec 3 Attendance;
- h) A School Council member is deemed to be in attendance of a meeting if they participate by telephonic, electronic, or other communication facility that permits all participants to communicate adequately with each other during the meeting;
- i) The attendance of a majority of voting members constitutes a quorum;

- j) All School Council meetings are open to the school community to attend. Speaking to an item at School Council meetings is permitted, unless in the Chair's judgment, the communication is disruptive to the meeting;
- k) Anyone in the school community may request to participate in a meeting by telephonic, electronic, or other communication facility by contacting the Chair at least one (1) day prior to the meeting to arrange participation through a reasonable communication facility. It is encouraged that all meetings be accessible to community members through telephonic, electronic, or other communication facility without requiring a request by providing instructions for the communication facility to use when the school community is notified as per Article 15 SECTION 1 b);
- l) Anyone in the school community may request an item to be added to a School Council agenda by contacting the Chair at least ten (10) days prior to the meeting.
- m) At the discretion of the Chair, new items may be introduced by anyone in the school community who is present at the meeting;
- n) If an agenda item dealing with finances or personnel is deemed to be of a sensitive nature, the Chair may choose to call for a "closed session". The Chair should ensure that this is noted on the agenda and discussed with the Principal or designate prior to the meeting. Voting members, plus those invited by the Chair, will remain in the room. Any motions passed during the "closed session" shall be recorded in a non-descriptive, non-identifying manner to protect the sensitivity of the business.

## **SECTION 2 School Council Annual General Meeting**

- a) The AGM of each campus School Council shall be held no later than May 31st of that school year or, under extraordinary circumstances, within 21 days of the start of the next school year. Notice of the meeting shall be communicated to the campus school community at least 21 days in advance of the meeting. Election of individuals to the School Council will take place at this meeting. All parents of a campus are eligible to vote at their campus. Others in the school community are not eligible to vote. The business of the AGM shall include:
  - The election of individuals to School Council;
  - Distribution of current, annual financial statements;
  - Distribution of the minutes of the last School Council AGM;
  - Presentation of annual reports.
- b) The agenda for the AGM may be as follows:
  - Call to order
  - Establish quorum
  - Approval of agenda
  - Approval of minutes of last year's AGM
  - Reading and disposal of any unapproved minutes
  - Reports of the Chair (summary of the year) and of other executive members as required
  - Financial report – Treasurer
  - First call nominations
  - Principal's message
  - Second call nominations
  - Question period
  - Third call nominations
  - Election of individuals to School Council
  - Adjournment

- c) The current School Council Chair will run the AGM up to the first call for nominations. The remainder of the meeting will be chaired by the Principal Educator or designate;
- d) Quorum shall be the lesser of 5% or 10 parents of children registered at that campus. Only parents in attendance may hold a vote;
- e) A parent is deemed to be in attendance of the AGM if they participate by telephonic, electronic, or other communication facility that permits all parents in attendance to communicate adequately with each other during the AGM and if they submit their full name to the Secretary to be recorded in the minutes of the AGM;
- f) Any parent may request to participate in the AGM by telephonic, electronic, or other communication facility by contacting the Chair at least five (5) days prior to the AGM to arrange participation through a reasonable communication facility. It is encouraged that the AGM be accessible to parents through telephonic, electronic, or other communication facility without requiring a request by providing instructions for the communication facility to use in the notice of the meeting referenced in ARTICLE 15 SECTION 2 a);
- g) Elections shall be decided by secret ballot, unless a motion is carried that they be conducted by a show of hands. All ballots will be destroyed at the adjournment of the AGM;
- h) Persons not in attendance at the AGM may be nominated to a School Council position by submitting their intent in advance, in writing to the School Council Chair;
- i) If, after the third call for nominations, only one candidate stands for a School Council position then no vote is required for that position and the candidate is acclaimed;
- j) The minutes of the AGM shall include a summary of all business associated with the AGM agenda and a list of the attendees.

#### **ARTICLE 16    CONFLICT RESOLUTION PROCEDURES**

All School Council conflicts will be addressed using the FFCA Being Heard Policy, by the School Council Chair in collaboration with the Principal Educator or designate.

#### **ARTICLE 17    AMENDMENTS TO THE BYLAWS**

The Bylaws remain in force unless amended by a consensus decision of the ASC and approved by the majority of parents present at an FFCA AGM. Proposed amendments to the Bylaws may be brought forward to the ASC by a parent or a group of parents via any of the ASC members.

## **APPENDIX A - FFCA School Councils Code of Conduct**

### **General Conduct**

Members of School Council agree to conduct themselves as appointed liaisons for the campus and the school, acting for the betterment of the FFCA community.

### **Being Heard**

School Council members commit to, refer to and abide by the guidelines set out in the FFCA Being Heard Policy. When approached by members of the community regarding problems, conflicts and issues of any sort, School Council members will refrain from intervening on behalf of the parties involved, instead referring them to the appropriate person(s) as outlined in the “Being Heard” document.

### **Issues for Discussion**

Issues for discussion by School Council members include the work of the Council and its Committees and issues of its policies, practices and procedures as outlined in the by-laws. Additionally, as requested, provide advice to the Principal on Campus matters.

During School Council meetings, issues shall be debated in a free, open, and non-confrontational manner, so as to give fair and ample opportunity for all views to be heard without fear of repercussion. The Chair reserves the right to bring any discussion to a close once all members have had the opportunity to speak at least once on the issue.

### **Unity**

It is imperative that the School Council present a unified front to parents, students, administration, prospective parents and Board members. Once an issue is voted upon and decided by a majority, members should not portray dissension or opposing views to persons other than those same School Council members within a closed meeting.

Individual Members shall refrain from influencing or making decisions which put them in a conflict of interest. Members, who by virtue of their employment with FFCA, involvement in a business or due to other circumstances, may potentially find themselves in a conflict of interest, shall sign a Potential Conflict of Interest Disclosure form (attached). Signing a Potential of Conflict of Interest Disclosure form does not remove the conflict of interest.

### **Roles and Responsibilities**

It is the responsibility of each School Council member to be aware of the job description of the position they have accepted, and agree to abide by the terms therein. It is expected that School Council members will make themselves available to advise and support the successor to their position, in a timely manner.

### **Publication of Personal Information**

Members of the School Council will, upon acceptance of their position, agree to have their contact information published in the School Council brochures and newsletters, allowing members of the FFCA community at large access to the Council for questions, information and/or feedback regarding appropriate school issues.

### **Attendance**

School Council members shall attend School Council meetings. A School Council member missing three (3) regularly scheduled School Council meetings without cause, will forfeit their position on the School Council. The Chair and/or Vice-Chair must be represented at all ASC meetings.

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### **School Council Member Agreement**

I, (Name) \_\_\_\_\_, agree to abide by the terms of the Code of Conduct for School Council members.

Signature \_\_\_\_\_

Chair Signature \_\_\_\_\_

Principal Educator or Designate Signature \_\_\_\_\_

Witnessed by \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX B - Potential Conflict of Interest Disclosure Form

Name \_\_\_\_\_

Campus School Council \_\_\_\_\_

Position on School Council \_\_\_\_\_

Reason for potential conflict of interest (example: FFCA employee, spouse of a FFCA employee, spouse of a FFCA Board Director, member is owner, partner or shareholder of a company that may do business with the school or School Council)

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It is the responsibility of each School Council member to declare any perceived or real conflict of interest, throughout the school year. This disclosure of information does not remove the conflict of interest.

School Council Member Signature

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Witnessed by \_\_\_\_\_

Date \_\_\_\_\_