

Warburg Parent School Society
By-laws

Definitions:

In these by-laws:

- 1.1.1 “Council” means the Warburg Parent School Society;
- 1.1.2 “Parents” means parents/guardians of students attending the school;
- 1.1.3 “Regulations” means the School Council Regulation under the School Act;
- 1.1.4 “School” means Warburg School;
- 1.1.5 “School Community” means persons (other than parents and members of the school staff) who have in the opinion of the majority of the members of the Council, an interest in the school;
- 1.1.6 “Teacher Reps” means a teacher from K-6 and 7-12.

Membership - as per School Act (8) (9)

The Council must consist of:

- (a) parents of students attending the school, anyone who is interested in the objects of the Society upon approval of the Council; and
- (b) The principal of the school and at least one person who is a teacher at the school, from each section (K-6) (7-12) appointed or volunteered by the teachers at the school,
- (c) one student elected by the students who is attending the high school;
- (d) any member of the School Community, upon approval of the Council.
- (f) Members may voluntarily withdraw from Council by letter of notification addressed to the Chairperson or Principal;
- (g) Expulsion of a Member: The Chairperson and/or Principal have the duty to expel, by letter, any member they deem to be pursuing activities that are not in the best interests of the students, school or Society.

Right to vote - as per School Act (7)

Only persons who attend the meeting and are parents of students enrolled in the school are entitled to vote on matters raised at the meeting

Election of Council Executive:

- 1. At each Annual meeting of the Council, the number of Parents required by these by-laws will be elected on that night.

2. Nominations for election may be made by any Parent in attendance at the meeting, including those who are members of the Council. Only the Parents present at the meeting may vote for those nominated.
3. If there are more than one nomination for any position, the election will be written ballot. Each person entitled to vote would print the name of each nominee that the person wishes to be elected to the Council. If there is only one nomination for each position and the candidate accepts the nomination, the election can be done by majority oral vote.
4. The Secretary will ensure that only persons entitled to vote will have access to ballot, and that those persons are informed that the maximum number of votes they may cast is equal to the number of positions to be filled.
5. Any written ballot which has a number of votes cast which exceeds the number of positions to be filled will be a spoiled ballot, and will not be counted.
6. The Chair will declare as elected those persons who receive the greatest number of votes, until all vacant positions are filled.
7. The Secretary will retain all ballots for 60 days following the election.
8. The new members elected will become members of Council immediately after the close of the Annual Meeting.

Appointment of Member of the School Community

If a member of the School Community is to be appointed to the Council, the following procedure will be utilized:

- (a) The Chair will solicit names of potential appointees from Parents and Council members;
- (b) The potential appointees will be discussed at the regular meeting of the Council;
- (c) The Council will create a priority list of potential appointees;
- (d) The Chair or designate will approach the potential appointees in order of their priority until one accepts the appointment.

Election of a Student:

1. The Principal will ensure that a student is elected by the students attending the School as soon after the start of the school year as possible, and report the name of the student to the Council at the annual general meeting.
2. The student elected will become a member of the Council immediately following the annual general meeting.

Executive Officers:

- (a) The officers may be - The Chairperson, Vice-Chairperson, 4 Grade Reps, Fundraising Coordinator, Secretary and the Treasurer. (Grade Reps: K-3, 4-6, 7-9, 10-12)
- (b) One parent per family may serve on the Executive.
- (c) Should one or more members of the Executive be unable to fulfill his/her term of office, the vacancy shall be filled by appointment by the remaining Council members.
- (d) Removal of Executive Officers: After missing 2 consecutive meetings, the member of the Executive in question shall be given a warning. If that member misses a 3rd consecutive meeting, that member shall be immediately removed from the Executive. Should any Executive fail to complete any of the duties of their Office, they shall be removed from said Office. The Chairperson or Principal will notify the member of their removal. Exceptions can be made upon approval of the Council.
- (e) Executives may resign in writing, stating the reason and date effective.
- (f) The Executive shall be made up of parent members.
- (g) The term of the Executive shall be 2 years.

Duties:

Chairperson:

- Presides over the Council, preserving order and decorum and ensuring that both sides of any question are thoroughly discussed and kept on topic;
- Must prepare and provide annually a report setting out the activities of the Council in the year, include a financial statement relating to the money handled by the Council, if any, during the last school year;
- Communicate with the school and Principal on a regular basis;
- Be the official spokesperson of the Council;
- Have signing authority;
- Prepares agenda for each meeting – with cooperation from rest of Executive
- Have general responsibility for all activities of the Council.

Vice – Chair:

- In the event of absence, resignation or incapacity of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, preside at any meetings of the Council;
- Work with and support the Chair with preparation of the agenda;
- Communicate with the Fundraising Coordinator;
- Promote teamwork and assist the Chair in the smooth running of the meetings;
- Assist the Chair and undertake tasks assigned by the Chair.

Secretary:

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- Keep minutes, correspondence, records and other School Council documents; and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the school for a period of 7 years;
- Maintain a record of all members of the Council and who have knowingly provided their contact information;
- Distribute, as determined by Council, agendas, minutes and any other notices or paperwork as required;
- Prepares Annual Return for our Society every year;
- Maintains a list of unfinished business.

Treasurer:

- Keep accurate records of all financial transactions;
- Ensure that records are available upon request of the School Board or the School Community;
- Be responsible for the deposits of all monies paid to the Society in whatever bank or financial institution the Council may order;
- Have signing authority on any financial accounts together with the Chair and/or Vice-Chair;
- Present a full and detailed account of receipts and disbursements to the Council at each monthly meeting;
- Prepare the yearly financial statements for the Annual Report;
- Deliver the yearly financial statements for auditing to the Village of Warburg Municipal Administrator each year.

Fundraising Coordinator:

- Plan events and fundraisers;
- Keep students, school and Principal informed of any events and fundraisers;
- Obtain approval for proposed events;
- Maintain Parent Council Facebook page.

Grade- Reps:

- Act as a communication channel between teachers and Council.

Organization:

- (a) There shall be a maximum of 9 regular meetings during the school term; these will be held once monthly or once every second month with the frequency, time and dates to be decided by Council at the Annual General Meeting.

- (b) Any teacher of the school, parent or invited guests may attend Council meetings and may speak with approval of the Council at the meeting.
- (c) A General meeting shall be held at least once a year, in September.
- (d) The General meeting will hold elections and deal with any other matters that arise.
- (e) A Special meeting may be called by the Executive Officers. Only the business specified in the notice of the Special meeting may be dealt with at the meeting.
- (f) Notification of Meetings: All meetings will be announced to the membership through the Warburg School Monthly Newsletter, monthly school calendar and Warburg Parent Council Facebook page.

Quorum:

A quorum shall consist of a minimum of 3 parents and 60% of the executive.

- (a) in the absence of a quorum, no motions may be approved; and
- (b) If a majority of parents wish the meeting to proceed in the absence of a quorum the Council will continue the meeting for purposes of discussion of issues; but section (a) will continue to apply.

General:

- (a) The judicial body shall consist of the Principal, the Chairperson, two appointed members from the Council and a member from the Black Gold Division School Board, who will act in accordance with existing School Board policy and the Alberta School Act.
- (b) The Council shall cooperate with organizations other than the school, to help the community become aware of its' responsibility to all children.
- (c) The financial year of this Council shall be July 1st to June 30th.
- (d) A bank account shall be set up for the purpose of the Parent School Society – Fundraising organization. Cheques shall require the signature of Chair and Treasurer. A third signing authority from the Executive can also be put on the account if decided by the Council.
- (e) Council does not have any borrowing powers.
- (f) The Village of Warburg Municipal Administrator shall audit the Council's financial records every year.

- (g) Members may inspect all books and records at any regular or Annual meeting.
- (h) Bylaw amendments: Bylaws are amended by way of Special Resolution, as defined in the Societies Act. The members at an Annual Meeting, in which 21 days notice was received, may pass this Resolution and the Resolution must be approved by 75% of the membership attending the meeting.
- (i) In the event of the dissolution of Council the monies in the general account shall be held for two years and then donated to the school general fund. All monies in the gaming account shall be donated to another charitable organization.

Motions:

1. Any Executive Officer may make a motion at any meeting, with a seconder required.
2. Any parent may propose a motion at any meeting, with a seconder required.
3. Each member of the Council will have one vote on every motion with the exception of the Chairperson in case of a tie.
4. A member of the Council may abstain from voting on any motion.
5. A motion is approved if a majority of the members present at the meeting vote in favor of it.
6. Principals may not vote.
7. Invited guests may not vote.

APPROVED BY MAJORITY OF PARENTS PRESENT AT A MEETING HELD ON

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Chairperson

Secretary