

École Parc Fundraising Society Bylaws

Article 1 – Preamble

- A. The name of the society is the École Parc Fundraising Society, which may also be known or referred to as the Society.
- B. The purpose of the École Parc Fundraising Society is to raise funds necessary to achieve École Parc Élémentaire School Council goals.

Article 2 – Membership

- A. The membership of the Society shall consist of:
 - 1) Any parents of students enrolled at the school (parent, guardian or primary caregiver of any child attending an educational program at the School);
 - 2) The principal of the School;
 - 3) Teachers and staff of the School;
 - 4) Others as decided by the Society
- B. The voting members of the Society shall consist of every parent present at the meeting;
- C. The non-voting members of the Society shall consist of the principal, teachers, and staff;
- D. The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration, staff, students and/or community representatives.
- E. All members of the Society shall:
 - 1) Abide by the legislation that governs them;
 - 2) Be guided by the mission statements of the School and School Council;
 - 3) Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
 - 4) Practice the highest standards of honesty, accuracy, integrity and truth;
 - 5) Recognize and respect the personal integrity of each member of the School Community;
 - 6) Declare any conflict of interest;
 - 7) Encourage a positive atmosphere in which individual contributions are encouraged and valued;
 - 8) Apply democratic principles;
 - 9) Consider the best interests of all students;
 - 10) Respect the confidential nature of some school business and respect limitations this may place on the operation of the Society;
 - 11) Not disclose confidential information;
 - 12) Limit discussions at Society meetings to matters of concern to the School Community as a whole;
 - 13) Use the appropriate communication channels when questions or concerns arise;
 - 14) Promote high standards of ethical practice within the School Community;
 - 15) Accept accountability for decisions;
 - 16) Not accept payment for Society activities.
- F. The Society may, by Special Resolution, expel any Member for any cause which is deemed sufficient in the interests of the Society. This resolution is effective for the school year underway.

Article 3 – Meetings

A. Regular Meetings

A minimum of six (6) regular Society meetings will be held per school year or as called by the Officers of the Society. It will be decided when these meetings will take place at the Annual General Meeting subject to change for each subsequent meeting. The meetings will take place at the School, unless otherwise advertised. The Chairperson will work in partnership with the principal to establish the agendas for all meetings. Agenda item requests must be made through the Chairperson, who will, if necessary, consult with the Officers of the Society and principal as to the appropriateness of the item requested.

B. Special Meetings

The Officers of the Society may at any time give notice of a Special Meeting of the Society. Notice will be given at least five days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special Meeting all parents in attendance shall have the right to vote.

C. Annual General Meetings

- 1) The Annual General Meeting of the Society will be held in the month of September or at an appropriate time during the school year as determined by the Society. The meeting will be advertised throughout the school and the community no less than two weeks beforehand and will state the business to take place at the Annual General Meeting.
- 2) The business of the Annual General Meeting shall include:
 - a. the election of the Society Officers
 - b. any proposed bylaw amendments;
 - c. financial statement of the previous year;
 - d. And may also include:
 - plans and budget for the upcoming year;
 - discussion of any major issue in which all parents should have input such as: changes to the Vision or Mission; or other major changes in the school program or focus;
 - any formal evaluation of the Society.

D. Quorum

Quorum will be attained when the majority of voting members present at any Society meeting are parents and the principal or designate is present. In the absence of a quorum no motions may be considered or approved.

Article 4 – Governance of the Society

- A. The Officers of the Society are the Chair, Vice-Chair, Secretary and Treasurer.

- B. A person can be appointed or elected an Officer if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become an Officer if they were not present at the meeting but consented in writing to act as an Officer before the appointment or election.
- C. Any Officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.
- D. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.
- E. All Officer positions must be filled by parents as defined;
- F. Every parent is eligible to be elected to an Officers position with the Society;
- G. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve two (2) consecutive terms in the same position unless otherwise decided by the membership.
- H. The Officers of the Society will be elected by parents attending the Annual General Meeting or, in the event of vacancies after the Annual General Meeting, appointed at the first Society meeting after the Annual General Meeting;
- I. The Officers of the Society will carry out the day-to-day operation of the Society.
- J. No Officer may accept payment for their volunteer time as Officer of the Society.

ARTICLE 5 - DUTIES OF THE OFFICERS OF THE SOCIETY

A. Chairperson

Unless otherwise delegated, the Chairperson of the Society will:

- Chair all meetings of the Society;
- Communicate with the principal on a regular basis;
- Call regular Society meetings;
- Decide all matters relating to rules of order at the meetings;
- Ensure that minutes are recorded and maintained;
- Have general supervision of all activities of the Society;
- Be the official spokesperson of the Society;
- Ensure there is regular communication with the school community, beyond those who attend meetings;
- Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer;
- Submit an annual report in conformance with the Regulations.

B. Vice Chairperson

Unless otherwise delegated, the Vice-Chairperson of the Society will:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the Society;

- Work with and support the Chair in agenda preparation;
- Promote teamwork and assist the Chair in the smooth running of the meetings;
- Prepare to assume the position of Chair in the future;
- Have signing authority, if required, on any financial accounts together with the Chair and/or the treasurer;
- Aid the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of the Society will:

- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the Society meeting;
- Keep minutes, correspondence, records and other Society documents;
- Maintain a dated record of all the members of the Society who have knowingly provided their contact information, in compliance with PIPA;
- Distribute notices of meetings and other Society events as required;
- Ensure all materials relating to the Society including all meeting minutes and any relevant documents are available to the school public in an accessible location;
- In the absence of the secretary, the Society shall choose a recording secretary for the meeting.

D. Treasurer

- 1) The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.
- 2) Unless otherwise delegated, the Treasurer of the Society will:
 - Keep accurate records of all financial transactions;
 - Ensure that records are available upon request of the School, School Council, or parents;
 - Be responsible for the deposits of all monies paid to the Society in whatever bank, trust company, credit union or treasury branch the Society may order;
 - Have signing authority on any financial accounts together with the Chair and/or Vice Chair;
 - Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report;
 - present a full detailed account of receipts and disbursements to the Society whenever requested and shall prepare for submission to the Annual Meeting a statement of the financial position of the society.
- 3) 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 elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor in the Annual Report of the society. The fiscal year end of the society in each year shall be August 31.

- 4) The books and records of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.

ARTICLE 6 – BORROWING POWERS

For the purpose of carrying out its objects, 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.

ARTICLE 7 – BYLAWS

These Bylaws may be cancelled, altered or added to by a Special Resolution at any Annual General or Special Meeting of the Society

Date: _____

Signature		City	Prov	Postal Code
Print Name			AB	
Signature		City	Prov	Postal Code
Print Name			AB	
Signature		City	Prov	Postal Code
Print Name			AB	
Signature		City	Prov	Postal Code
Print Name			AB	
Signature		City	Prov	Postal Code
Print Name			AB	
Witness Signature		City	Prov	Postal Code
Print Name			AB	