

**PROPOSED**

**FORT SASKATCHEWAN ELEMENTARY SCHOOL PARENT SOCIETY BYLAWS**

**Article I. PHILOSOPHY**

- A. The Fort Saskatchewan Elementary School Parent Society organizes fundraisers that enhance teaching and learning initiatives at Fort Saskatchewan Elementary School.

**Article II. OBJECTIVES**

- A. To raise funds to enhance school teaching and learning initiatives at Fort Saskatchewan Elementary School.
- B. To support school and parent council activities, projects and events.

**Article III. MEMBERSHIP**

- A. Voting members will include all legal guardians of the children attending Fort Saskatchewan Elementary School.
- B. Non-Voting Members will include interested school administrators and teachers as well as any interested community members.

**C. Resignation of membership**

Any member wishing to withdraw from membership may do so upon notice, either verbally or in writing, to the executive committee through its secretary.

**Article III. EXECUTIVE**

- A. The executive shall consist of: chairperson, co-chairperson, treasurer and secretary.

**B. Elected officers' term of office**

1. Officers shall be elected to a one year term at the 1<sup>st</sup> annual general meeting.
2. Should a vacancy occur in any office, and if a majority of the school year remains, a general meeting may be called to fill that vacancy. Otherwise, the Executive shall have the power to appoint a member to fill the office for the unexpired term.
3. No one person can stand for any given executive position for longer than two consecutive years unless there is no one else willing to take that position.

**Duties of elected officers**

**1. The chairperson shall:**

- a) chair parent society meetings
- b) organize meetings and agendas in consultation with the school administration
- c) oversee and be aware of each executive member's job descriptions and duties to ensure that all activities benefit the school and students
- d) monitor operations of sub-committees as necessary
- e) maintain a close liaison with the school council

**2. The co-chairperson shall:**

- a) work closely with chairperson
- b) take over chairperson's duties when required
- c) liaison between the coordinators and any committees

**3. The treasurer shall:**

- a) receive all monies paid to the society and shall be responsible for the deposit of

same in whatever bank the executive may order.

b) properly account for the funds of the society and keep such books as may be directed.

c) present fully detailed account of receipts and disbursements to the executive monthly and will prepare for the submission to the first annual meeting a duly audited statement for the financial position of the society. Copies shall be submitted to the executive for records of the society, the City of Fort Saskatchewan, and Alberta Consumer and Corporate Affairs.

d) Each cheque issued by the society must be signed by at least two of the following chairperson, secretary or treasurer.

#### **4. The secretary shall:**

a) record minutes of meetings

b) distribute minutes of meetings within two weeks before the next meeting

c) maintain copies of all minutes, correspondence, documents, etc, at school office

d) maintain records of meetings and relative information

e) distribute correspondence to appropriate members

f) notify executive members of meetings

#### **5. Coordinators**

All coordinators are required to report verbally to each Fort Saskatchewan Elementary School Parent Society meeting. Any letters written on behalf of the group must be copied and dispersed to the secretary, chairperson, and principal.

#### **ARTICLE IV. COMMITTEES**

α) any committees, as required, may be approved by the members at any meeting or by the executive

b) standing committees shall submit plans of work to the executive for approval prior to any work beginning

c) the chairperson of each standing committee shall submit a verbal report of its work to the executive at each meeting and a written report of its work to the members annually

#### **ARTICLE V. MEETINGS**

a) annual, general, or special meetings of the membership may be called at any time by the secretary upon the instructions of the chairperson; members shall be notified by the school newsletter or by telephone.

β) unless otherwise provided herein, all motions and resolutions put at a meeting shall be determined by a simple majority vote of the members in attendance who are entitled to vote

#### **ARTICLE VI. MINUTE BOOKS**

α) The executive shall keep the minutes of all executive and general meetings to be entered in books designated for that purpose.

b) After each meeting of the executive or general membership, the minutes of same shall be posted at the school within two weeks of the meeting.

C) Approval of minutes can only be approved by members present at the previous meeting.

#### **ARTICLE VII. VOTING**

α) Executive members and all attending voting members

β) executive members not in attendance are the only members who may vote by proxy

c) after sufficient written notification to the membership of a general or special meeting, the executive, numbering 4, can constitute a quorum

**ARTICLE VIII. REMUNERATION**

a) No member of the society shall receive any remuneration for her/his services unless authorized at a general meeting

**ARTICLE IX. BORROWING POWERS**

For the purpose of carrying out its objectives, the society may borrow or raise or secure the payment of money in such a manner as it thinks fits. This power shall be exercised only under the authority of the society and in no case shall money be borrowed without sanction of a special resolution of the society.

**ARTICLE X. AUDITING**

a) The books, accounts and records of the secretary and treasurer shall be audited by a duly qualified accountant or two members of the society. A complete statement of the standing of the books shall be submitted by such auditor at the first meeting of the society current fiscal year of July 1<sup>st</sup> - June 30<sup>th</sup>.

β) The books and records of the society may be inspected by any member of the society at any meeting provided reasonable notice is given and arranging a time that is satisfactory to the officer (s). Each member of the executive shall at all times have access to such books and records.

**ARTICLE XI. AMENDMENT OF CONSTITUTION**

The bylaws may be rescinded, altered, or added to by way of a special resolution passed by a 75% majority of such members entitled to vote as are present in person at a general meeting of which written notice specifying the intention to propose the resolution as a special resolution has been given

**ARTICLE XII. RECISSION OF BYLAWS**

α) The bylaws of a society shall not be rescinded, altered or added to except by special resolution of the society.

β) No rescission of alteration of or addition to a bylaw has effect until it has been registered by the registrar.

c) If the registrar is of the opinion that a bylaw is not in accordance with the application for incorporation or that it contains anything contrary to law, he shall refuse to register it.

**ARTICLE XII. DEFINITIONS**

a) "registrar" means registrar as defined in the Business Corporations Act

b) "society" means society incorporated under this act

c) "special resolution" means

1. a resolution passed at a general meeting of which not less than 21 days notice specifying the intention to propose the resolution has been dully given, and

b) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy.

**DISSOLUTION OF THE FORT SASKATCHEWAN ELEMENTARY SCHOOL PARENT SOCIETY**

In the event of dissolution, all the remaining assets, after payment of liabilities, shall be donated to the Fort Saskatchewan Food Bank.