

Seven Persons School Parent Council Bylaws

April 2026

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ARTICLE 1: OUR MISSION

The Seven Persons School Council fosters a partnership between Seven Persons School (the School) and community to provide a safe, happy, and effective learning environment for all students.

ARTICLE 2: GOALS

- 2.01** To strengthen and promote communication between the School and the parents, and between the School and the community in matters of general interest.
- 2.02** To assist in recognition and solution of matters of concern to the School community.
- 2.03** To support and be involved in School programs and projects.
- 2.04** To provide advice for the improvement of School programs.

ARTICLE 3: GENERAL GUIDELINES AND RESPONSIBILITIES OF THE SCHOOL COUNCIL

- 3.01** Subject to sections 4.02 and 4.03, the School Council may at its discretion:
 - Advise the Principal of the School and the Board (the Board of Trustees of Prairie Rose Public School Division) respecting any matter relating to the School.
 - (b) Perform any duty or function delegated to the School Council by the Board.
 - (c) Consult with the Principal to enable students in the School to have the opportunity to meet the standards of education set by the Minister of Education of the province.
 - (d) Consult with the Principal so that the Principal may ensure that the fiscal management of the School is in accordance with the requirements of the Board and the Superintendent of the School division.

- (e) Do anything that is authorized in The Education Act.
- (f) Subject to the regulations found in The Education Act, make and implement policies in the school that the School Council considers necessary to carry out its mission.

3.02 The School Council shall only exercise the general guidelines and responsibilities in section 4.01 where it has been authorized to do so at a meeting of the School Council of which notice has been given in accordance with ARTICLE 9.

3.03 At the meeting of the School Council the Chair or Principal may, without a vote by the Council, table to the next regular meeting a motion that he or she deems should be delayed permitting adequate consideration of the motion by the school community.

3.04 To ensure each year all members of the School Council and interested parties have access to the Bylaws of the Seven Persons School Council via the Seven Persons School Website.

ARTICLE 4: SCHOOL COUNCIL RESPONSIBILITIES AND GOVERNANCE MODEL

4.01 Subject to the Act, the Regulations and these Bylaws, the School Council shall have the responsibility to manage the activities of the School Council.

4.02 Subject to any restrictions contained in the *Act*, the *Regulations*, these *Bylaws*, or any conflicts with the *Statement of Mission*, the School Council may delegate any of its responsibilities to its Executive or to committees appointed by the School Council.

4.03 The School Council, as far as is reasonably practicable, shall ensure that all School Council activity is conducted with the involvement of concerned participants from the school community and shall use the Decision-Making Process to make decisions.

ARTICLE 5: MEMBERS

5.01 A school council must include the following members:

- (a) The principal of the school (non-voting)
- (b) At least one person who is a teacher at the school, elected or appointed by the teachers at the school (non-voting)
- (c) Parents/Guardians of students enrolled in the school (voting member)
- (d) One (1) elected Community Member preferably without children attending Seven Persons School (voting member)
- (e) School Board Trustee (non-voting member)

Additional members may include:

- (f) Parents/Guardians of children in early childhood services programs offered at the school (voting)

5.02 Duty

- (a) It shall be the duty of the members to act in a manner consistent with the mission and vision, in the best interest of the School and the students and according to these Bylaws and Seven Persons School Council Code of Ethics (Schedule A).
- (b) To actively encourage parents to be aware of and support the School Council
- (c) It is expected that the elected Members be committed to the council and attend all meetings. If unable to attend, the chairperson should be notified.

5.03 A Member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, or these Bylaws.

ARTICLE 6: SCHOOL COUNCIL EXECUTIVE

6.01 Seven Persons School Council must have an elected chair, vice-chair and secretary.

6.02 An elected Member's term shall commence upon election and continue until a new Member is elected or when the Member is re-elected at the Annual General Meeting.

6.03 A Community Member's term shall commence upon election and continue until a new Member is elected or when the Member is re-elected at the Annual General Meeting.

6.04 Vacancies

The School Council may appoint qualified persons to fill vacancies in the School Council other than the Principal, Vice-Principal and staff member.

6.05 Duties of Executive

Chairperson

The Chair of the School Council shall:

- (a) Prepare the agenda for meetings in conjunction with the Principal
- (b) Call and chair meetings of the School Council
- (c) Be responsible for the overall functioning of the School Council
- (d) Prepare and provide the Board annually with a report setting out the activities of the School Council
- (e) Be a liaison with the Board
- (f) Be a liaison with the Seven Persons Parents Association Society
- (g) Representing the School Council at external functions
- (h) Be an ex-officio member of all committees

Vice-Chairperson

The Vice Chair shall:

- a) Assist the Chair and assume the duties of the Chair in his or her absence
- b) Prepares to serve a future term as Chair

Secretary

The Secretary shall:

- a) Record and be the custodian of the minutes of the School Council
- b) Prepare and file correspondence of the School Council

Community Member

The Community Member shall:

- a) Act as the liaison between community members and School Council.

Event Coordinator

The Event Coordinator shall:

- a) Gather volunteers for specified events
- b) Maintain planning documents for events
- c) Oversee planning and execution of events

ARTICLE 7: COMMITTEES

7.01 The School Council may appoint ad hoc committees to perform non-continuing functions. The School Council shall designate the powers and terms of the committees.

ARTICLE 8: DECISION MAKING PROCESS

8.01 The decisions of the School Council shall be made as follows:

- (a) Every concerned participant of the school community shall be given the opportunity and responsibility of initiating and then leading the discussion in the direction of a decision that needs to be made. The responsibility of speaking ensures that all will benefit from the thinking of each other but accepting the responsibility to speak implies accepting the responsibility to listen.
- (b) Final decision will be made by voting on a motion.
- (c) Voting on a motion shall be on the basis of one vote for each voting Member actually in attendance and the majority of votes shall prevail. Voting by proxy shall not be permitted.

ARTICLE 9: MEETINGS

9.01 Annual General Meetings

- a) An Annual General Meeting shall be held each year in May for the purpose of electing the Executive Members.
- b) Each year the School Council positions, meeting date and time will be advertised one (1) month prior through two (2) public postings.

9.02 Regular Meetings

- a) Regular meetings will be held as often as deemed necessary by the School Council with a minimum of seven (7) meetings during the school year.
- b) School Council shall ensure that concerned participants of the school community are made aware of these meetings.

9.03 Place of Meetings

- a) Meetings of the School Council shall ordinarily be held at Seven Persons School
- b) And/or online as required

9.04 Calling Meetings

- a) The Seven Persons School Council Chair or Principal can call meetings as required and deemed necessary as per these Bylaws.

9.05 Quorum

- a) The quorum for the transaction of business at any Annual General and/or regular meetings of the School Council shall be a majority of the number of voting Members present.

9.06 Meeting Agenda

- a) The Chair, in conjunction with the Principal shall set the agenda for meetings of the School Council. The agenda will be sent out to Members prior to each meeting. Items may be added or omitted at the meeting prior to Member approval.

9.07 Records of School Council Meetings

- a) Minutes of all meetings including resolutions, and correspondence of the School Council and any committee of the School Council shall be maintained and be made available.

9.08 Persons Entitled to be Present at School Council Meetings

- a) All concerned participants of the School Community may be present at the meetings of the School Council.

Implementation Date:

Next Review Date:

ARTICLE 10: CONFLICT RESOLUTION

10.01 Where an internal School Council dispute arises that appears irresolvable, the School Council will request the assistance of the Superintendent or their designate to serve as a mediator to the dispute.

10.02 Where the process identified in article 10.01 does not resolve the dispute, the process for resolving the dispute will be determined by Prairie Rose Public School Board policy.

ARTICLE 11: AMENDMENTS TO THE BYLAWS

11.01 Every opportunity shall be made for the School Council to ensure that each member shall have reasonable opportunity to express his or her view for consideration of amendments to the bylaws. It is expected that twenty-one (21) days prior notice will be given for all proceedings through two (2) public postings.

ARTICLE 12: REVIEW OF THE BYLAWS

12.01 Review yearly the bylaws and recommend changes as required.

SCHEDULE A: SCHOOL COUNCIL CODE OF ETHICS

As a School Council, advocating for student learning and school improvement in Seven Persons School, we shall:

- Abide by the legislation that governs school council.
- Be guided by the mission statement of the school and the school council.
- Strive to be familiar with division and school policies and the accompanying administrative procedures/regulations and act in accordance with them.
- Practice the highest standards of honesty, accuracy, integrity and truth.
- Respect the personal integrity of each member of the school community.
- Act in accordance with the School Council Operating Procedures.
- Declare any conflict of interest.
- Foster a positive atmosphere in which individual contributions are encouraged and valued.
- Consider the best interests of all students and the school community in our deliberations and decisions.
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- Secure and never disclose confidential information.
- Focus discussions at school council meetings to matters of concern to the school community as a whole.
- Prohibit discussions of legal, personal, and personnel related issues.
- Use the appropriate communication protocol when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Accept accountability for school council decisions.
- Work with my fellow school council members in a spirit of harmony, cooperation, and respect for differences of opinion
- Encourage parent participation in school council
- Decline payment for any school council activities.