



**École Edwards
Elementary School**

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École Edwards Elementary Bylaws

January 2025

Together we belong, learn, and succeed

*Please note: For this document, when the word 'parent' is used, it includes all guardians of children at Ecole Edwards Elementary.

Who We Are

1. Vision

Together we belong, learn, and succeed

2. Mission

To build a culture of respect, collaboration, and communication between parents, staff, and administration that supports and enhances student learning

3. Guiding Principles

At Ecole Edwards we develop and empower leaders and learners

- **WE BELONG:** we believe effective communication fosters a sense of belonging and is critical to enhancing and supporting student learning

- **WE CARE:** We believe the purpose and value of school council lies in the meaningful involvement of its members—parents who actively contribute to the betterment of the school community.

- **WE DO OUR BEST:** We believe a strong partnership with school administration, grounded in mutual respect and collaboration, helps us do our best in representing and mirroring the culture of our school community

- **WE ARE INDEPENDANT:** We believe school council business and activities should reflect our independence, conducted with the highest level of cooperation and transparency

The Alberta Government values parent's input in education and mandates through the Education Act (Section 55) that each school should establish a school council. These Operating Procedures have been created in accordance with the Education Act (Section 55), and Alberta's School Act (Regulation 113/2007). In all cases, those regulations supersede and have authority over the function of École Edwards School Council.

What We Do:

1. Purpose

At École Edwards, school council endeavors to:

- Bridge communication between parents, community members, and school staff/administration
- Advise and consult with the principal and staff on issues of educational importance
- Support school activities and events
- Facilitate fundraising to support and enhance student learning
- Adhere to our guiding principles in how we conduct ourselves as members of school council

2. Membership

Our school council consists of:

- All parents and/or guardians of students enrolled at École Edwards
- At least one teacher, who may be appointed or elected by fellow teachers of École Edwards
- The principal of École Edwards and/or administration representatives

3. Leadership

School council will elect from parents of the general membership a Chairperson, Vice-Chairperson, and/or Co-Chairperson, Secretary, and Treasurer to form the executive committee.

- The executive committee will be elected for a one-year term at the final school council meeting of each school year (typically the May meeting) to serve for the following school year
- Executive committee members should make every effort to attend all school council meetings

- Executive committee members may resign from their position by informing the Chairperson and/or principal. School council may appoint a replacement from the parent-body to any vacant position for the remainder of the school year
- *Further guidance on executive committee duties can be found in **École Edwards School Council Policies, 1: Executive Committee Roles and Responsibilities***
- *Further guidance on election of the executive committee can be found in **École Edwards School Council Procedures, Procedure 1: Decision Making and Voting***

4. Committees

School Council may appoint parent leaders to form committees that consist of School Council members and/or school community members

- Committees and tasks of school council will be established, and leaders appointed based on their interests for a one-year term at the final meeting of school council (typically the May meeting) to serve for the following school year
- Committees and tasks can be created or disbanded as needed throughout the school year by a majority vote of council members at any school council meeting
- *Further guidance on committee duties can be found in **École Edwards School Council Policies, Policy 3: Committees of School Council***

5. Meetings

- School council will meet monthly during the school year, with a minimum of 6 meetings per year. Meetings will be held in the learning commons and via zoom. Meetings will be recorded and uploaded to the council's Facebook page for anyone unable to attend and view later
- The first meeting each year must occur within 20 school days after the start of the school year
- An agenda for each school council meeting will be posted on the school council website, Facebook page, through the Remind App, and emailed to all school community members prior to each meeting
- Minutes of all school council meetings will be posted on the school council website following the meeting

- All members of school council are encouraged to attend all school council meetings
- *Further guidance on decision making and voting procedures can be found in **École Edwards School Council Procedures, Procedure 1: Decision Making and Voting***
- *Further guidance on monthly meeting plans and preparation of the agenda can be found in **École Edwards School Council Procedures, Procedure 2: Meeting agendas and Yearly Meeting Preparation***

6. Financial Management

- Members of school council will not accept payment for school council activities
- All monies acquired through fundraising efforts, or other means, will be deposited in the École Edwards School bank account and will be managed by the Treasurer and school secretary
- Expenditures should benefit the majority of the School Community
- When movement of funds from school council fundraising account is required a transfer of funds request form will be submitted and signed by any two council members: Chairperson, Treasurer, Vice-chairperson or Secretary. The transfer of funds request form will then be submitted to the school secretary for disbursement of funds
- Members of school council may make payment for purchases up to \$200. Upon submission of the original receipt to the Treasurer they will be issued a reimbursement cheque
- All purchases over \$200 must be paid directly to the vendor with a cheque drawn on the École Edwards School account
- Any single purchase expenditure over \$500 must be authorized by a majority vote at any school council meeting
- Members of the school community have the right to inspect the financial books and records of the School Council at any time
- School council will encourage open and regular communication and collaboration with the Parents Action Committee for Education (PACE). Their efforts will be supported and encouraged by school council to the benefit of École Edwards learners

7. Dissolution

- According to Alberta Provincial Legislation, specifically Section 55(9) of the Education Act, only the Minister of Education has the authority to dissolve School Council
- If École Edwards School Council is dissolved, the principal may appoint an advisory committee to perform the duties of the School Council until the following school year
- School council will be re-established according to the regulations outlined in the School Act (Section 2) within 40 school days after the start of the next school year

8. Review and Amendments

- The school council Executive Committee will review these Operating Procedures on an annual basis
- The school council, by a majority vote of École Edwards parents present at any school council meeting, may make any changes to these Operating Procedures deemed necessary to carry out its functions
- Intended changes to the Operation Procedures will be provided to all school council members prior to the meeting

9. Privacy

- École Edwards School Council will adhere to the Personal Information Protection Act of Alberta (PIPA)
- École Edwards School Council will not share personal information for purposes other than those of School Council business