

LESTER B. PEARSON SENIOR HIGH SCHOOL PARENTS ADVISORY SOCIETY BY-LAWS

MEMBERSHIP:

Any member who is the independent student, parent, guardian or legal custodian of a student registered at Lester B. Pearson High School.

WITHDRAWAL OF MEMBERSHIP

1. Any member wishing to withdraw from membership may do so by notification of intent to resign from membership.
2. An independent student registered at the school will automatically withdraw from membership when that student is no longer registered at the school.
3. A parent, guardian or legal custodian of a student registered at the school, will automatically withdraw from membership when that student is no longer registered at the school.

MEETINGS

1. Lester B. Pearson Senior High School Parents Advisory Society meetings will be held each month of the school year unless a meeting for a particular month is not deemed necessary by the chairperson and the principal.
2. Regular meeting dates will be printed in the school monthly newsletter, and/or members will be given at least 3 days' notice by telephone and/or email and/or electronic means.
3. Special meeting shall be called as deemed necessary by the chairperson and principal of the school. At least 3 days' notice will be provided by telephone and/or email and/or electronic means.
4. Quorum for meetings will be 2/3 of the executive members present or 5 members of the society.
5. A motion will be passed by show of hands and by a simple majority of all members present.
6. In the event of a tie, the chairperson shall cast the deciding vote.
7. Fundraisers will not be undertaken until members discuss, at a regular meeting, the purpose of the fundraiser and allocation of funds raised.
8. No executive member of the society shall receive remuneration for his/her services unless authorized at a previous member meeting.

ELECTION OF OFFICERS

1. All executive positions are to be held by parents, guardians, legal custodian of a student or an independent student.
2. Elections will be held during the society's September meeting. Any member attending may vote.
3. Any member of the executive may extend his/her current position providing that person is re-nominated and he/she is re-elected.
4. Term of office for each position will be one year. A two year commitment for each position is encouraged.
5. Nominations from the floor at the election meeting will be taken for each executive position.

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6. Before nominating a member for an executive position, please ensure beforehand that, the member is willing to run for office and that the member is capable of holding the function and responsibility of that position.
7. A show of hands vote will be accepted for each nomination.
8. Positions will be elected by a simple majority vote.
9. Term of office begins in September and goes until the following September 30th or the Annual General Meeting. Past executive members shall assist the incoming executive.
10. Persons can be acclaimed for executive position if no one is nominated or is interested in the position.

LESTER B. PEARSON SENIOR HIGH SCHOOL PARENTS ADVISORY SOCIETY EXECUTIVE

Members of the executive of the society shall consist of:

1. Principal – with the understanding that this person has no voting rights;
2. Chairperson;
3. Vice-Chairperson;
4. Treasurer;
5. Secretary;
6. Key Communicator;
7. Casino Chairperson; and
8. Member(s) at Large.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

All members of the executive shall attend regularly scheduled meetings of the Lester B. Pearson Senior High School Parents Advisory Society.

The executive, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society.

Any executive member, upon a majority vote of all members in good standing, may be removed from office, for any cause, which the society may deem reasonable.

1. Principal or designated representative:
 - a. Function: to serve as a liaison between the school and the Lester B. Pearson Senior High School Parents Advisory Society.
 - b. Responsibilities:
 - i. To be an executive member and attend all meetings of the society;
 - ii. To represent the school and staff at all meetings;
 - iii. To present a school and/or a principal's report at each meeting;
 - iv. To be an advisor to the executive and all committees; and
 - v. To assist the chairperson in preparation of meeting agendas.
2. Chairperson
 - a. Function: to act as a chairperson of executive, at all society meetings and oversee all society activities.
 - b. Responsibilities:
 - i. To prepare meeting agendas in conjunction with school principal and distribute agendas at meetings;

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- ii. To conduct monthly meetings with pre-established agenda guidelines;
- iii. To assist on any special committees at required;
- iv. To act as the official society liaison with the school;
- v. To represent the society at official functions;
- vi. To oversee election of officers;
- vii. To act as a joint signing authority on the Lester B. Pearson Senior High School Parents Advisory Society bank accounts.

3. Vice-Chairperson

- a. Function: to assume all responsibilities of the chairperson in his/her absence
- b. Responsibilities:
 - i. To act as a joint signing authority on the Lester B. Pearson Senior High School Parents Advisory Society bank account;
 - ii. To assist on any special committees as required;
 - iii. To assume any vacated executive position on an interim basis.

4. Treasurer

- a. Function: to represent, monitor and control all financial transactions of the Lester B. Pearson Senior High School Parents Advisory Society
- b. Responsibilities:
 - i. To establish a bank chequing account for the control of all society funds;
 - ii. To act jointly as a cheque signing authority for the association;
 - iii. To ensure all debts of the association are paid on a timely basis;
 - iv. To receive and deposit all monies collected by the society;
 - v. To keep an accurate accounting of all finances of the society;
 - vi. To prepare an up-to-date accounting of the society's finances for each meeting. If unable to attend a meeting will notify chairperson and will give chairperson verbal or written treasurer's report;
 - vii. Submit an audited statement to the member of society at the Annual Meeting;
 - viii. Be bonded, if, in the opinion of the society's members, the funds in his/her care are sufficient to warrant it;
 - ix. Be responsible for such other duties as may be specifically assigned.

5. Secretary

- a. Function: to act as a scribe for all society meetings and to ensure the accurate, written recording of all minutes of these meetings
- b. Responsibilities:
 - i. To attend all meetings or ensure that an alternate is present
 - ii. To record in written format, the minutes of all regular society meetings;
 - iii. To distribute minutes to all executive members and to all members in attendance at the meeting;
 - iv. To maintain and have available at all meetings a record of all previous minutes;
 - v. To maintain a file, at the school, of all business of the society.

6. Key Communicator

- a. Function:
 - i. to share information, ideas and concerns about public schooling with parents;

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- ii. to provide parental input on educational issues as requested by the Calgary Board of Education
- b. Responsibilities:
 - i. To become an informed advocate of effective public school education;
 - ii. To attend or send alternates to system-wide and Area Key Communicator's meetings and workshops;
 - iii. To relate new information learned at Key Communicator meetings by:
 - 1. Reporting regularly at society meetings; and/or
 - 2. If possible share this information through the school newsletter.
- 7. Member(s) At Large
 - a. Function: to assist the executive and the membership in matters pertaining to the operation of the society
 - b. Responsibilities:
 - i. To serve on committees as volunteers or requested;
 - ii. To vote on all decisions at meetings; and
 - iii. To carry out duties as requested by the Chairperson.

Exercise of Borrowing Powers

At the present time, Lester B. Pearson Senior High School Parents Advisory Society will not have any borrowing powers.

Custody and Use of the Seal of the Society

At this time, Lester B. Pearson Senior High School Parents Advisory Society does not require a Seal.

Audit of Accounts

The books, accounts and records shall be audited at least once each year by a duly qualified account and or by two members of the society, that have been elected for the purpose, by the Annual Meeting held before September 30 of each year. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditors at the Annual Meeting. The Fiscal year of the society in each year shall be May 31.

An audited financial statement must be attached to the Annual Return for filing at Corporate Registry.

Inspection of Books and Records by Members

The books and records of the society may be inspected, by any member, at the Annual Meeting in September of each year, or at any time upon giving reasonable notice and arranging a time satisfactory to the officer having charge of same.

Altering, Rescinding and Adding By-laws

Society members must pass a special resolution to alter, rescind or add by-laws.

Special Resolution:

- 1. A resolution passed

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- a. At a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been given
 - b. By the vote of not less than 75% of members present
2. A resolution can be proposed and passed as a special resolution at a general meeting, of which less than 21 days' notice has been given, if all members entitled to attend and vote at the general meeting agree.

Special Resolution(s) do not come into effect until verified by a person authorized by the society and registered at Corporate Registry.

Liabilities

Neither Lester B. Pearson Senior High School or Lester B. Pearson Senior High School Parents Advisory Society shall be held liable for injuries sustained by members or guests while engaged in activities sponsored by the societies, or for injuries sustained by spectators at such activities.

By-laws approved dated this _____ day of _____, 2019.

Signature (please print name below signature)

Complete Address

Signature and Title of Witness

Complete Address
