**MEMBERSHIP**

1. There shall be no Membership fee of the society.

2. ***Terms of Admission:***

Parents’ Council Society Membership shall consist of all parents and legal guardians of students attending the school who wish to participate. School Principal and teaching staff may attend in an advisory role.

3. ***Rights and Responsibilities of Members***

Members of the Society are representatives of the E.E. Oliver Elementary School and Parents’ Council Society and shall conduct themselves in an appropriate manner when attending any event held in conjunction with the school and or society.

Members may attend all general meetings of the Society.

4. ***Voting Rights’***

Any member who has not withdrawn from membership nor has been suspended or expelled as herein provided shall have the right to vote at any meeting of the society. Such votes must be made in person or by proxy with written documentation containing an original signature. If a vote is taken, the motion must be moved and seconded and passed by a quorum.

5. ***Resignation or Expulsion of Members***

Any member wishing to withdraw from membership may do so upon a notice in writing by letter or email to the Board through its Secretary.

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

Any member will automatically be expelled upon conviction, in a court of law, of a criminal offense.

**MEETINGS**

1. ***Calling of Annual General Meeting***

This society shall hold an annual general meeting on or before **September 30th** in each year, of which meeting due notice shall be given to all members by email, phone, fax and/or written notice at least ***7*** days prior to the date of the meeting.

At this meeting there shall be elected a Board of Directors to include a President, Vice-President, Secretary, Treasurer, (or Secretary/Treasurer) and Fundraising (Casino) Chair Person.

2. ***Calling of General Meetings***

General Meetings of the society will occur monthly during the school year and the dates will be determined at the Annual General Meeting.

At least 2 directors must be present at a general meeting, if 2 directors cannot be present, meeting must be rescheduled and notice must be given to all members of cancellation and seven (7) days notice must be given to all members for new meeting date.

3. ***Calling Special Meetings***

A special meeting shall be called by the President or Secretary upon receipt by him/her of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be delivered by email, phone, fax and/or written letter to the last known address of each member at least seven (7) days prior to the meeting.

4. ***Quorum at Annual General/General/Special Meetings***

Four members in good standing shall constitute a quorum at any general or special meeting of the society.

**BOARD OF DIRECTORS**

1. Board of Directors, Executive Committee or Board, shall mean Board of Directors of the Society.

2. Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, (or Secretary/Treasurer) and and Fundraising (Casino) Chair Person.

3. The Board 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 society, and meetings of the Board shall be held as often as may be required, and shall be called by the President or Board.

4. ***Calling of Executive Board Meetings***

Executive Board Meetings may be called anytime by the Secretary upon the instructions of the President or Board by notice of email, phone, and fax at least seven (7) days prior to the date of such meeting. At least 3 directors in good standing shall constitute a quorum at such meeting. Minutes of the Executive Meetings shall be ratified at the next regular Parents’ Council Society meeting.

5. ***Calling of Adhoc Meetings for Executive Board***

 An Adhoc meeting may be required when the material to be discussed is time sensitive.

 Meeting may be called anytime by the Secretary upon the instructions of the President or Board by notice of email or phone no less than one (1) day prior to meeting. At least 3 directors in good standing shall constitute a quorum at such meeting, any financial spending required at an Adhoc meeting shall not exceed $500.00 and must be ratified at next regular meeting.

 An Adhoc electronic meeting (email or texting) can be held when a vote is required for time sensitive issues. At least 3 directors in good standing shall constitute a quorum at such meeting.

 Minutes/texting transmittals and or/emails will be required for such meetings.

 Minutes of the Adhoc Meetings shall be ratified at the next regular Parents’ Council Society meeting.

 ***Powers***

6. The affairs and the business of the Society shall be managed or supervised by the Board of Directors of not more than five (5) and not less than one (1) who may exercise all powers and do all such acts and things as may be exercised by or done by the Society at meetings of the members.

 ***Appointment/Election/Term/Resignation/Removal Vacating of Directors***

7. Each Director shall be an individual, Canadian Resident, eighteen (18) years of age or older, who is not an undischarged bankrupt or mentally incompetent individual.

8. The directors will be elected for a one-year term at the first annual meeting of the Parents’ Council Society in the school year.

 The election of directors shall take place at each annual meeting of the Society and all the directors then in office shall continue in office until their successors are elected or for a term expiring not later than the close of the third general meeting following the election. No election or appointment of a director is effective without his consent given in person at the meeting or in writing within ten (10) days thereafter.

9. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

10. A director may resign from office upon giving notice thereof in writing to the Society and such resignation becomes effective in accordance with its terms or upon acceptance of the Board or by the members in a general meeting.

11. The society members may by ordinary resolution at a general meeting of the members duly called for that purpose, remove any director from office for any cause which the society may deem reasonable before their expiration of term and may, by ordinary resolution elect any person in his stead for the remainder of the term upon a majority vote of all members in good standing.

12. The office of a director is vacated if he/she resigns his/her office, if he/she is removed from office by the members or if he/she ceases to have the necessary qualifications.

13. Where a vacancy occurs in the Board, and a quorum of Directors remains, the directors remaining in office may appoint a qualified person to fill the vacancy for the remainder of the term. If there is not quorum of directors in office, the director or directors then in office shall forthwith call a general meeting of the members to fill the vacancies, and, in default or if there are no directors then in office, the meeting may be called by any member. When the number of directors is increased the vacancies resulting from such increase shall only be filled by election at a general meeting of the members duly called for that purpose.

14. The Directors may appoint one (1) or more directors of the Society to serve until the next annual general meeting but the number of additional directors so appointed shall not at any time exceed one-third (1/3) of the number of directors who held office at the expiration of the last annual meeting of members.

**DUTIES OF DIRECTORS**

***PRESIDENT***

1. The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meetings, and in, the absence of both, a chairperson may be elected at the meeting to preside thereat.

***VICE PRESIDENT***

2. The Vice President shall attend all meetings of the society. In the absence of the President, the Vice-President shall preside at all meetings of the society and of the Board. In the absence of both, a chairperson may be elected at the meeting to preside thereat. Assists the President with duties as assigned.

***SECRETARY***

3. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such director as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

 The Secretary shall also keep a record of all the members of the society and their addresses and send all notices of the various meetings as required. Publicizes activities of the Society as required.

***TREASURER***

4. The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as herein after set forth of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

***FUNDRAISING (Casino) CHAIR PERSON***

5. The Fundraising (Casino) Chair Person shall be responsible to organize the volunteers and required positions for the Casino event(s) and execute and complete the required documents of the Casino event as per the Alberta Gaming & Liquor Commission. The Fundraising (Casino) Chair Person shall be responsible to keep detailed and accurate account of all the correspondence, receipts, and disbursements of the event(s). In case of the absence of the Fundraising (Casino) Chair Person, his/her duties shall be discharged by such officer as may be appointed by the Board. The Fundraising (Casino) Chair Person shall have charge of all the correspondence of the casino event and be under the direction of the President and the Board.

**FINANCIAL AFFAIRS**

1. ***AUDITING***

 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual 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 Meeting of the society. The fiscal year end of the society in each year shall be **July 30th.**

 The books and records of the society may be inspected by any member of the society at the Annual Meeting provided for herein or at anytime 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.

An Annual Report must be submitted to the Peace River School Division by September 30th for the previous reporting year which includes an Annual Report Form, Audited Balance Sheet and Income Statement.

 2. ***REMUNERATION***

 Unless authorized at any meeting and after notice of same shall have been given, no director or member of the society shall receive any remuneration for his/her services.

3. ***BORROWING POWERS***

 For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

 ***DISSOLUTION***

4. In the event of dissolution or winding up of the Society, all of its assets, after payment of liabilities shall be forwarded to EE Oliver Elementary School and be used to enhance the educational experience of the students.

**BYLAWS**

1. The Bylaws may be rescinded, altered or added to by a “Special Resolution” as defined below.

**SPECIAL RESOLUTION - 1(d) of the Societies Act**

1. Special Resolution means a resolution passed at a general meeting or special meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy.

2. A resolution proposed and passed as a special resolution at a general meeting or special meeting if all the members entitled to attend and vote at the general meeting or special meeting so agree or if in writing by any member who would have been entitled at a general or special meeting to vote on the resolution, by proxy.

**SEAL**

1. There shall be no corporate seal of the society.

Date: September 28, 2017

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_ Position Held: President

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_ Position Held: Vice President

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_ Position Held: Treasurer

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_ Position Held: Secretary

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_ Position Held: Parent Council Society Member

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province:

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_ Position Held: Parent Council Society Member

*This information is being collected for the purposes of corporate registry records in accordance with the Societies Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013*

Form 06/2011