

Wheatland Elementary Parent Council

Corporate Access Number (CAN) 5010737301

Association/Society Bylaws



1. Membership

- A. The membership of the School Council shall consist of:
 - i. Parents, defined as any parent, guardian or primary caregiver of any child enrolled in an educational program at the School (K- 6);
 - ii. The Executive consisting of four (4) Parents as defined in (i) above, elected by Parents at the Annual General Meeting. These include President, Vice – President, Secretary and Treasurer;
 - iii. The Principal and a teacher representative of the School;
- B. The voting Members of the School Council shall consist of all Executive Members and parent, guardian or primary caregiver of any child enrolled in an educational program at the School (Kindergarten – Grade 6).
- C. The non-voting Members of the School Council shall consist of “School Community” are persons other than voting members, who have, in the opinion of the majority of the Members of the School Council, an interest in the well-being of the students and the School, including the principal and teacher(s);
- 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.

2. Associate Membership

- A. The Principal and staff members of Wheatland Elementary School can choose to have an Associate Membership only, unless staff is a parent of the school then, then they will have voting power as a parent.
- B. As Associate Members, the Principal and all other staff members shall serve as resource people and in an advisory capacity; however, they will not have voting rights at any General Meeting of the Membership or Meeting of the Board.
- C. Neither the Principal nor any staff member shall have signing authority for the Association.
- D. The Principal, by virtue of the Education Act, shall have the power of veto relating to actions directly affecting the School building, staff or students, but not relating to financial expenditures, revenues or investments of the Association.

3. Community Membership

- A. People who have a vested interest in the school are able to apply to become Community Members. Their application (ie. Membership Form) must be approved by the Board by a majority vote.
- B. School Community Members shall serve in an advisory capacity. They will not have voting rights at any General Meeting of the Membership or Meeting of the Board.
- C. School Community Members shall not have signing authority for the Association.

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4. Board of Directors

A. COMPOSITION OF THE BOARD

The Board will be composed of the following Officers and Directors.

1. Officers: President, Vice-President, Secretary, Treasurer, or Secretary-Treasurer – These positions are mandatory. The Office of the Secretary and Treasurer may be filled by one person if the membership at any General Meeting of the Membership for the election of Officers shall so decide.

a. President

The President shall have general knowledge of all activities of the Association and will carry out duties assigned by the Association.

- i. The President shall call all Meetings of the Board and shall preside at all General Meetings of the Membership and Meetings of the Board.
- ii. The President will be the chief spokesperson for the Association, unless otherwise delegated.
- iii. The President shall be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same.
- iv. The President shall have a vote at any meeting.
- v. The President will be an ex-officio member of all Committees.

b. Vice-President

- i. The Vice-President shall assist the President in all Association activities and will carry out other duties assigned by the President.
- ii. In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.
- iii. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
- iv. The Vice-President will be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution.

c. Secretary

- i. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
- ii. In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
- iii. The Secretary shall have charge of all Association membership forms, correspondence and/or documentation and be under the direction of the President and the Board. All documentation, literature, correspondence, forms, thumb drives, etc. are the property of the Association. The outgoing Secretary shall transition this property to the incoming Secretary at the end of his/her term.

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- iv. The Secretary shall keep an accurate Register of Members of the Association, including contact information, as required by the *Societies Act*, and shall send all Association correspondence/notices as required.

d. Treasurer

- i. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
 - ii. The Treasurer shall properly account for the funds of the Association, keep such books as may be directed and disburse funds as required. All records, receipts, documentation, forms, thumb drives, etc. are the property of the Association. The outgoing Treasurer shall transition this property to the incoming Treasurer at the end of his/her term.
 - iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.
 - iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
 - v. The signing authorities of the financial accounts will be a minimum of two elected Officers of the Association.
- B. The Board shall, subject to the Bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association.
- C. Any Executive Member or Committee Member may resign his/her position by providing written notice to the Board.
- D. Any Executive Member or Committee Member may be removed from the Board at any time with cause by a majority vote of the Board whenever, in its judgment, the best interest of the Association will be served.

5. Auditing

- A. The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two voting Members of the Association who are not board members, have no signing authority, and who are not related. Auditors will be elected or appointed for that purpose at the Annual General Meeting of the Membership.
- B. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor for presentation at the Annual General Meeting of the Membership.
- C. The fiscal year of the Association in each year shall be July 1 - June 30.

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6. Standing and Ad Hoc Committees

- A. Standing and ad hoc committees will be formed as necessary by the Board and will operate on an ongoing basis with specified lengths of terms for Members.
- B. Committees will meet outside of Meetings of the Board or General Meetings of the Membership to complete their assigned tasks as per the direction of the Board and present a report of their activities at meetings as requested.

7. Meetings

Irregularities or errors done in good faith do not invalidate acts done by any General Meeting of the Membership or Meeting of the Board. No action taken at a meeting is invalid due to accidental omission to give notice to any Member, any Member not receiving any notice, or any error in any notice that does not affect the meeting.

School Council meetings may be held in-person or using a virtual or online platform suitable for conducting School Council business, or a combination of the two. The executive, in collaboration with the principal, will determine the format of the meetings. Virtual meetings may include electronic voting which will be determined by the executive (ie. Raise Hand feature, chat window, mic, ballots via private messaging).

A. General Meetings of the Membership

- i. A minimum of 4 Regular School Council meetings will be held per School year or as called by the Executive.
- ii. It will be decided when these meetings will take place at the Annual General Meeting. The meetings will take place at the School, unless otherwise advertised.
- iii. Any School Council member may be suspended or expelled for the duration of the School year from attendance at any School Council meetings, if, upon a majority vote of voting Members present at Special General Meeting called for that purpose, it is determined to be in the best interests of the School Council to do so.

B. Annual General Meeting of the Membership (AGM)

- i. An **Annual General Meeting of the Membership (AGM)** will take place on or before October 31st in each year, by providing no less than 2 weeks in writing using a newsletter, website, email, text and/or social media. If a Special Resolution will be proposed, no less than 14 days' notice will be required.
- ii. Only the matters set out in the notice for the AGM may be considered at the AGM.
- iii. At this meeting, there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary-Treasurer). The Officers and Directors so elected shall form a Board, and shall serve until the end of the meeting at which their successors are elected.
- iv. Quorum at an Annual General Meeting of the Membership shall be Quorum will be attained when there is a minimum of 5 voting Members as defined in 1B above, and the Principal or designate is present.

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- v. If quorum cannot be attained at the meeting, a General Meeting (GM) of the Membership will be scheduled for the same day, time and location the following week. The voting Members in attendance at that General Meeting will constitute quorum for the purposes of conducting Annual General Meeting business such as election of Officers, determining signing authority, and approval of financial statements.

C. Special General Meeting of the Membership (SGM)

- i. A **Special General Meeting of the Membership (SGM)** may be called at any time by the Secretary or President upon the instructions of the President or Board by providing no less than 5 days' notice in writing using a newsletter, website, email, text and/or social media. If a Special Resolution will be proposed, no less than 14 days' notice will be required, specifying the intention of the Special Resolution.
- ii. Only the matters set out in the notice for the SGM may be considered at the SGM.
- iii. Quorum at a Special General Meeting of the Membership shall be 7 Members, 5 of whom must be voting Members and 2 of whom must be elected Officers of the Association.
- iv. At any Special General Meeting, all Parents in attendance shall have the right to vote.

8. Special Resolution

Special Resolution will mean a resolution passed at a General Meeting of the Membership of which not less than 14 days' notice in writing using a newsletter, website, email, text and/or social media, or provided verbally by telephone or in person, specifying the intention to propose the resolution has been duly given, and by the approval of not less than 75% of those Members entitled to vote in attendance.

9. Election Process

- A. Board Members are elected by the voting Members at an AGM held annually on or before October 31st, or at an appropriate time during the School year as determined by the School Council.
- B. Candidates must be voting Members in good standing.
- C. Notification of the nomination procedure will be included with the notice of the AGM.
- D. The term of office shall be complete at the end of the meeting at which successors are elected unless written notice of resignation is submitted to the Board.
- E. The maximum number of consecutive terms, in the same Officer or Director position on the Board, shall be 4 consecutive terms. The Officer/Director still must stand for election annually.
- F. Any vacancy occurring during the year may be filled at the next meeting, provided it is so stated in the notice calling such meeting.

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10. Voting

The Board may hold in-person or virtual meetings, or a combination of the two. The Board will determine the voting process for meetings, including what type of electronic voting will be used for virtual meetings (ie. Raise Hand feature, Chat Window, private message, mic). In-person and electronic voting will not include voting by proxy.

A. General Meetings of the Membership

- i. Any voting Member, including each Member of the Board, who has not withdrawn from membership and who has been neither suspended nor expelled shall have the right to vote at any Annual, Regular or Special General Meeting of the Membership.
- ii. Such votes must be made in person and not by proxy or otherwise.
- iii. Members will vote by show of hands or by secret ballot where 50% + 1 will be considered the majority, except in the case of a Special Resolution. (See Clause #7)

- B. Any Member having a personal pecuniary gain or conflict of interest in any matter being discussed by the membership is required to declare such and absent himself/herself from any discussion or vote on such matter.

11. General Management

- A. The registered office of the Association is located within the School.
- B. The mailing address for all communication or correspondence shall be the registered office of the Association.
- C. To maintain integrity, minute books and financial records will be securely stored and may be inspected by any Member in good standing of the Association upon reasonable request, including the reason for inspection.
- D. Such inspection may only take place at the registered office of the Association, in the presence of a Board Member, and dual control (2 people present, 1 of whom is a Board Member) will be maintained at all times.

12. Remuneration

- A. Unless authorized at any meeting and after notice for same shall have been given, no Officer, Director or Member of the Association shall receive any remuneration for his/her services.

13. Borrowing Powers

- A. For the purpose of carrying out its objectives, the Association 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 Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

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14. Privacy

- A. The Association shall not collect, use, share or store personal information for purposes other than those of Association business, and shall destroy it appropriately once it is no longer needed.
- B. The Association will adhere to *Personal Information Protection Act* (PIPA) guidelines as required by Alberta legislation, and voluntarily where appropriate.

15. Conflict Resolution

- A. If at any time, 5 Parents including 50% of the Executive Members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a signed written letter to all Executive Members and the Principal requesting a Special General Meeting, and the following will apply:
 - i. The President will call a Special General Meeting of the School Council;
 - ii. A minimum of 5 days' written notice to all Parents and School Council Members of the date, time, place, and purpose of the Special General Meeting.
 - iii. At the Special General Meeting, all Parents and School Council Members present will have an opportunity to hear and discuss the issues causing conflict;
 - iv. On motion, a vote shall be taken respecting a proposed resolution to the conflict;
 - v. If the majority of voting Members present vote in favor of the resolution proposed, the School Council will immediately act upon it.

16. Bylaws

- A. All Members are responsible for behaving in accordance with the Bylaws and objectives of the Association.
- B. The Association Bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to the Association's operation and objectives.
- C. The Bylaws may be rescinded, altered or added to by a "Special Resolution." Changes to the Bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registry. Special Resolution(s) sent to the Corporate Registry shall be dated and verified by a person authorized by the Association.
- D. Any question regarding the proper application and interpretation of these Bylaws shall be determined by the Chair of any Association Meeting of the Membership or board meeting. The Chair's decision may be appealed by a voting Member and can be overturned by a simple majority vote at a Special General Meeting of the Membership, or a Special Meeting of the Board, called in accordance with these Bylaws.

17. Policies and Procedures

A Policy and Procedure Manual may be created, maintained and reviewed annually by the Board. Members in good standing may put forward policies to the Board for consideration and/or implementation.

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18. Dissolution of the Association

- A. In the event of the dissolution (closing) of the Association, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Wheatland Elementary School with the exception of gaming proceeds.
- B. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming, Liquor & Cannabis Commission regulations.

Date: _____

President (clearly print name)

President's Signature

Vice-President (clearly print name)

Vice-President's Signature

Secretary (clearly print name)

Secretary's Signature

Treasurer (clearly print name)

Treasurer's Signature