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GALBRAITH PARENT ADVISORY COUNCIL SOCIETY

BYLAWS



1.0 NAME

- 1.1 The name of the Society shall be the Galbraith Parent Advisory Council Society.
- 1.2 The Society is located in Lethbridge, Alberta.

2.0 DEFINITIONS

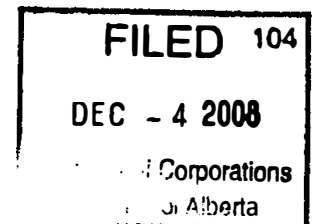
- 2.1 The Galbraith Parent Advisory Council Society shall be referred to as the "Society."
- 2.2 Galbraith Elementary School shall be referred to as the "School."
- 2.3 The Lethbridge School District #51 shall be referred to as the "District."
- 2.4 The elected Board of Trustees of Lethbridge School District #51 shall be referred to as the "School Board."
- 2.5 The Principal of Galbraith Elementary School shall be referred to as the "Principal."
- 2.6 The Parents and guardians of students enrolled at Galbraith Elementary School, including those with students enrolled in the kindergarten program, shall be referred to as "Parents."
- 2.7 Individuals (both in the community and the School itself) including teacher and support staff representatives, interested in supporting the endeavors of the Society, shall be referred to as the "Community."
- 2.8 The Executive of the Society (Chairperson/Co-Chairpersons, Vice-Chairperson, Secretary, Treasurer and/or Secretary/Treasurer and Principal) shall be referred to as the "Directors" (Officers).
- 2.9 The Parents, Community and Directors constitute the membership of the Society and shall be referred to as the "Members."

3.0 POWERS AND DUTIES

- 3.1 To advise the Principal and the School Board to matters related to the School;
- 3.2 Perform duties and functions that are delegated to the Society by the School Board;
- 3.3 Consult with the Principal to support the standards of education developed by the Ministry of Education in Alberta;
- 3.4 Consult with the Principal to ensure that the fiscal management of the Society is in accordance with the requirements of the School Board;
- 3.5 Only borrow monies by special resolution of the Members

4.0 REPRESENTATION AT MEETINGS

- 4.1 The Principal of the School;
- 4.2 The Assistant Principal of the School;
- 4.3 One teacher representing Kindergarten to Grade Three, as chosen by the teachers;



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- 4.4 One teacher representing Grades Three to Grade Five, as chosen by the teachers;
- 4.5 One member of School support staff, as chosen by the support staff;
- 4.6 The Directors (Chairperson/Co-Chairpersons, Vice-Chairperson, Secretary, Treasurer and/or Secretary/Treasurer);
- 4.7 Community members who are not a Parent of a student at the School or a member of the School staff;
- 4.8 Parents of children enrolled at the School;
- 4.9 Parents, including Directors who are also Parents, must constitute a majority of those in attendance at a meeting of the society for a quorum to exist.

5.0 DIRECTORS (OFFICERS)

- 5.1 The Directors of the Society shall be the Chairperson/Co-Chairpersons, Vice-Chairperson, Secretary, Treasurer and/or Secretary/Treasurer and the Principal;
- 5.2 Every Parent or guardian who is a member of the Society is eligible to be elected to one of the Director positions with the exception of the Principal, who is appointed;
- 5.3 The election of the Directors will occur at the annual general meeting;
- 5.4 Directors will serve two year terms with the exception of the position of Secretary which is a one year term;
- 5.5 No person shall serve as a Director in the same role for more than two consecutive terms;
- 5.6 Where a vacancy of a Director position occurs, the Members, at a regular meeting, may fill that vacancy. That Director will serve until the next annual general meeting occurs and are eligible for election at that time to the position they have served in or another position;
- 5.7 If a Director chooses to resign, a letter of resignation should be submitted to the Society, with 30 days advance notice given;
- 5.8 A Director may be removed from their position if:
 - 5.8.1 There is a failure to comply with the Society bylaws
 - 5.8.2 If they miss more than two consecutive meetings within notification of the absence to the remaining Directors;
 - 5.8.3 If there is a failure to comply with the Society bylaws or if there are more than two consecutive and unexplained absences, the remaining Directors will send a letter to the Director inquiring regarding their intent to continue their role as Director;
 - 5.8.4 If no response is received from the Director within 30 days, it shall be assumed that they have resigned from their role;
 - 5.8.5 A Director may also be removed from their role as a Director by a simple majority of the Members at a meeting called for that purpose.
- 5.9 No Director of the Society shall receive remuneration for their role with the Society.

6.0 DUTIES OF THE DIRECTORS

- 6.1 To participate in regular and special meetings of the Society;
- 6.2 Share information regarding the activities of the Society with students, parents, staff and other community members and obtain the views and opinions of these individuals;
- 6.3 Perform other duties and responsibilities as assigned by the Society.
- 6.4 The Chairperson/Co-Chairpersons shall be responsible to:
 - 6.4.1 Call and preside over the AGM, bylaw, regular and any other meetings;
 - 6.4.2 Cause the agenda to be prepared and circulated for all meetings in consultation with the Principal;
 - 6.4.3 Act as an ex-officio member of all sub-committees that may be established;
 - 6.4.4 Act as a liaison with the School Board and attend School Board meetings as required;
 - 6.4.5 Represent the Society at external functions, acting as a representative of the Society;
 - 6.4.6 Delegate responsibilities to others as required;
 - 6.4.7 Prepare the annual report for the School Board;
 - 6.4.8 Sign cheques on behalf of the Society.
- 6.5 The Vice-Chairperson shall be responsible to:
 - 6.5.1 Assume the duties of the Chairperson/Co-Chairpersons in his/her absence;
 - 6.5.2 Assist the Chairperson/Co-Chairpersons as required;
 - 6.5.3 Participate in meetings of the Society;
 - 6.5.4 Review the bylaws annually, or designate this responsibility;
 - 6.5.5 Act as a liaison with the fundraising committee on behalf of the Directors or designate this responsibility to another member;
 - 6.5.6 Sign cheques on behalf of the Society.
- 6.6 The Secretary shall be responsible to:
 - 6.6.1 Record and maintain an accurate record of all Society meetings;
 - 6.6.2 Cause this record to be typed into minute form and arrange for the distribution if these minutes;
 - 6.6.3 Ensure that official records are maintained at the School;
 - 6.6.4 Maintain a list of names, positions and phone numbers of Directors and members of committees;
 - 6.6.5 Compile the minutes for and provide an annual report to the School Board;
 - 6.6.6 Prepare and file correspondence on behalf of the Society;
 - 6.6.7 Sign cheques on behalf of the Society.
- 6.7 The Treasurer shall be responsible to:
 - 6.7.1 Receive all monies paid to the Society and to deposit these monies into the Society's bank account(s);
 - 6.7.2 Ensure that any single expenditure of greater than \$50.00 be introduced at a Society meeting prior to purchase and be approved by a motion;

- 6.7.3 Prepare all disbursements of the Society for expenses occurred and keep a record of this;
- 6.7.4 Maintain records of all financial matters of the Society and present a report of these at each Society meeting for review and approval;
- 6.7.5 Prepare a report for the appointed auditor no later than July 31 of each year
- 6.7.6 Sign cheques on behalf of the Society.

7.0 MEMBERS

- 7.1 If a member of the Society chooses to resign from the Society, they may do so in writing, telephone or email to the Chairperson at anytime with the exception of Directors who must give 30 days notice (Bylaw 5.7);
- 7.2 Members may be expelled from the organization if:
 - 7.2.1 There is a failure to comply with the Society bylaws
 - 7.2.2 If they miss more than three consecutive meetings within notification of the absence to the Directors;
 - 7.2.3 The Chairperson may then contact the Member by letter, telephone or email and inquire if they wish to continue to be a Member
 - 7.2.4 If no response is received from the Member within 30 days, it shall be assumed that they have resigned from their role;
 - 7.2.5 A Member may also be removed from membership of the Society by a simple majority of the Members at a meeting called for that purpose.
- 7.3 No membership dues are levied.

8.0 MEETINGS

- 8.1 The Society shall have an annual general meeting (AGM) which will be announced via the School newsletter at least 14 days prior to the meeting;
- 8.2 The AGM shall be held no later than 45 days after the commencement of the School year;
- 8.3 The purpose of the AGM is to:
 - 8.3.1 Present the previous year's annual report;
 - 8.3.2 Elect Directors;
 - 8.3.2.1 Nominations for Director positions within the Society shall be sought up to and including the annual general meeting;
 - 8.3.2.2 If only one candidate is nominated for a Director position, they will fill the position by acclamation;
 - 8.3.2.3 If more than one person is nominated for a Director position, an election shall occur. The position will then be filled by the candidate who receives a simple majority of the votes;
 - 8.3.2.4 All Members of the Society are eligible to vote at the AGM;
 - 8.3.2.5 Of these Members, a minimum of 15 must be parents for a quorum to occur at the AGM.

8.4 The Society shall also have a minimum of six other meetings each year with quorum deemed to exist if a minimum of 10 Members are in attendance:

8.4.1 Meeting shall be held at Galbraith Elementary School or at other locations as determined by the Chairperson/Co-Chairpersons.

8.5 A special meeting of the Society may be called as necessary:

8.5.1 At the discretion of the Chairperson/Co-Chairpersons;

8.5.2 At the request of the Principal;

8.5.3 At the written request of 10 Parents who are Members of the society.

8.6 Notice of the meetings and the agenda shall be made available at least five days prior to a regular meeting and two days prior to a special meeting. Notification may be made through;

8.6.1 The School Newsletter;

8.6.2 Email;

8.6.3 Delivery

8.7 Under special circumstances, an executive meeting of the Directors may be called to make decisions on behalf of the society if a matter arises that must be addressed prior to the next Society meeting. In this case, three members of the executive would constitute quorum.

9.0 MEETING PROCEDURES

9.1 Roberts' Rules of Order shall be followed;

9.2 In the absence of the Chairperson/Co-Chairpersons and Vice-Chairperson, the Members shall choose by simple majority vote from those present, an acting Chairperson for that meeting;

9.3 In the absence of the Secretary (Secretary/Treasurer), the Members shall choose by simple majority vote from those present, an acting Secretary who will record the meeting;

9.4 If quorum is not achieved, the Members may choose to continue with the meeting for discussion purposes only, no motions may be considered;

9.5 Motions:

9.5.1 Any Member may make a motion at any meeting'

9.5.2 The motion must be seconded by another Member prior to discussion;

9.5.3 The Principal, without a vote required, may request that a motion be tabled to the next Society meeting so that additional information can be gathered;

9.5.4 Any Member, with a vote, may request that a motion be tabled to the next meeting if they believe that additional time is required by the members to consider the motion;

9.6 Voting:

9.6.1 Each Member will receive one vote per motion;

9.6.2 All members have voting rights;

9.6.3 No proxy votes will be allowed;

9.6.4 A member may abstain from any vote;

- 9.6.5 If it is believed that a Member has a conflict of interest, the Chairperson/Co-Chairpersons shall ask them to refrain from participation in the discussion regarding the motion and will be ineligible to vote on the motion;
- 9.6.6 A motion is passed by a show of hands when a simple majority of those present at a meeting vote in favor of it.

10.0 COMMITTEES

- 10.1 The Society may appoint committees to perform specific functions;
- 10.2 The Society will determine the committees' roles and functions;
- 10.3 The Fundraising Committee is one such committee of the Society. The Fundraising Committee shall:
 - 10.3.1 Raise any funds necessary to achieve the goals of the Society;
 - 10.3.2 Make fundraising recommendations to the Members;
 - 10.3.3 Prepare a report for distribution and discussion at the Society's AGM and regular meetings.

11.0 ANNUAL REPORTS

- 11.1 The Chairperson/Co-Chairpersons shall prepare an annual report which includes;
 - 11.1.1 A summary of the Society's activities for the past year;
 - 11.1.2 The financial statement of the Society;
 - 11.1.3 Dates of meetings held and copies of the minutes from these meetings;
- 11.2 The Society shall make available the annual report and financial records to any interested Member at the regular Society meetings;
- 11.3 Two members of the Society will audit the financial records prior to the completion of the annual report.

12.0 AMMENDMENTS TO THE BYLAWS

- 12.1 In the future the bylaws can only be changed by a special resolution of the members;
- 12.2 Notice of the proposed meeting to examine the bylaws and proposed bylaw amendments are to be circulated at least 21 days prior to the meeting;
- 12.3 Anyone wishing to make an amendment to the bylaws shall submit these in writing to the Vice-Chairperson;
- 12.4 Bylaws may be amended if 75% of those in attendance at the meeting so vote.

13.0 SOCIETY SEAL

- 13.1 The Seal of the Society shall be kept by, the responsibility of and used by the Chairperson of the Society.

14.0 CONFLICT RESOLUTION

- 14.1 If a conflict exists between Society Members, a committee shall be established to review the conflict and assist with conflict resolution. The Committee shall consist of the Chairperson/Co-Chairpersons, Vice-Chairperson, Principal and equal representation from both sides of the issue;
- 14.2 If the conflict is between the Society and the Principal, either party may refer the matter to the Superintendent of Schools (School District Policy #440);
- 14.3 If the conflict is between the Society and the School Board, the conflict resolution procedures established by the School Board shall be adhered to.

15.0 DISSOLUTION OF THE SOCIETY

- 15.1 In the case of dissolution of the Society, any remaining assets (after payment of Society debts and liabilities) including any remaining gaming proceeds will be:
 - 15.1.1 Disbursed to an eligible charity or religious group or purposes approved by the School Board
 - or
 - 15.1.2 Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to an eligible charity or religious group or purposes approved by the School Board.

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