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Wilson Middle School Parent Advisory Council Bylaws

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1. Name
 - a. The name of the Society shall be The Wilson Middle School Parent Advisory Council.
 - b. The Society is located in Lethbridge, Albert.

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2. Membership

The Membership of the Wilson Middle School Parent Advisory Council may consist of the following:

- a. An Executive Committee made up of a Chairperson, Vice-Chairperson, Secretary, Treasurer and/or Secretary/Treasurer.
- b. Parents
- c. The Principal and Assistant or Vice Principals of the school
 - i. 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 of Meeting of the Executive.
 - ii. Neither the Principal nor any staff member shall have signing authority for the Association
 - iii. The Principal, by virtue of the Educational Act, shall have the power of veto relating to actions direct affecting the School building, staff or students, but not relating to financial expenditure, revenues or investments of the Association.
- d. Community members who are not a Parent of a students at the school or a member of the school staff as requested and as needed.
- e. Students as requested and as needed.

2.1 Any person having a vested interest in the educational well-being of students enrolled in the Association, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Association is eligible to become a member.

2.2 Members have the right to attend meetings of the Advisory Council and to vote at all meetings for the Advisory Council. For the purpose of voting at meeting, the majority of the voting members must be parents or guardians of students enrolled at the school. Each student family registered is entitled to one vote. Quorum for any meeting is seven members and the majority of members must be parents of students attending the school.

2.3 Any member wishing to withdraw from membership may do so upon a notice in writing to the Executive Committee through the Secretary. Any member, upon a majority vote of all members of the Advisory Council in good standing, may be expelled from membership for any cause which the Advisory Council may deem reasonable.

The Principal and all other staff members shall serve as resource people and in an advisory capacity; however, they will not

3. Executive Committee

The four positions of the Executive Committee will be elected from its membership for the purpose of meeting the requirement of the Albert Societies Act. The power of the Executive Committee will be to manage the affairs of the Advisory Council.

3.1 Every Member of the Society is eligible to be elected to one of the Direction positions with the exception of the Principal, who is appointed.

3.2 The election of the Directions will occur at the Annual General Meeting held in May of each year to elect the executive committee for the following school year. Terms shall be a one year period 01 September to 30 June. An opportunity will be provided at the annual general meeting for persons interested in serving on the Advisory Council to indicate their willingness to hold those positions.

3.3 The same executive positions should not be held for more than two consecutive years by one Advisory Council Member. However, if no other candidates are available, the incumbent agrees to continue and Advisory Council members are in favour, then terms may be extended as required to ensure the continuance of the Advisory Council.

3.4 Members holding an executive position who wish to resign must do so in writing to the Chair of the Advisory Council. If the Chair wishes to resign, he/she will provide his/her resignation in writing to the Vice-Chair of the Advisory Council.

3.5 Any vacancy occurring during the year may be filled at the next meeting, provided it is so stated in the notice calling such meeting.

3.6 Any director or officer, upon a majority vote at a special meeting that has quorum, may be removed from office for any cause which the Advisory Council may deem reasonable. The officer or director involved must be notified in writing 21 days in advance of the date of this special meeting by a hand delivered letter or registered mail.

3.7 No director or member of the Advisory Council shall receive remuneration for his/her services.

4. Duties of the Executive Committee

4.1 To participate in regular and special meetings of the Society.

4.2 Share information regarding the activities of the Society with students, parents, staff and other community members and obtain the view and opinions of these individuals.

4.3 Perform other duties and responsibilities as assigned by the Society.

4.4 Chairperson

a. Call and preside at the AGM, bylaw, regular and any other meetings.

b. Cause the agenda to be prepared and circulated for all meetings in consultation with the Principal.

c. Act as the ex-officio member of all sub-committees that may be established.

d. Represent the Society at external functions.

- e. Delegate responsibilities to others as required.
 - f. Sign cheques on behalf of the Society.
 - g. Assume other duties and responsibilities as assigned by the Advisory Council.
 - h. Work with the Secretary to provide an annual report to the School Board including:
 - i. A summary of the Society's activities on for the past year
 - ii. The financial statement of the Society
 - iii. Dates of meetings held and copies of the minutes from these meetings.
- This report shall be made available to an interested Member at a regular Society meeting.

4.5 Vice Chairperson

- a. Assume the duties of the Chairperson in his/her absence.
- b. Assist the Chairperson as required.
- c. Participate in meeting of the Society
- d. Review bylaws annually, or designate this responsibility.
- f. Participate as a member of sub-committees as required.
- g. Sign cheques on behalf of the Society.

4.6 Secretary

- a. Record and maintain an accurate record of all Society meetings.
- b. Cause this record to be typed into minute form and arrange for the distribution of these minutes within 7 days of the meeting to allow for proper time to review for errors/omissions and are not form minutes until passed by motion at the next Association meeting.
- c. Ensure that official records are maintained at the school.
- d. Maintain a list of names, positions, and phone numbers of Directions and members of committees
- e. Compile the minutes for and help provide an annual report to the School Board.
- f. Sign cheques on behalf of the Society.
- g. Have charge of all Association membership forms, correspondence and/or documentation and be under the direction of the Chairperson and the Executive. All documentation, literature, correspondence, forms, thumb drive, etc are property of the Association. The outgoing Secretary shall transition this property to the incoming Secretary at the end of his/her term.

4.7 Treasurer

- a. Receive all monies paid to the Society and to deposit these monies into the Society's bank account(s)
- b. 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.
- c. 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 transitions this property to the incoming Treasurer at the end of his/her term.
- d. Maintain records of all financial matters of the Society and present a report of these at each Society meeting for review and approval.

- f. Prepare a report for the appointed auditor or two members of the Society no later than July 31 of each year
- g. Sign cheques on behalf of the Society.

5. Meetings

5.1 The Society shall have an Annual General Meeting (AGM) no later than 45 days after the commencement of the school year, of which notice shall be made at least fourteen days in advance by means of a newsletter, email, website notification and any other method made available to the Advisory Council. At this meeting there shall be elected the Directors that will serve until their successors are elected and installed.

5.2 General meetings of the Society may be held regularly as determined by the Society at the AGM. Notice of the meetings will be given to the members eight (8) days prior to the date of such meeting by means of newsletter, email, website notification and any other method made available to the Advisory Council.

5.3 Special meetings of the Society may be called as necessary.

- a. At the discretion of the Chairperson
- b. At the request of the Principal.
- c. At the written request of 10 parents.

5.4 Seven members in good standing shall constitute a quorum at any meeting.

5. Meeting Procedures

5.1 In the absence of the Chairperson and Vice Chairperson the Members shall choose by simple majority vote from the present an acting Chairperson for the meeting.

5.2 In the absence of the Secretary, the Members shall choose by simple majority vote from the present an acting Secretary who will record the meeting.

5.3 Motions

- a. Any member may make a motion at any meeting.
- b. The motion must be seconded by another member prior to discussion.
- c. The principal, without a vote required, may request the motion tabled to the next meeting if they believe that additional time is required by the members to consider the motion.

5.4 Voting

- a. Each member will receive one vote per motion.
- b. No proxy votes will be allowed.
- c. A member may abstain from any vote.
- d. If it is believed that a Member has a conflict of interest the Chairperson shall ask them to refrain from participation in the discussion regarding the motion and they will be ineligible to vote on the motion.
- e. A motion is passed by simple majority of the present at a meeting vote in favor of it.

5.5 Committees

- a. The Society may appoint standing and ad hoc committees and will determine the role and functions of those committees.
- b. The Fundraising Committee is one such committee of the Society. The Fundraising Committee shall:

1. Raise any funds necessary to achieve the goals of the Society
2. Make fundraising recommendations to the Members.
3. Prepare a report for distribution and discussion to the Society's AGM and regular meetings.

(7.) Annual reports – relocated to other sections of this document NOT removed

- a. The Chairperson shall prepare an annual report which includes:
 1. A Summary of the Society's activities for the past year
 2. The Financial Statement of the Society
 3. Date of meetings held and copies of the minutes from these meetings.
- b. The Society shall make available the annual report and financial records to any interested member at the regular Society meetings.
- c. Two members of the Society will audit the financial records prior to the completion of the annual report.

6. Amendments to the Bylaws

Any amendments to the Advisory Council's bylaws will be according to section (d) of the Societies Act. The Bylaws will only be amended by a Special Resolution done at a general meeting. Notice of this meeting will be given to members of the Advisory Council less the twenty-one (21) days before the meeting. At this meeting only a minimum of 75% of the member must vote in favour of the Special resolutions.

7. Borrowing Powers

For the purpose of carrying out its objectives, the Advisory Council may not borrow or secure the payment of money by the issue of debentures.

8. Conflict Resolution

- a. 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, Vic-Chairperson, Principal and equal representation from both side of the issue.
- b. Of the conflict is between the Society and the Principal, either party may refer the matter to the Superintendent of Schools (School District Policy #440).
- c. If the conflict is between the Society and the School Board, the conflict resolution procedure established by the School Board shall be adhered to.

9. Dissolution of the Society

- a. In the case of dissolution of the Society, any remaining assets (after the payment of Society debts and liabilities) including any remaining gaming proceeds will be
 - i. Disbursed to an eligible charity or religious group or purposes.
 - ii. 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.

10. Society Seal

Wilson Middle School Parent Advisory Council will not adopt a seal for the use of this Advisory Council.

11. Directors

Wilson Middle School Parent Advisory Council will not have any directors.