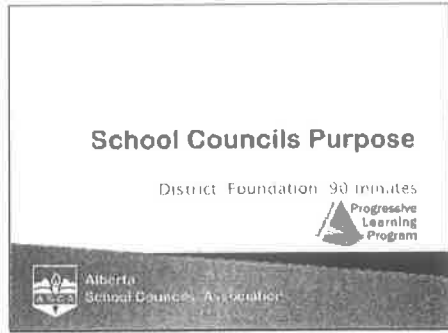
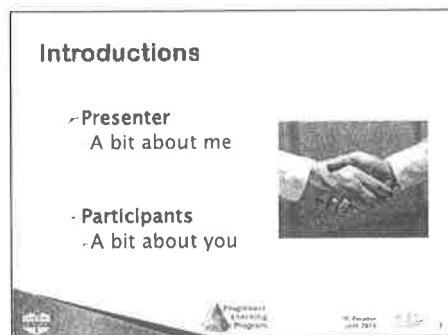


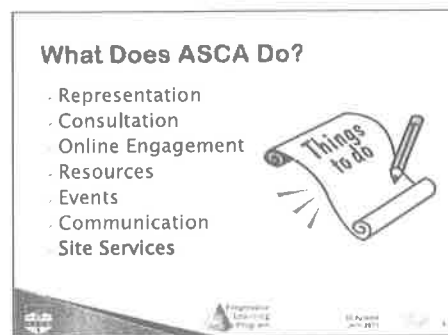
Slide 1



Slide 2




Slide 3





Slide 4

Slide 7

Legislated to...



Advise the principal and the board
respecting matters relating to the
school.





IC Paper 001
June 2011

Slide 8

Clarification...

School Council	Parent/Fundraising Association/Society
<ul style="list-style-type: none">- <i>School Act (Education Act)</i>- support and enhance student learning- advisory only	<ul style="list-style-type: none">- <i>Societies Act</i>- recreational, cultural, scientific, or charitable interest- legal authority, ability and liability

No school council shall incorporate under the *Societies Act* or Part 9 of the *Companies Act*. Alberta Regulation 113/2007 School Councils Regulation.




IC Paper 001
June 2011



Slide 9

School Council Membership

- Principal
- Teacher
- Student (if senior high)
- Parents of children enrolled in the school must be the majority
- Others as decided



School Councils Regulation, Alberta Regulation 113/2007



IC Paper 001
June 2011

Slide 10

**The Big Picture:
Responsibility of School Councils**

- Foster, develop, maintain and reflect the **culture** of the school
- Provide the **opportunity** to participate in the advisory role
- Create the **forum** for discussion
- Seek and represent school community **views**





   

Slide 11

**“Shall”, “Must” and “May”
...is there a Difference?**

- **Shall:** *2b* —used in laws, regulations, or directives to express what is **mandatory** <it *shall* be unlawful to carry firearms>
- **Must:** *3b* — be **required by law**, custom, or moral conscience to <we *must* obey the rules>
- **May:** *3* —...expressing **purpose or expectation** ...or **choice** <the angler *may* catch them with a dip net, or he *may* cast a large, bare treble hook...>

Source: <http://www.merriam-webster.com/dictionary>





   

Slide 12

What Must a School Council Do?

- **14(1) The chair** of a school council **must** prepare and provide to the board **by September 30** of each year a report
- (a) **summarizing** the activities of the school council in the previous school year, and
- (b) including a **financial statement** relating to money handled by the school council in the previous school year, if any, and how the funds were used.

School Councils Regulation: Alberta Regulation 112/2007





   

Slide 13

What Else Must a School Council Do?

- 14(2) A School Council must retain at the school a copy of the minutes for each meeting of the School Council and make them available to the board or the public on request.
- 14(3) School Council must retain the minutes for each meeting of the School Council for at least 7 years.

• School Councils Regulation, Alberta Regulation 113/2007







Slide 14

A School Council May:

(at its discretion,)

- Advise the principal and the board respecting any matter relating to the school,
- Perform any duty...delegated to it by the Board...
- Decide operating procedures for itself
- Carry out activities related to its advisory role
- Handle monies

Progressive Learning Program AC Purpose June 2013




Slide 15





How Decisions are Made

(sometimes)

- Principals have to consider many perspectives when making decisions in the best interest of the students in their school.







Progressive Learning Program AC Purpose June 2013



Slide 16

A School Council May Also:
(Again, at its discretion...)

- Advise the principal and the board respecting any matter relating to the school,
- Perform any duty...delegated to it by the Board...
- Decide operating procedures for itself
- Carry out activities related to its advisory role
- Handle monies





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Slide 17

What School Councils are NOT:

- School governance bodies (School Board)
- Employers (School Board)
- System Managers (Superintendent)
- School managers (Principal)
- Primarily fundraisers (Fundraising Society)
- Primarily lobbyists (Trustee, Muni Coun. or MLA)
- Complaint sessions (Spouse, Dr., Spiritual Advisor)

CAUTION
Alberta School Council Resource Manual, Page 16





    13

Slide 18

A School Board Must...
(See "SBs, and/or SCS")

13(1) Provide the School Council with an opportunity to provide advice on the development of the school's




- (a) mission, vision and philosophy,
- (b) policies,
- (c) annual education plan,
- (d) annual results report, and
- (e) budget.

    14

Slide 19

A School Board Must Also...
(Again, no "ifs, ands or buts")




13(2) Provide the school council with the school's provincial testing program results and other provincial measures and a reasonable interpretation of those results and measures.

  BC Province June 2015 

Slide 20

A School Board Shall...
(Remember, "shall" = "mandatory")


22(8) Establish an appeal process or conflict resolution procedure under which the *principal or the school council may apply respecting disputes on policies proposed or adopted for a school.*




  BC Province June 2015 

Slide 21

What is a "School Council"

A means for parents and community members to work together with the school to support and enhance student learning.




  BC Province June 2015 

Slide 22

School Councils Have Two Options:

- **Advise**
- the School Council provides input, but does not make the decision.
- **Make the decision** - the School Council makes the decision,




Progressive Learning Program
SC Packet June 2015
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Slide 23


What Can School Councils Decide?

1. **Who** will choose the work of School Council? Executive, all members...
2. **What** work will be done? Advising, educating, communicating, planning...
3. **How** will the work be done? Committees, surveys, special events, parent sessions...
4. **Who** will do the work? Everyone, no one... someone?



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Slide 24





When Should School Councils "Lobby"?

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Quiz Time!

- Refer to "School Council – Decide/Advise/Lobby or Reframe?" Handout





SC Purpose June 2015

Slide 26

Conclusions

School Councils

- Have a **legislated purpose** which involves the principal, parents, community and the board
- How a CoSC might support its **member School Councils**, and its **Board** in their legislated purposes





SC Purpose June 2015

Slide 27

Evaluations and More Info!

- 1.800.661.3470
- Twitter @Abschoolcouncil
- www.albertaschoolcouncils.ca
- Facebook/pages/Alberta-School-Councils-Association





SC Purpose June 2015

Slide 1

Partnerships with Fundraising Associations

District Foundation: 90 minutes

 Progressive Learning Program


 Alberta School Boards Association


Insurance for
all officers of societies!

Slide 2

Introductions

- **Presenter**
 - A bit about me
- **Participants**
 - A bit about you




 Progressive Learning Program


Partnerships with FFA June 2015

Slide 3

What Does ASCA Do?

- Representation
- Consultation
- Online Engagement
- Resources
- Events
- Communication
- Site Services



 Progressive Learning Program

Partnerships with FFA June 2015

Slide 4



Slide 5


Today's Objectives:

- To gain a basic understanding of:
 - The main similarities and differences between School Councils and Fundraising Associations.
 - Who has the authority to make decisions related to their areas of responsibility.
 - How both organizations can work together to benefit students and the school community.

Slide 6

School Council is...


A means for parents and community members to work together with the school to **support and enhance student learning.**





Progressive Learning Program
Kawartha and Peterborough
(905) 709-1111

Slide 7

Legislated to...



**Advise the principal and the board
respecting matters relating to the
school.**



  Partnership with Schools June 2013

Slide 8

Clarification...

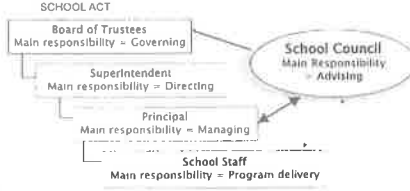
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No school council shall incorporate under the Societies Act or Part 9 of the Companies Act. Alberta Regulation 113/2007 School Councils Regulation

  Partnership with Schools June 2013

Slide 9

Interdependence: School Act



  Alberta Education Part 2013 June 2013

Slide 10

What is a "Fundraising Association"?




Independence: Societies Act

Alike but not the same...

Slide 13

Comparison




Progression Learning Program
Partnership with NGA
June 2015

Slide 14

Relationships

If a **School Council** has the **purpose to advise** on matters relating to the school, and a **Registered Society** has the **purpose to raise funds** to support and enhance the education of the students at the school, what types of **relationships** can there be? **And: Where does the Principal fit into all of this?**



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Partnership with NGA
June 2015

Slide 15

Organizational Relationship



- 1 School Council only: limited fundraising; does not participate in extensive fundraising and purchasing, focuses on advising. OR
- 2 School Council and Fundraising Association work closely together - they both fundraise and advise. OR
- 3 School Council and Fundraising Association work independently: School Council advises, Fundraising Association raises money - school and School Council ask Fundraising Association for money to support goals.

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Partnership with NGA
June 2015

Slide 16

Working Relationship


- A School Council and a Fundraising Association work to **support & enhance** the school environment
- **Roles & responsibilities** are different
- Relationships should be clearly defined and communicated
- The **Principal**, by virtue of the School Act, shall have the **power of veto** relating to actions directly affecting the school building, staff or students, but not relating to financial expenditures, revenues or investments of the Society.





Partnerships with 1984
June 2015

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Case Studies






Partnerships with 1984
June 2015

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Assessment of Knowledge









Partnerships with 1984
June 2015

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Conclusion





- **Fundraising Associations** have very different legislative, authoritative and accountability factors than **School Councils**.
- The **Principal** is the final decision maker when it comes to actions directly affecting the school building, staff or students.
- **Fundraising Associations** and **School Councils** can work together effectively if they understand their roles and authority.



Slide 20

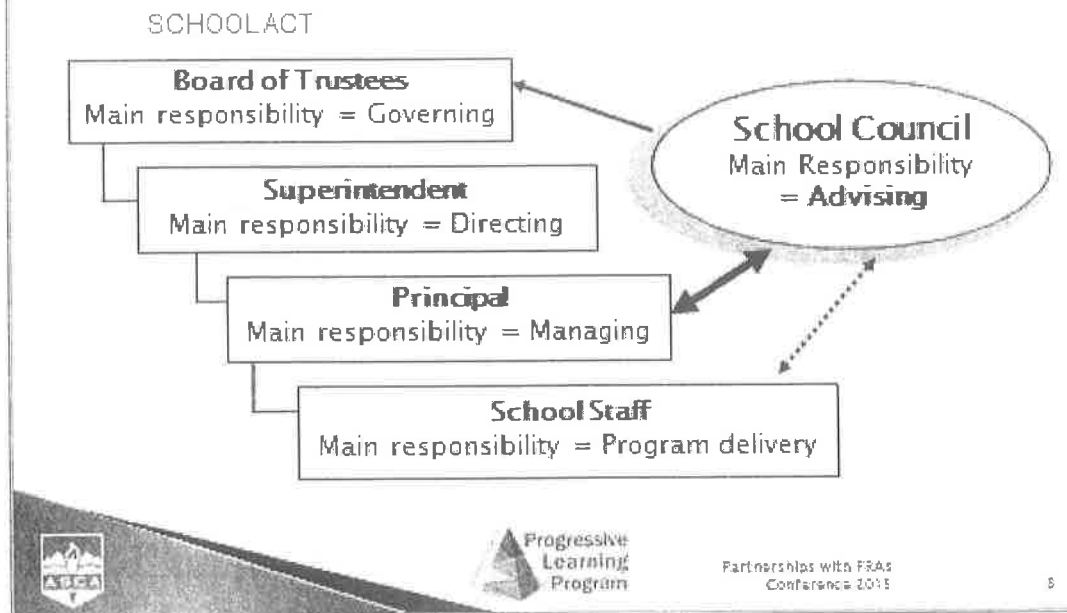
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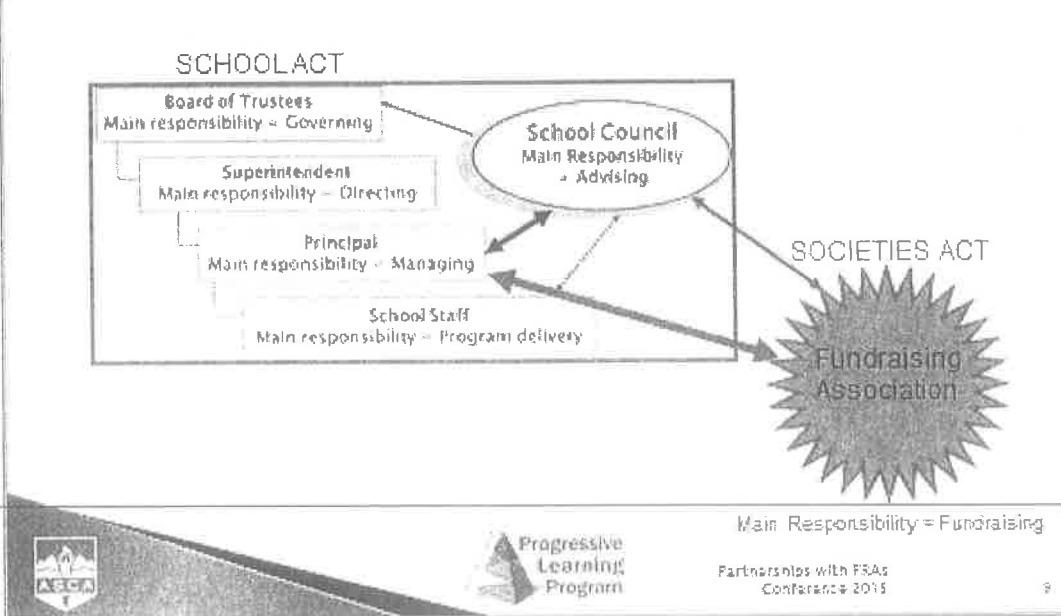


Existence Comparison

Interdependence: School Act



Independence: Societies Act



Society Operations

Purpose – Why We Exist: The organization's reason for being.

Structure – Who Is Included / Accountability: Membership definitions, membership rights, leadership descriptions, operating expectations (meetings, communication, etc.).

Decision Making – Who Decides What: Who makes what decisions, when, how and why?

Name of Society:	
What is the Society's Purpose? (objects)	
Who are the members?	
How is membership determined?	
What can members do?	
What expectations are there for meetings?	
What expectations are there for communication?	
What decisions can members make?	
What decisions can leaders make?	

Name of Society:	Hanna Community School Enhancement Society
What is the Society's Purpose? (objects)	
Who are the members?	
How is membership determined?	
What can members do?	
What expectations are there for meetings?	
What expectations are there for communication?	
What decisions can members make?	
What decisions can leaders make?	





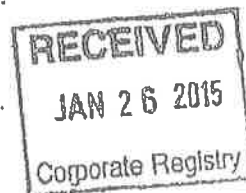
Application to Form a Society

We, the undersigned, declare that we desire to form a society under the Societies Act, and that:

1. The name of the society is: Hanna Community School Enhancement Society (HCSES)
2. The objects of the society are: *(check (✓) all that apply and add any additional objects in the space provided)*
 - ☐ To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities.
 - ☐ To acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes.
 - ☐ To encourage and promote amateur games and exercises.
 - ☐ To provide a meeting place for the consideration and discussion of questions affecting the interests of the community.
 - ☐ To carry on a literary and debating club for the discussion of topics of general interest, and to encourage the practice of public speaking among its members.
 - ☐ To procure the delivery of lectures on social, education, political, economic and other subjects, and to give and arrange musical and dramatic entertainments.
 - ☐ To establish and maintain a library and reading room.
 - ☐ To provide all necessary equipment and furniture for carrying on its various objects.
 - ☐ To provide a centre and suitable meeting place for the various activities of the community.
 - ☐ Generally to encourage and foster and develop among its members a recognition of the importance of agriculture in the national life.
 - ☐ To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

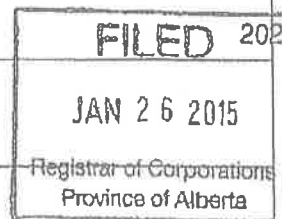
Additional Objects:

To provide for enriched educational experiences for students and families in our school community.



Dated 2015/01/19

Signature:	Address: (including postal code)
Print Name:	
Signature:	Address: (including postal code)
Print Name:	
Signature:	Address: (including postal code)
Print Name:	
Signature:	Address: (including postal code)
Print Name:	
Signature:	Address: (including postal code)
Print Name:	
WITNESS	Address: (including postal code)
Signature:	



This information is being collected for the purposes of corporate registry records in accordance with the Societies Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.

Hanna Community School Enhancement Society (HCSES)

Name of Group

Corporate Access Number (CAN)

Society Bylaws

RECEIVED

JAN 26 2015

Corporate Registry

1. Membership

- A. Any person having a vested interest in the educational well-being of Hanna Primary School and/or J.C. Charyk Hanna School students, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Society, is eligible to become a member of the Society with voting privileges at any meeting of the Society. The majority of the members of the Society will be parents or guardians of students currently attending Hanna Primary School and/or J.C. Charyk Hanna School. Membership fees, if any, in the Society shall be determined from time to time, by the members at an Annual General Meeting.
- B. Any member wishing to withdraw from membership may do so upon a notice in writing or verbally to the Board through its Secretary. Membership must be renewed annually. Any member, upon a majority vote of all members of the Society in good standing and present at a Special Meeting called for that purpose, may be suspended or expelled from membership for any cause which the Society may deem reasonable.
- C. Any member having a personal pecuniary gain or conflict of interest in any matter being discussed by the Society is required to declare such and absent himself/herself from any discussion or vote on such matter.

2. Associate Membership

- A. The Principal and Staff Members of Hanna Primary School and/or J.C. Charyk Hanna School will be considered to have an Associate Membership and shall serve as resource people and in an advisory capacity to the Society. As Associate Members, the Principal and all other Staff Members will not have voting rights at any meeting of the Society. Neither the Principal nor any Staff Member shall have signing authority for the Society. The Principal, by virtue of the School Act, shall have the power of veto relating to actions directly affecting the school building, staff or students, but not relating to financial expenditures, revenues or investments of the Society.

3. Board of Directors

- A. "Board of Directors", "Executive Committee" or "Board", shall mean the Board of Directors of the Society.

COMPOSITION OF THE BOARD

The Board will be composed of the following Officers and Directors:

- 1. Officers: President; Vice President(s); Secretary, Treasurer, or Secretary-Treasurer – These positions are mandatory. The Office of the Secretary and Treasurer may be filled by one person if the membership at any Annual General Meeting for the election of officers shall so decide.
- 2. Directors: A maximum of Three (3) Directors at Large – These positions are optional, and will be filled provided there are members willing to do so.

FILED 202

JAN 26 2015

Registrar of Corporations
Province of Alberta

Hanna Community School Enhancement Society (HCSES)

Name of Group

Corporate Access Number (CAN)

Society Bylaws

President

The President shall have general knowledge of all activities of the Society. He/she will be an ex-officio member of all Committees as defined by Robert's Rules of Order. The President shall be copied on all Society communications and will review any communications to the parent body, school community or public prior to distribution and shall include the Vice President in same. The President will carry out other duties assigned by the Society. He/she shall, when present, preside at all meetings of the Society and of the Board. The President will be the chief spokesperson for the Society, unless otherwise delegated. The President shall have a vote at any meeting. In the case of a tie, the motion is defeated. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

Vice President

The Vice President shall assist the President in all Society activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all Society communications and will review any communications to the parent body, school community or public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the Society, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

Secretary

It shall be the duty of the Secretary to attend all meetings of the Society and of the Board, and to keep accurate minutes of the same based on Robert's Rules of Order. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the Society and be under the direction of the President and the Board.

The Secretary shall also keep a Record of Members of the Society and their contact information, and shall send all Society correspondence/notices as required.

Treasurer

The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Society and keep such books as may be directed and disburse funds as required. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a statement duly audited of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society. The signing authorities of the financial accounts will be any two of the elected Officers of the Society.

B. The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Society, and meetings of the Board shall be held as often as may be required, and shall be called by the President.

C. Any Director or Officer may resign his/her position by providing written notice to any two Board members.

Hanna Community School Enhancement Society (HCSES)

Name of Group

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- D. Any Director or Officer may be removed from the Board at any time with cause by a majority vote of the Board whenever, in its judgment, the best interest of the Society will be served.

4. Auditing

- A. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Society without signing authority, elected or appointed for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Society. The fiscal year of the Society in each year shall be September 1st to August 31st. *(recommended if AGM is in the fall)*

5. Standing and Ad Hoc Committees

- A. Standing and ad hoc committees will be formed as necessary by the Board and will operate on an ongoing basis with specified lengths of terms for members.

6. Meetings

- A. A **Regular Meeting of the Board** shall be called at the frequency determined by the Board which will permit their duties to be accomplished. Regular Meetings of the Board will be announced to all Board Members by providing no less than ten (10) days notice in writing or three (3) days notice by telephone or email. Four (4) Board Members, two (2) of whom must be elected Officers of the Society shall constitute a quorum at any Regular Meeting of the Board. Regular Meetings of the Board may be held without notice if a quorum of the Board is present provided, however, that any business transactions shall be ratified at the next Regular Meeting of the Board; otherwise they shall be null and void. A topic to be discussed at a Regular Meeting of the Board may be deemed to be "in camera", or closed to all but elected Officers/Directors if the Board determines, by a majority vote of those present, the topic to be of a personal, sensitive or confidential nature.
- B. A **Special Meeting of the Board** shall be called by the Secretary upon the instructions of any two (2) Board Members, by providing no less than ten (10) days notice in writing or three (3) days notice, by telephone or email, to all Board Members setting forth the reasons for calling such meeting. Any four (4) Board Members shall constitute a quorum at a Special Meeting of the Board. A Special Meeting of the Board may be deemed to be "in camera", or closed to all but elected Officers/Directors if the Board determines, by a majority vote of those present, the content of the meeting to be of a personal, sensitive or confidential nature.
- C. There will be an **Annual General Meeting of the Society (AGM)** on or before October 31st in each year, by providing fourteen (14) days notice in writing in the school newsletter, website, by telephone or email. If a Special Resolution will be proposed, twenty-one (21) days notice will be required. Only the matters set out in the notice for the AGM are considered at the AGM. At this meeting there shall be elected a President, Vice-President(s), Secretary, Treasurer, (or Secretary-Treasurer), and optionally three (3) Directors. The Officers and Directors so elected shall form a Board, and shall serve until their successors are elected and installed. Four (4) members, three (3) of whom must be voting members, shall constitute a quorum at an Annual General Meeting. If quorum cannot be attained at the meeting, whoever attends the next regularly scheduled meeting of the Society, will constitute quorum for the purposes of conducting Annual

Hanna Community School Enhancement Society (HCSES)

Name of Group

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General Meeting business such as election of officers and approval of financial statements.

- D. A **Special General Meeting of the Society (SGM)** shall be called if a Special Resolution is proposed at a time other than the Annual General Meeting (AGM). Special General Meetings of the Society may be called at any time by the Secretary upon the instructions of the President or Board by providing twenty-one (21) days notice in writing in the school newsletter or website, or, by telephone or email, specifying the intention of the Special Resolution. Only the matters set out in the notice for the SGM are considered at the SGM. Seven (7) members, four (4) of whom must be voting members and two (2) of whom must be elected Officers of the Society, shall constitute quorum at a Special General Meeting of the Society.
- E. A **Regular Meeting of the Society** may be called at the discretion of the Board. Regular Meetings of the Society shall be announced to all members in good standing by providing ten (10) days notice in writing in the school newsletter, website, or by telephone or email. Seven (7) members, five (5) of whom must be voting members, excluding the Principal and designated Staff member, two (2) of whom must be elected Officers of the Society, shall constitute a quorum at a Regular Meeting of the Society.
- F. A **Special Meeting of the Society** shall be called by the Secretary upon the instructions of the President or Board, by providing ten (10) days notice in writing in the school newsletter, website, by telephone or email, setting forth the reasons for calling such meeting. Any seven (7) members, five (5) of whom must be voting members, shall constitute a quorum at a Special Meeting of the Society.

Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Society or Board. No action taken at a meeting is invalid due to accidental omission to give notice to any member, any member not receiving any notice, or any error in any notice that does not affect the meeting.

7. Election Process

- A. Board members are elected by the voting members at an AGM held annually on or before October 31st. Candidates must be voting members in good standing. Notification of the nomination procedure will be included with the notice of the election.
- B. The term of office shall be from time of election to the next AGM unless written notice of resignation is submitted to the Board. The maximum number of consecutive terms, in the same Officer or Director Position on the Board, shall be four (4) consecutive terms. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting.

8. Voting

- A. Any voting member who has not withdrawn from membership nor has been neither suspended nor expelled shall have the right to vote at any regular, general or special meeting of the Society. Such votes must be made in person and not by proxy or otherwise. Members will vote by show of hands or by secret ballot where fifty-one percent (51%) and greater than, will be considered the majority, except in the case of a Special Resolution where not less than seventy-five percent (75%) vote in favour is required.

Hanna Community School Enhancement Society (HCSES)

Name of Group

Corporate Access Number (CAN)

Society Bylaws

9. General Management

- A. The registered office of the Society is located within the J.C. Charyk Hanna School. The mailing address for all communication or correspondence shall be the registered office of the Society.
- B. To maintain integrity, minute books and financial records will be securely stored and may be inspected by any member in good standing of the Society upon request. Such inspection may only take place at the registered office of the Society, in the presence of an Board member, and dual control (two people present, one of whom is an Board member) will be maintained at all times.

10. Remuneration

- A. Unless authorized at any meeting and after notice for same shall have been given, no Officer, Director or member of the Society shall receive any remuneration for his/her services.

11. Borrowing Powers

- A. For the purpose of carrying out its objectives, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued without the sanction of a Special Resolution of the Society.

12. Society Seal

- A. The Society has not adopted an Society Seal.

13. Insurance

- A. For the purpose of carrying out its objectives, the Society will annually review and carry liability insurance as deemed necessary by the Board, or if required by the policies of the school.

14. Privacy

- A. The Society shall not collect, use, share or store personal information for purposes other than those of Society business, and shall destroy it appropriately once it is no longer needed.

15. Special Resolution

- A. Special Resolution will mean a resolution passed at a General Meeting of which not less than twenty-one (21) days notice in the school newsletter, on the school website, by telephone or email specifying the intention to propose the resolution has been duly given, and by the approval of not less than seventy-five percent (75%) of those members, entitled to vote, in attendance.

16. Conflict Resolution

- A. If at any time, ten (10) members, or greater than fifty per cent (50%) of the Board members of the Society are of the opinion that the Society is in a state of conflict such that its operation is

Hanna Community School Enhancement Society (HCSES)

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Society Bylaws

significantly impaired, they may deliver a written "Special Meeting of the Society" request signed by them to all Executive members. The President will call a Special Meeting of the Society, providing due notice as stated, and members in attendance will have an opportunity to hear and discuss the issues causing conflict. On motion, seconded by any Society member in attendance at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict, and if a majority of voting members present vote in favour of the resolution proposed, the Society will immediately act upon the resolution, as directed by the assembly.

17. Bylaws

- A. The Society bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to its operation and objectives.
- B. The By-Laws may be rescinded, altered or added to by a "Special Resolution" of the members. Changes to the bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registries. A Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a person authorized by the Society. All members are responsible for behaving in accordance with the bylaws and objectives of the Society.
- C. Any question regarding the proper application and interpretation of these bylaws shall be determined by the chair of any Society meeting. The chair's decision may be appealed by a voting member and can be overturned by not less than seventy-five (75) percent majority vote at any Special Meeting called in accordance with the Conflict Resolution clause in these bylaws.

18. Policies and Procedures

- A. A Policy and Procedure Manual may be created, maintained and reviewed annually by the Board. Members in good standing may put forward policies to the Board for consideration and/or implementation.

19. Dissolution of the Society











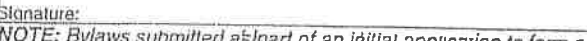
- A. In the event of the dissolution (closing) of the Society, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Hanna Primary School Council and J.C. Charyk Hanna School Council with the exception of gaming proceeds. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming and Liquor Commission regulations.

Hanna Community School Enhancement Society (HCSES)

Name of Group

Corporate Access Number (CAN)

Society Bylaws

Signature: 	Address: (including postal code)
Print Name: 	
Signature: 	Address: (including postal code)
Print Name: 	
Signature: 	Address: (including postal code)
Print Name: 	
Signature: 	Address: (including postal code)
Print Name: 	
Signature: 	Address: (including postal code)
Print Name: 	
WITNESS	Address: (including postal code)
Signature: 	

NOTE: Bylaws submitted as part of an initial application to form a Society must have the same five signatures as those on the Corporate Registries application paperwork. Amendments made to the bylaws in the future will require only one or two authorized signatures.

School Councils and Fundraising Societies Comparison

	School Council	Society
Authority	School Council can only do what the <i>School Act</i> allows	Societies can do anything within the <i>Societies Act</i>
Responsibilities	Defined by the <i>School Act</i>	Defined by the <i>Societies Act</i>
	Defined in the <i>School Councils Regulation</i>	Defined in the society's objects and bylaws
Accountability	School Councils are ethically accountable to the school community	Societies are legally and ethically accountable to their members. The Board of Directors has legal responsibilities
	School Councils can change their operating procedures (bylaws) as defined by the procedures in those operating procedures (bylaws) without further authorization	Societies can change their objects or bylaws by specific procedures outlined in their bylaws and in the <i>Societies Act</i> , with final approval given by Corporate Registries
	Accurate minutes, reports, records are available to the public.	Accurate minutes, reports, records are available to Society members.
	Subject to <i>Personal Information Protection Act</i> (PIPA not FOIP)	Subject to <i>Personal Information Protection Act</i> (PIPA not FOIP)
Reporting	<i>School Councils Regulation</i> requires a report be filed by September 30th with the School Board	Society's Annual Report is due yearly the month following the incorporation date anniversary. I.e.: Incorporated in August 1992, report due yearly in September
	School Council's Report includes the activities of the previous school year and financial statements detailing money collected and spent by the School Council in the previous school year	Society's Annual Report, filed with Corporate Registries, includes the specifics of the Board of Directors and an audited financial statement
		Societies licensed by AGLC must complete AGLC issued financial reports specific to their gaming activities in order to maintain their license



School Councils and Fundraising Societies Comparison

	School Council	Society
Operation	Utilize school building and resources for duties as per the <i>School Act</i>	May request of principal permission to use school building and resources for duties
	Establish as per the <i>School Act</i> and hold Annual General Meetings to ensure leadership is elected	Establish as per the <i>Societies Act</i> and hold Annual General meetings to ensure leadership is elected
	May maintain bank accounts, or may ask the school to track financial transactions or may not handle funds	Maintain bank accounts and signing authorities
	Orient members and general school community to their purpose and duties	Orient members to their duties and purpose; may extend to general community
	Hold regular meetings to discuss relevant issues, plan activities and gather input	Hold regular meetings to discuss relevant issues, plan activities and gather input
	Discuss and decide matters of policy, priorities and operations	Discuss and decide matters of policy, priorities and operations
	Coordinate/follow through on activities as planned	Coordinate/follow through on activities as planned
	Provide for 2-way communication with school community	Request permission of principal for 2-way communication with members and school community
	Build strong working relationships with others in the school community	Build strong working relationships with others in the school community
	Provide advice and parental perspective on matters related to the school	Provide funding, upon approval of members, to the school, School Council, or others as requested
	Liability for legislated duties and activities is held by the School Board - School Board insurance is sufficient	Liability for duties and activities is held by the Society – private insurance is recommended/required



Fundraising Associations: Partnership Purpose Case Study

WHOSE LINE IS IT, ANYWAY?

Several parents of students in The Seven Seas School, a K-12 with a population of just under 1000 students, regularly participate and volunteer on what they believe to be the School Council. At their meetings, they also discuss how to use the funds accumulated as a result of providing volunteers for a licensed casino last fall. Bon Voyageur, a father of three children of varying ages in the school, strongly suggests that the funds be used to provide an overseas field trip to one class each from Grades 4, 7 and 10. The principal, Mrs. Homebody, rejects the idea, stating that she'd rather put the money towards new skipping ropes and hoola-hoops for every student, in support of their Ever Active Students initiative for the entire school. Mrs. Homebody relates that she believes the money in question belongs to the school as the School Council raised it; therefore the decision should be hers. Mr. Voyageur insists that the money belongs to the parents; therefore the decision should be theirs. The School Council Chair is uncertain as to who "owns" the money, and how best to proceed.

Questions:

What are the underlying causes of this difference in opinions?

What steps should be taken, and by whom, to find reasonable solutions?

How should a decision be reached?



Fundraising Associations: Partnership Purpose Case Study

ROCK, PAPER, SCISSORS...?

The Parent Association affiliated with the Affluence Abounds School Council has several thousand dollars in their bank accounts. They believe that some classrooms are in need of additional, or updated, classroom resource materials (dictionaries, maps, etc). They have also heard that the band classes could use some new instruments, the sports teams need new equipment, the fine arts department would like an Artist in Residence, the library is in great need of new books, some computers need to be replaced and that none of the students have been on an out-of-school field trip in the past 2 years. The Parent Association would like to know how to spend their money this year, and asks for the help of the School Council in making this decision. At the School Council meeting, the principal identifies that one of the priorities in the school's 3-year plan addresses the concern about their students being assessed below the district and provincial averages in Science in all grades. One School Council member, Ms. Eystenine, whose child is failing science, insists that the Parent Association immediately hire Science tutors for any student in need of additional assistance.

Questions:

What are the underlying causes of this difference in opinions?

What steps should be taken, and by whom, to find reasonable solutions?

How should a decision be reached?



School Councils and Fundraising Societies Checklist

Which group...

Question	School Council	Fundraising Society	Both
1. Must have bylaws?			
2. Can sell raffle tickets?			
3. Reports to the school board?			
4. Has a legislated relationship with the school administration?			
5. Can fundraise?			
6. Has prescribed membership by legislation?			
7. Is required to keep minutes, financial and membership records for 6 years?			
8. Organizes activities to create and reflect the culture of the school?			
9. Can change their operating procedures at a meeting with no further approval?			
10. Advises the principal and the Board?			
11. Can apply for government grants?			
12. Must adhere to School Act and School Councils Regulations?			
13. Must notify membership by special resolution of a bylaw change?			
14. Can request assistance from ASCA?			
15. Has regular meetings?			
16. Is subject to PIPA?			
17. Can apply for a gaming license?			
18. Has legal liability for all actions and decisions?			
19. Decides on matters of operations?			
20. Must file a financial audit every year?			
21. Can sign contracts?			
22. Is ASCA mandated to support?			
23. Is required to keep meeting minutes for at least 7 years?			
24. Can be a member of ASCA?			
25. Can be dissolved by the Minister of Education?			



SAMPLE

School Council Annual Report

School: _____ Reporting Year: _____

Executive: *List the members who held positions as officers in the past year.*

Name

Position

Meeting Dates: *List the dates of regular school council meetings.*

Date of First School Council Meeting of the Year: _____

School Council Activities: *Summarize the major activities of the past year and provide an overview of activities or initiatives planned for the next year.*

Financial Statement (attached): *Summarizes the finances handled by the school council, not the registered fund raising association/society, during the past year, if applicable.*

School Council Chairperson

Date



