

Fusion Collegiate School Council

By-laws

February 9, 2026

Fusion Collegiate School Council By-laws

1. NAME	2
2. AUTHORITY	2
3. PURPOSE	2
4. OBJECTIVES	2
5. MEMBERSHIP	3
6. EXECUTIVE POSITIONS	3
Eligibility	3
Terms	4
7. DUTIES OF EXECUTIVE	4
Chair	4
Vice-Chair	4
Secretary	4
Treasurer	4
Student Representative	4
Directors-at-Large	5
8. MEETINGS	5
Regular Meetings	5
Annual General Meeting (AGM)	5
Special Meetings	5
9. QUORUM	5
10. DECISION-MAKING	6
11. COMMUNICATION	6
12. COMMITTEES	6
13. FUNDRAISING	6
14. CODE OF ETHICS	7
15. PRIVACY	7
16. CONFLICT RESOLUTION	7
17. DISSOLUTION	8
18. AMENDMENTS TO BY-LAWS	8

Fusion Collegiate School Council By-laws

1. NAME

The name of the school council shall be **Fusion Collegiate School Council** (“School Council”).

2. AUTHORITY

Fusion Collegiate School Council operates under the authority of the **Education Act - Section 55** and the **School Councils Regulation (AR 94/2019)**.

3. PURPOSE

The purpose of the School Council is to:

1. Represent parents and students, and provide meaningful advice to the school administration and the school board.
 2. Support student learning and the well-being of the school community.
 3. Encourage parent engagement and open communication.
 4. Strengthen the partnership between home and school.
 5. Support, but not govern, the professional operations of school staff.
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4. OBJECTIVES

School Council will:

1. Provide input on school priorities, plans, policies, and initiatives. Promote positive, respectful communication among parents, staff, students, and community members.
2. Support school events and activities that enhance student learning and community connection.

3. Share accurate, timely information with the school community.
 4. Plan and implement fundraisers and collaborate with school-related fundraising society, when formed.
 5. Follow the School Council Code of Ethics, as outlined in Item 14.
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5. MEMBERSHIP

Membership in the School Council includes:

- a. Parents and guardians of Fusion Collegiate students (majority representation).
- b. The Principal (non-voting).
- c. Teachers selected by school staff (non-voting).
- d. Independent students of Fusion Collegiate.
- e. Students elected to School Council.

Voting Members: Parents/guardians of students, Independent Students, and the elected Student Representative enrolled at Fusion Collegiate.

6. EXECUTIVE POSITIONS

The School Council Executive shall consist of:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Student Representative
- Directors-at-Large (optional, as needed)

Eligibility

All Executive members must be parents/guardians of current students, or the elected Student Representative.

Terms

- Term length: **1 year**, renewable up to **2 consecutive terms** in the same position, to a maximum of 3 years.
 - Vacancies may be filled by election at a regular meeting or by appointment of the Executive until the next AGM.
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7. DUTIES OF EXECUTIVE

Chair

- Coordinates and chairs meetings.
- Works with the Principal to set agendas.
- Ensures by-laws are followed.
- Acts as the official spokesperson for School Council.
- Submits the annual report to the school board (as required by law).

Vice-Chair

- Assumes duties of the Chair when needed.
- Supports the Chair and ensures smooth meeting operations.

Secretary

- Records minutes and attendance.
- Ensures minutes and documents are stored and publicly accessible.
- Manages communication of meeting materials.

Treasurer

- Manages financial records and transactions.
- Provides financial updates and an annual financial statement.
- Oversees any required annual financial reviews.

Student Representative

- Solicits feedback from the students at Fusion Collegiate.
- Represents student interests at School Council Meetings.

Directors-at-Large

- Support Council activities and provide additional representation.
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8. MEETINGS

Regular Meetings

- Held at least **6 times per school year**.
- Open to all members of the school community.
- Dates published in advance.

Annual General Meeting (AGM)

Held yearly, usually in May and publicized to members with at least 30 days' notice.

The AGM includes:

1. Election of Executive
2. Presentation of annual report
3. Presentation of financial statements
4. Approval of any by-law amendments

Special Meetings

May be called by the Chair at the request of the Executive, as needed with at least **7 days' notice**.

9. QUORUM

Quorum for all Meetings requires:

1. At least 3 Executive members, including the Chair or Vice-Chair, and
2. Not fewer than 5 voting members, and at least 1 school administrator (Principal, Assistant Principal, or Designate).
3. Members present in person or virtually, representing at least **FIVE** members in attendance at a Meeting shall constitute a quorum. If, however, at the time appointed for the commencement of the meeting there is not present the required quorum;

such meeting shall then stand adjourned for (10) ten minutes at the same date and place but shall not deal with any special resolutions. The members then present shall be deemed to be a quorum and shall be competent to transact the particular business for which the meeting was convened.

10. DECISION-MAKING

School Council will seek a **majority vote** wherever possible.

If a vote is required:

- Motions must be moved and seconded.
 - Decisions pass by **simple majority of voting members present**.
 - In the event of a tie, the Chair (or Vice-Chair, if the Chair is absent), shall carry the determining vote.
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11. COMMUNICATION

School Council will:

- Communicate openly with parents and the school community.
 - Maintain accessible minutes, agendas, and annual reports.
 - Use appropriate channels to share updates and receive input.
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12. COMMITTEES

School Council may establish committees including parents, staff, or community members to support specific activities or events.

The Chair and/or Vice-Chair are ex-officio members of all committees.

13. FUNDRAISING

School Council may:

- Support or coordinate small-scale fundraising activities **that do not require incorporation.**
- Collaborate with any formally incorporated school societies that manage casinos, raffles, or other regulated fundraising.

All funds must be used for purposes approved by School Council and the Principal.

14. CODE OF ETHICS

All School Council members agree to:

- Act honestly, respectfully, and in good faith.
 - Consider the best interests of all students.
 - Respect confidentiality.
 - Declare conflicts of interest.
 - Use positive, constructive communication.
 - Support democratic decision-making.
 - Not accept payment for School Council activities.
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15. PRIVACY

School Council will follow Alberta privacy legislation (e.g., FOIP/PIPA) and will not share personal information except for legitimate School Council business.

16. CONFLICT RESOLUTION

If a conflict arises:

1. Members should first attempt to resolve the issue directly.
 2. If unresolved, the Executive will meet with involved parties and work toward a solution.
 3. If conflict prevents the effective functioning of Council, a Special Meeting may be called where parents present may vote on a resolution.
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17. DISSOLUTION

Only the **Minister of Education** may dissolve a School Council.

If dissolved, the Principal will establish an advisory committee until the School Council is re-established according to provincial legislation.

18. AMENDMENTS TO BY-LAWS

- Amendments may be proposed by any member.
- Proposed amendments must be shared at least **7 days** prior to the meeting.
- By-laws may be amended at the AGM or a Special Meeting by a **75% majority of voting members present**.