

Bylaws of Catherine Nichols Gunn Parents Association

1. Name

The name of the association shall be Catherine Nichols Gunn Parents Association, herein called Parents Association, Association, or Society.

2. Membership

- a. All members of the Parents Association shall abide by these bylaws.
- b. The membership of the Association shall consist of parents and/or guardians that have students enrolled at the Catherine Nichols Gunn School, or any person with a vested interest in the educational well-being of students enrolled in the school.
- c. The majority of the members of the Association will be parents or guardians of students currently enrolled in the Catherine Nichols Gunn School.
- d. There is no fee required to join the Parents Association.
- e. Any member who resigns shall forthwith forfeit their voting rights and all interests in the Parents Association.
- f. Any Member wishing to withdraw from membership may do so upon giving notice in writing or verbally to the Executive Committee through the Chairperson, or Secretary.
- g. Any Member, including Executives, can be expelled for any reason. Expulsion of a member will be done by resolution of not less than two-thirds (2/3) of the executive committee (excluding the member who is the subject of the resolution) at a special meeting of the executive committee called for the purpose, providing that such member has been notified by phone, e-mail, or in writing twenty-one (21) days in advance of the meeting and is afforded the opportunity to be heard at the meeting.
- h. There shall be no remuneration for any member of the Parents Association.

3. Associate Membership

- a. The Principal and staff members of the Catherine Nichols Gunn School can choose to have an Associate Membership only.
- 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.

4. Board of Directors, Officers, and the Executive Committee

“Board of Directors”, “Executive”, or “Board” shall mean the Board of Directors of the Association.

- a. The positions of the Executive Committee shall consist of the following Officers and Directors:
 - Chairperson (Chair)
 - Vice Chairperson (Vice Chair)
 - Secretary
 - Treasurer
 - Casino Chair
 - Fundraising Chair
- b. All executive positions must be filled by Members and will be elected during the Annual General Meeting (AGM). Associate Members may not hold an executive position.
- c. The positions of Chair, Vice-Chair, - or Co-Chairs, Secretary, Treasurer, - or Secretary-Treasurer are mandatory.
- d. The Executive Committee members 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.
- e. The position Chair and Vice Chair may be filled by two Co-chairpersons (Co-Chairs) if the membership at any General Meeting of the Membership for the election of the Executive committee shall so decide.
- f. The position Treasurer and Casino Chair may be filled by one person if the membership at any General Meeting of the Membership for the election of the Executive committee shall so decide.
- g. The position Secretary and Treasurer may be filled by one person if the membership at any General Meeting of the Membership for the election of the Executive committee shall so decide
- h. Every member of the Parents Association is eligible to be elected to an executive position with the exception of Associate Members.
- i. The terms of office are from the annual general meeting one year to the next annual general meeting the following year. While members may be re-elected, no appointment shall exceed the annual cycle.
- j. The Executive Committee of the Parents Association can be elected by members attending the annual general meeting.
- k. Any Executive member may resign by notice in writing to the Chair and the Vice Chair. If the resigning member is the Chair, by notice of writing to the Vice-Chair and another Executive member.

- l. Vacancies on the Executive Committee, however caused, may, so long as a majority remains in office, be filled by the Executive Committee as they see fit.
- m. The signing authorities of the financial accounts will be a minimum of two elected Executives of the Association.
- n. There shall be no remuneration for any Officer, Executive, or Board Member of the Parents Association

5. Duties of the Executive Committee

a. The Chair

The Chair plans meetings and prepares agendas, facilitates meetings, acts as spokesperson for the Parents Association (unless otherwise delegated), and supports the Parents Association. The Chair attends all meeting of the School Council. The Chair will be an ex-officio member of all committees.

b. The Vice-Chair

The Vice-Chair assists the chair with duties, as assigned, and in the absence or resignation of the Chair, assumes the duties of the Chair. The Vice-Chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of the Parents Association and manages personal information in compliance with PIPA. The Vice-Chair assumes responsibility in consultation with the Parents Association, for communicating with the School Council. The Vice-Chair attends meetings of the School Council.

c. The Secretary

The Secretary keeps accurate minutes and records of meetings, and documents and files all correspondence and communications. The Secretary keeps an accurate list of names and addresses of members in compliance with the Personal Information Protection Act (PIPA).

d. The Treasurer

The Treasurer shall be responsible for the deposit of money in whatever bank the association may order. They shall properly account for the funds of the association and keep such books as may be directed. They shall present a full, detailed account of receipts and disbursements to the association whenever requested, and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the association, and submit a copy of the report to the Secretary for the records of the association.

e. Casino Chair

The Casino Chair maintains documentation and reports regarding the casino as required by AGLC. They shall file reports and annual returns with government agencies as required. They shall complete licensing requests and work with the Treasurer to report on casino account and funds.

f. Fundraising Chair

The Fundraising Chair is responsible for organizing fundraising activities for the Parents Association. They shall report all profits, total sales, and ideas of upcoming fundraisers at each meeting. They will work with the Principal, Parents Association, and School Council to acquire approval for all fundraisers. They shall be responsible for receiving all money paid to the Society, and for the counting and storage until transfer to the Treasurer. They will collaborate with the Treasurer to ensure that all deposits are made in a timely manner.

6. Committees

The Parents Association may appoint committees that consist of society members. Committees report on their activities at parents association meetings and meet outside of regular meetings to complete their assigned tasks.

The chair is an ex-officio member of all committees.

7. 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 Members of the Association, elected, or appointed for that purpose at any 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 August 1st to July 31st

8. Decision Making

- a. Decisions of the parents association meetings, regarding general business, will be based on a majority vote by those members in attendance at the meeting.
- b. Every member in attendance shall be entitled to one vote. In case of a tie, the motion is defeated.
- c. If a decision is made by a vote, the motion must be moved, and seconded and passed by the majority of eligible voting members present at the meeting.
- d. All members will strive to reach consensus in all areas. If a consensus cannot be reached, Executive Members will accept, and adhere to, the majority decision of the Executive.

9. Meetings

- a. General meetings:
 - All general meetings shall be held at the School unless indicated with a twenty (20) school day notice to change the location.
 - General meetings of the parents association consist of the Executive Committee and members of the society, and shall be held a minimum of seven (7) times within the school year.

- The first general meeting of the parents association shall be held within the first forty (40) school days after the start of the school year.
- Quorum shall consist of 50% of the executive committee.
- Voting shall be by show of hands.
- Voting by proxy shall not be permitted.

b. Annual General Meetings (AGM)

- The AGM shall be shall be held at the school.
- The AGM shall be held at an appropriate time during the school year determined by the Parents Association.
- All members of the Parents Association shall be invited to attend and must be notified in writing, by phone, email, or through the school newsletter ten (10) days in advance of the meeting.
- Quorum at these meetings shall consist of 50% of the executive committee.
- Voting by proxy shall not be permitted.
- The business of the AGM shall include, but not be limited to:
 - election of society members and/or executive members.
 - proposed operating procedures amendments.
 - motion to accept a financial statement of the previous year.
 - plans and budget for the upcoming year.
 - discussion of any major issues in which parents should have input.

c. Executive Committee Meetings

- Executive committee meetings shall be called as deemed necessary by the chairperson or by any two executive committee members provided they request the chairperson in writing to call such a meeting and state the business to be brought before the meeting.
- Notice shall be given in writing, by phone, or email to the executive members at least 24 hours prior to the meeting.
- Voting shall be by a show of hands unless a secret ballot is requested by no less than 50% of the members in attendance.
- The quorum of executive meetings shall be 50% of the executive committee.
- Voting by proxy shall not be permitted.

d. Special Meetings

- Special meetings shall be called as deemed necessary by the chairperson or by any two executive committee members provided they request the chairperson in writing to call such a meeting and state the business to be brought before the meeting.
- Notice shall be given in writing, by phone, or email to the Parents Association members at least 24 hours prior to the meeting.
- Voting shall be by a show of hands unless a secret ballot is requested by no less than 50% of the members in attendance.
- The quorum of special meetings shall be 50% of the executive committee.
- Voting by proxy shall not be permitted.

10. Seal of the Association

There shall be no seal of the parents association.

11. Bylaws

- All Members are responsible for behaving in accordance with the Bylaws and objectives of the Association.
- 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.
- 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.
- Any question regarding the proper application and interpretation of these Bylaws shall be determined by the Chair of any Association 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 called in accordance with the Conflict Resolution clause in these Bylaws.

12. Code of Ethics

All parents association members shall:

- Endeavor to be familiar with school policies and operating practices and act in accordance with them.
- Practice the highest standards of honesty, accuracy, integrity and trust.
- Recognize and respect the personal integrity of each member of the school community.
- Declare any conflict of interest.

- e. Encourage a positive atmosphere in which individual contributions are encouraged and valued.
- f. Consider the best interests of all students.
- g. Respect the confidential nature of some school business and respect limitations this may place on the operation of the Parents Association.
- h. Not disclose confidential information.
- i. Limit discussions at meetings to matters of concern to the school community as a whole.
- j. Promote high standards of ethical practice within the school community.
- k. Accept accountability for decisions.
- l. Not accept payment for Parents Association activities.

13. Privacy

- a. The parents association shall adhere to the Personal Information Protection Act (PIPA).
- b. The parents association shall not share personal information for purposes other than those of society business.

14. Policies

- a. The parents association may develop policies for the duration of their term.
- b. The policies of parents association will be reviewed at the beginning of every new parents association term to decide if each policy will be implemented for the new society and its term.

15. School Council

- a. The parents association will communicate regularly with the school council to support their activities.
- b. The parents association will promote productive, open, and transparent relations with the school council.
- c. The parents association, will, where possible, perform the fundraising for the school and the school community.

16. Borrowing Powers

For the purpose of carrying out its objectives, the Parents Association may borrow, raise or secure the payment of money in such manner as it deems appropriate, including the issuance of debentures. However, this power shall be exercised only with the authority of the Association, and under no circumstances shall debentures be issued without the approval of a Special Resolution of the Association.

17. 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, financial records will be securely stored and may be inspected by any Member in good standing of the Association upon reasonable request, including the valid reason for inspection. Each member of the Board shall at all times have access to such books and records.
- d. Such inspection may only take place at the registered office of the Association, in the presence of a Board Member, and dual control (two people present, one of whom is a Board Member) will be maintained at all times.

Appendices and Reference Information

A. Definitions

In all Bylaws of the Parents Association, unless the context otherwise specifies or requires:

- “Act” means the Societies Act of Alberta.
- “Administrative Authority” means access to either student records or school financial records.
- “Annual General Meeting” (commonly abbreviated as AGM, also known as the annual meeting) is a meeting of the general membership of an organization. The meeting is required to be held once per year.
- “Association” means the Catherine Nichols Gunn Parents Association.
- “Bank” means any bank, trust company, credit union, treasury branch, or other financial institution licensed to receive deposits.
- “Certification of Establishment” means the document that certifies the proper establishment of this school council and confirms the composition and size of the school council as determined by the parents at the establishment meeting.
- “Chairperson” or “Chair” means president.
- “Community Representatives” means the persons appointed as Members that have an interest in the school.
- “Constituency” means the group or unit of organizational structure of parents, students, or teachers that elected or appointed the Member.
- “Decision Making Process” means the commitment made to the consensus model that is set out in Article 3 of these Bylaws and which uses voting only when a matter of conscience divides the decision makers.
- “Executive” means the members that occupy the offices of Chair, Vice-Chair, Co-Chair, Secretary, Treasurer, Secretary-Treasurer, or Fundraising Chair.
- “Fundraising Society” means the Catherine Nichols Gunn Parents Association.
- “Members” means any of the persons who have been outlined in these bylaws as such.
- “Parents” means parents, guardians, or legal custodians of a child or children registered at the School, or a child or children registered in Early Childhood Services Program at the School.
- “Parents Association” means the Catherine Nichols Gunn Parents Association.
- “Parent Classroom Coordinators” means the parents elected by the parents of students of each unit of organizational structure in the school, and includes each class for early childhood services program as provided for in the certification of establishment.
- “President” means Chairperson or Chair.

- “Principal” means principal as defined in the School Act and the Regulations.
- “Quorum” means the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
- “Regulations” means the regulations under the Societies Act of Alberta.
- “Resolution” means a decision made by the organization through a majority of votes.
- “School” means Catherine Nichols Gunn School.
- “School Board” means the Calgary School Board.
- “School Council” means the members of the Catherine Nichols Gunn School Council.
- “Society” means the Catherine Nichols Gunn Parents Association
- “Special Resolution” refers to a resolution passed at a General Meeting where a written notice of not less than 21 days has been provided using a newsletter, website, email, text, and/or social media, or given verbally by telephone or in person, clearly stating the intention to propose the resolution. The approval of not less than 75% (3/4) of the Members entitled to vote in attendance is required for the resolution to be passed.
- “Staff” means persons other than teachers who are employed at the School.
- “Students” means the students enrolled in the school.
- “Teachers” means those persons who are employed to teach students at the school.

All other capitalized terms used shall have the same meaning as is set out in the Act, the Regulations or elsewhere in these Bylaws.