

Sir John Thompson Parent Advisory Association Bylaws

MEMBERSHIP

- 1) Membership is open to any person who is a parent, guardian or legal custodian of a child enrolled at Sir John Thompson Catholic Junior High School. Membership is also open to any person from the general public who wishes to further the objectives of the Association, upon favourable vote by Association members.

ASSOCIATE MEMBERSHIP

- 2) The Principal and staff members of Sir John Thompson School will be considered to have an Associate Membership and shall serve as resource people and in an advisory capacity to the Association. As Associate Members, the Principal and the one designated staff member, and all other staff members will **not** have voting rights at any meeting of the Association. The Principal shall not have signing authority for the Association. The Principal, by virtue of the *School 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.

EXECUTIVE

- 3) The Executive shall consist of the Chair, Vice-Chair, Treasurer and Secretary positions as determined at the Annual General Meeting.
- 4) The Chair shall be an ex-officio (non-voting) member of all committees and shall, when present, preside at all meetings of the Association.
- 5) The Chair, or acting designate, shall not have a vote at any meeting, unless in the case of a tie. In the Chairperson's absence, the Vice-Chair shall preside at any such meetings. In the absence of both, a Chairperson may be elected at the meeting to preside.
- 6) The Treasurer shall receive all funds raised or paid to the Association and shall be responsible for the deposit of the same into the appropriate Association accounts. The Treasurer shall also keep accurate records of all account transactions, give reports of the same at all meetings and maintain financial statements of accounts of the Association.
- 7) The Secretary shall keep accurate records of the Association's meetings and reports.

FINANCIAL PROCEDURES

- 8) The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Association elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Association. The fiscal year of the Association in each year shall be **September 1st to August 31st**.
- 9) The books and records of the Association may be inspected by any member of the Association at the Annual General Meeting or at any other time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.
- 10) Bank accounts, funds and records shall be kept financially independent of the Sir John Thompson School accounts, the Sir John Thompson School Council accounts and the Edmonton Catholic School District accounts.

MEETINGS

- 11) Regular meeting of the Association will be held immediately following the regular meetings of the School Council. Special meetings will be held at the discretion of the Chair and/or Principal.
- 12) The Association will hold an Annual General Meeting within 60 days following the first instructional day of each school year.
- 13) Notice of a scheduled School Council meeting will constitute notice of an Association meeting.

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- 14) Association meetings are open to all members of the school community including the general public.
- 15) The quorum for any meeting will be a minimum of five (5) representatives: two (2) members of the Association Executive, a minimum of two (2) parent/community representatives and either the Principal, the Assistant Principal or the teacher representative.
- 16) In the absence of quorum, no motions may be considered or approved.

ELECTIONS

- 17) At each Annual General Meeting of the Association, the Executive and any other position required by these bylaws will be elected.
 - i. Nominations for election shall be made by any Association Member in attendance at the meeting. Only Members present at the meeting may vote for those nominated.
 - ii. Voting will take place by show of hand, or written ballot if requested. Written ballots will be counted by the Principal and Teacher present and destroyed immediately following the Annual General Meeting.
 - iii. New members elected will become members of the Association Executive immediately after the close of the Election.
 - iv. Officers will be elected at the Annual General Meeting of the Association. At the dissolution of the previous Executive, the Principal may chair the meeting until a new Chair is elected, and the Teacher Representative may be recording secretary until a new Secretary is elected.
 - v. Members of the Association may nominate themselves or any other member for any Executive or Officer positions. All Association Members are eligible for any Executive or Officer position, excluding those of the Principal, Assistant Principal and the Teacher Representative.
 - vi. Each Association Member has one vote for the election of each Executive Member and Officer. The Association Member receiving the greatest number of votes for each Executive or Officer position will be declared elected.
 - vii. The election for Chair will be conducted first, then for Secretary and then for any other positions approved by a majority of the members of the Association present.
 - viii. Any Association Member may propose additional Executive or Officer positions at any meeting of the Association. If the position is approved by a majority of the members of the Association present, an election to fill that position will be held immediately, in accordance with the procedures for election of the Chair and Secretary.
 - ix. No individual shall serve more than three (3) consecutive terms (a term is one (1) year) in any one Officer position, but may serve in any other Officer or Executive position as determined through election or appointment.

REMUNERATION

- 18) Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the Association shall receive any remuneration for his/her services.

SPECIAL RESOLUTION

- 19) Special Resolution, as defined in the Societies Act, will mean a resolution passed at a General Meeting of which not less than **twenty-one (21) days** notice in the school newsletter, on the school website, by fax, telephone or email specifying the intention to propose the resolution has been duly given, and by the approval of not less than seventy-five percent (75%) of those members, entitled to vote, in attendance.

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BYLAWS

- 20) The By-Laws may be rescinded, altered or added to by a "Special Resolution". Changes to the by-laws do not come into effect until the Special Resolution(s) is registered at Corporate Registries. A Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a person authorized to the Association.

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Approved by Special Resolution by seventy-five percent (75%) of Association members present at a General Meeting held on _____, 20____.

PRINT NAME

SIGN NAME

Chair

Vice-Chair

Treasurer

Witnessed by:

School/Community Member

School/Community Member

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SPECIAL RESOLUTION

I hereby certify that the following special resolution was passed at a meeting of the members of

(Name of Association)

on _____
(month/day/year)

The by-laws were changed as follows:

- ☐ the existing by-laws are repealed.
- ☐ they are replaced by the attached by-laws.

Date: _____
(write today's date)

Signature: _____
(original ink signature of authorized officer)

Printed Name: _____

Title: _____
(title of person who signed)