

# HAWKWOOD SCHOOL COUNCIL CONSTITUTION

**I. NAME**

The name of the council shall be the HAWKWOOD SCHOOL COUNCIL (HSC)

**II. PURPOSE**

"To promote a positive learning environment for all associated with Hawkwood School through effective communication, participation and support"

**III. OBJECTIVES**

1. To strengthen and promote communication and fellowship between the school and the parents in all matters of our children's education and school spirit
2. To foster a sense of community centered around Hawkwood School
3. To provide an opportunity for the school and parents to share information, consult and collaborate on school policy and procedures
4. To support parent education programs, seminars, lectures, forums, social and recreational activities
5. To provide communication between parents, school staff and the CBE
6. To provide an avenue for parents to understand and respond to provincial education and CBE issues
7. To initiate and promote supplemental programs as deemed necessary
8. To promote parental involvement with the school and the education process
9. To advise and consult with the principal

**IV. DEFINITIONS**

"AGM" – means the annual general meeting of the Hawkwood School Council (HSC)

"HCA" – means the Hawkwood Community Association

"SHCA" – means the Sage Hill Community Association

"Constitution" – means the constitution of the HSC

"Board" – means the elected board members of the HSC

"Membership" – means all staff, parents, guardian, and/or legal custodians of children enrolled at Hawkwood School

"CVC" – means Classroom Volunteer Coordinator

"CBE" – means Calgary Board of Education

**V. MEMBERSHIP**

Membership consists of all current staff and parents (guardians and/or legal custodians) of children currently attending Hawkwood School

**VI. HSC BOARD**

Members of the Board shall include:

**Executive**

1. Principal or Assistant Principal
2. Chairperson
3. Past Chairperson
4. Vice Chairperson
5. Secretary

**General Council membership**

6. Volunteer Liaison
7. Community Liaison-Hawkwood
8. Community Liaison- Sage Hill
9. Education & Engagement Coordinator
10. Teacher Representative

## **VII. RESPONSIBILITIES OF THE HSC BOARD**

Regular attendance at all HSC Meetings is essential. Lack of regular attendance will result in a review of the elected member's commitment by the Board.

Upon resignation, all HSC documents, property, digital records and any other information relating to HSC must be returned.

Outgoing Board member agrees to have exit interview with active Board member if no Past Chairperson is represented

### **1. Principal or Assistant Principal**

- a. Function: To ensure the establishment of a Board each year and assist in its operations
- b. Responsibilities:
  - i. Promotes the activities and mandate of HSC
  - ii. Promotes a collaborative collegial approach to decision making
  - iii. Advises all committees as needed
  - iv. Represents HSC along with Chairperson at official functions
  - v. Acts as the HSC Liaison with the school
  - vi. Ensures that the school and staff are represented at all HSC Meetings
  - vii. Acts as the HSC Liaison with the designated School Trustee and Area Director
  - viii. Charged with the final responsibility for making decisions that affect the school
  - ix. Assists Chairperson with communications with membership

### **2. Chairperson**

- a. Function: To oversee all HSC activities
- b. Responsibilities:
  - i. Chairs all HSC Meetings
  - ii. Sets a yearly calendar of meeting dates
  - iii. Publicizes the annual meeting calendar to the school website
  - iv. Establishes agenda for the monthly meeting
  - v. Publicizes the main agenda items to membership at least 10 days in advance of meeting date
  - vi. Assists on special committees as needed
  - vii. Represents HSC along with Principal at official functions
  - viii. Prepares and provides the HSC Annual Report to the CBE in collaboration with the Past Chairperson
  - ix. Prepares and presents a report at the monthly meetings
  - x. Liaises with and provides representation as applicable to the Alberta Home and School Councils Association and the Calgary Association of Parent and School Councils
  - xi. Contacts Board members who are consistently absent from HSC Meetings

### **3. Past Chairperson**

- a. Function: To provide continuity between incoming and outgoing Board
- b. Responsibilities:
  - i. Orients the incoming Board members
  - ii. Acts as an advisor as requested
  - iii. Serves on Nominating Committee
  - iv. Prepares and provides the HSC Annual Report to the CBE in collaboration with the Chairperson

**4. Vice Chairperson**

- a. Function: To temporarily assume all responsibilities of the Chairperson in their absence
- b. Responsibilities:
  - i. Assists and supports Chairperson and executive Board as needed
  - ii. Assists on special committees as needed
  - iii. Assumes any vacated Executive Board positions on an interim basis
  - iv. Chairs Nominating Committee

**5. Secretary**

- a. Function: To act as the scribe and to ensure an accurate meeting minutes of all HSC Meetings
- b. Responsibilities:
  - i. Attends or sends alternate to all HSC Meetings
  - ii. Records and keeps the minutes of all HSC Meetings
  - iii. Ensures that the electronic minutes of HSC General Meetings are available upon request, and posted on applicable websites
  - iv. Ensures that the electronic minutes of In Camera HSC Meetings are sent to members of the Board and are available at the following HSC In Camera Meeting
  - v. Submits a summary of minutes of HSC General Meetings for publication in the school newsletter
  - vi. Composes and sends all official HSC correspondence, records all incoming correspondence and disseminates information appropriately
  - vii. Maintains and oversees the collection and currency of all HSC documents including all meeting minutes and HSC Constitution
  - viii. Assists in the preparation as required of the HSC Annual Report for the CBE

**6. Volunteer Liaison**

- a. Function: To recruit and liaise with all school volunteers
- b. Responsibilities:
  - i. Ensures that a Classroom Volunteer Coordinator (CVC) is in place for each classroom and other areas as required
  - ii. Collects and collates information from the volunteer request forms, and at the beginning of the year and passes the data to CVCs
  - iii. Sends out an orientation package to CVCs and coordinates the planning of an orientation session for CVCs within the first month of the school year as required
  - iv. Serves on Nominating Committee
  - v. Solicits volunteers for HSC initiatives as required throughout the year
  - vi. Coordinates the volunteer security checks
  - vii. Organizes volunteers for school events as needed
  - viii. Prepares and presents a report of volunteer activity or issues at the monthly HSC meetings
  - ix. Submits reports as required to the school newsletter
  - x. Prepares and presents an annual report at the AGM

**7. Community Liaison- Hawkwood**

- a. Function: To act as a liaison between HSC and the Hawkwood Community Association (HCA)
- b. Responsibilities:
  - i. Brings ideas, wants and concerns from HSC to the HCA
  - ii. Attends or sends alternate to all HCA Meetings and all HSC Meetings

- iii. Submits reports as required to the community newsletter with respect to school events
- iv. Prepares and presents a report of community activities or issues at the monthly meetings
- v. Submits reports as required to the school newsletter
- vi. Prepares and presents an annual report at the AGM

#### **8. Community Liaison- Sage Hill**

- a. Function: To act as a liaison between HSC and the Sage Hill Community Association (SHCA)
- b. Responsibilities:
  - i. Brings ideas, wants and concerns from HSC to the SHCA
  - ii. Attends or sends alternate to all SHCA Meetings and all HSC Meetings
  - iii. Submits reports as required to the community newsletter with respect to school events
  - iv. Prepares and presents a report of community activities or issues at the monthly meetings
  - v. Submits reports as required to the school newsletter
  - vi. Prepares and presents an annual report at the AGM

#### **9. Education & Engagement Coordinator**

- a. Function: To oversee education & engagement activities
- b. Responsibilities:
  - i. Coordinates education & engagement activities
    - a. 1-2 in the fall/winter
    - b. 1-2 in the spring
  - ii. Consults with school administration to ensure activities are consistent with school philosophy
  - iii. Ensures that all initiatives concur with provincial legislation
  - iv. Works with the Fundraising Coordinator from Friends of Hawkwood School Society on events
  - v. Chairs the Education & Engagement Committee
  - vi. Prepares and presents a report on education & engagement activities at the monthly meetings
  - vii. Submits reports as required to the school newsletter
  - viii. Prepares and presents an annual report at the AGM

#### **10. Teacher Representative**

- a. Function: To represent school staff on Council Executive
- b. Responsibilities:
  - i. Liaise between school staff and Council

### **VIII. COMMITTEES**

It is the responsibility of each active committee to:

1. Select a chairperson
2. Have representation at all HSC Meetings as needed
3. Communicate with school administration with respect to proposed initiatives
4. Communicate timely information to the school community
5. Work towards consensus

Committees shall exist for the following:

1. Nominating Committee
  - a. Function: To present a slate of Board nominations to HSC for election at AGM and as required throughout the year
  - b. Responsibilities:
    - i. Ensures candidates are available for all positions by asking for volunteers in the school newsletter and at HSC Meetings
    - ii. Advertises available Board positions and solicits interest from the membership
  - c. Membership:
    - i. Vice Chairperson (Chair)
    - ii. Past Chairperson
    - iii. Volunteer Liaison
    - iv. Two members at large (optional)
2. Education & Engagement Committee
  - a. Function: To provide opportunities for parents and students to enrich their knowledge and understanding of any aspect of education
  - b. Responsibilities:
    - i. Gathers input from parents, students, and staff in order to determine needs and wants for Education & Engagement events
    - ii. Organizes Education & Engagement events
    - iii. Liaise with Friends of Hawkwood Society social coordinator for events planning and execution
  - c. Membership:
    - i. Open to any member of HSC or members at large
3. Ad Hoc Committees  
Will be assembled as required and membership is open to any member of HSC

## **IX. ELECTION OF THE BOARD**

1. All Board positions are open to membership at large, with the following limitations:
  - a. The Chairperson becomes the Past Chairperson for the following year if they do not continue in the chair position
  - b. The Chairperson position is to be filled by a member of the preceding executive. In the event that an individual does not come forward, the Nominating Committee will solicit candidates.
2. Elections will take place at the AGM
3. Notice of the AGM and a call for nominations will be published within the first 7 days of school commencing.
4. Nominations will close 10 days prior to the AGM and nominations will not be accepted from the floor.
  - a. In the event that NO names have been put forward in the allotted time and the slate is empty as of the date of the AGM, nominations will be allowed from the floor at the AGM.
5. A slate of candidates will be published one week prior to the AGM
6. Election will be by secret ballot if more than one candidate is standing for a position. If there is a single candidate for a post, election will be by open vote. Positions will be elected by a simple majority vote of those in attendance
7. The term of office is September to September
8. With the exception of the position of Principal or Assistant Principal, which is determined by the CBE, the Board may appoint new Board members to fill any vacancies until the next AGM

## **X. COUNCIL MEETINGS**

1. HSC meetings shall be held each month of the school year with possible exceptions. The AGM shall be held in September of each year, in accordance with CBE guidelines. In Camera meetings shall be held a minimum of 2 times per year. Extraordinary meetings may be called as deemed necessary by the Board
2. A yearly calendar of meeting dates and types shall be established at the beginning of each school year
3. The Chairperson or designate from the Board shall preside over all HSC meetings
4. Generally accepted parliamentary procedures will be followed at all HSC meetings
5. Attendance at meetings may be either:
  - a. General – open to entire membership
  - b. In camera – open to Board members only
6. Quorums at meetings may be either:
  - a. General - consisting of at least 7 members, the majority of whom must be parents (guardians and/or legal custodians) of children currently attending Hawkwood School, including the Chairperson (or designate from the executive) and the Principal (or designate)
  - b. In Camera - consisting of two-thirds of the Board including the Chairperson (or designate from the executive) and the Principal (or designate)
7. Voting Procedures at all HSC meetings shall allow that:
  - a. Any member present may bring forward a motion
  - b. Motions will be passed by a simple majority vote of all members present
  - c. In the event of a tie vote, the Chairperson will cast the deciding vote
  - d. The Chairperson may defer the vote at his/her discretion to allow the communication of the issue to the total membership
8. Meeting types are as follows:
  - a. General – General Attendance and General Quorum
  - b. In Camera – Board Attendance and In Camera Quorum
  - c. AGM – General Attendance and General Quorum
  - d. Extraordinary – Attendance and Quorum may be either general or In camera depending on the nature of the meeting
  - e. Agendas will be reviewed by the Chairperson and the Principal prior to the meetings and main agenda items will be publicized to the membership
9. Standard order of business shall include:
  - a. Reading and Approval of Minutes (the minutes of the last meeting of the same type)
  - b. Reports (monthly reports at general and executive meetings and yearly reports at AGM)
  - c. Unfinished Business
  - d. New Business

## **XI. INSURANCE**

HSC Board is covered under the general CBE Liability Insurance Policy

## **EXTRAORDINARY CIRCUMSTANCES**

In the event that extraordinary circumstances prevent the HSC from conducting business in a normal fashion, they shall do their best to accomplish their Objectives via electronic means.

## **CONFLICT RESOLUTION**

If any 10 or more members believe that the HSC is in a state of conflict that adversely affects its ability to perform, then on written request to the Chairperson by such members,

the Chairperson will request the CBE provide a person to serve as a facilitator to assist in resolving the conflict. If a facilitator is provided, all members will participate, as reasonably required, in the conflict resolution process determined by the facilitator and will act in good faith in ways that appear appropriate to resolve the conflict. If the facilitation process does not resolve the conflict, then the HSC shall seek resolution through the formal conflict resolution process established by the CBE

## **AMENDMENTS**

The constitution will be reviewed every two years and as required. It may be amended by a two-thirds majority vote at any General Council meeting, provided the membership is notified in writing of the proposed change prior to the vote

## **RESOURCES**

The following documents are to be used as resources for HSC in their operations.

1. Alberta Education, School Council Resource Manual
2. Alberta Education, School Council Handbook
3. Alberta Education, School Act
4. Alberta Education, School Councils Regulation 171/98
5. Calgary Board of Education, Administrative Regulation 5001
6. Henry M. Robert, Robert's Rules of Order Newly Revised

The following web pages are useful in obtaining copies of the above resources as well as further information on Council operations

1. Calgary Board of Education – [www.cbe.ab.ca](http://www.cbe.ab.ca)
2. Alberta Education – [www.education.gov.ab.ca](http://www.education.gov.ab.ca)
3. Alberta Home and School Council Association – [www.ahsca.ab.ca](http://www.ahsca.ab.ca)