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CHIEF JUSTICE MILVAIN SCHOOL PARENT SOCIETY

BYLAWS



3428 - 42 Street NE
Calgary, Alberta
T1Y 6A3

SEPTEMBER 21, 1999

TABLE OF CONTENTS

	PAGE
1. NAME	1
2. OBJECTIVES	1
3. MEMBERSHIP	1
4. BOARD OF DIRECTORS	1
5. DUTIES OF THE OFFICERS	2
6. GENERAL MEETINGS	3
7. VOTING PROCEDURES	3
8. ANNUAL MEETING	3
9. AMENDMENTS TO THE BYLAWS	3
10. AUDITING	4
11. BORROWING POWERS	4
12. DISTRIBUTION OF FUNDS	4

1. NAME

The name of the society shall be *Chief Justice Milvain School Parent Society* (herein referred to as the Society).

2. OBJECTIVES

The objectives of the Chief Justice Milvain School Parent Society shall be as follows:

- (a) to raise funds for Chief Justice Milvain School for the purpose of enhancing student learning,
- (b) to assist financially in creating an effective learning environment in which the students of Chief Justice Milvain School can achieve their academic, physical, social and emotional potential,
- (c) to facilitate resource allocation and additional resources to complement or enhance the effectiveness of programs that are needed to meet the expectations of our school, and
- (d) to prepare an annual report to Chief Justice Milvain School to communicate on the fundraising activities of the Society.

3. MEMBERSHIP

- (a) The membership of the Chief Justice Milvain School Parent Society (herein referred to as Member) shall consist of the parents/guardians of the students enrolled at Chief Justice Milvain School in a given year.
- (b) There shall be no membership fees.
- (c) Any Member may voluntarily withdraw from membership of the Society at anytime. Any Member, upon a majority vote, may be removed from the membership of the Society for any cause which the Society may deem reasonable.

4. BOARD OF DIRECTORS

- (a) The Board of Directors of the Chief Justice Milvain School Parent Society shall consist of the Officers of the Executive Committee and the Directors as follows:
 - (i) Chairperson
 - (ii) Vice Chairperson
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Directors (3)
- (b) The Board of Directors shall consist of any Member appointed or elected as an Officer or Director if they were present at the meeting when being appointed or elected and did not refuse the appointment or election. They may also become an Officer or Director if they were not present at the meeting but consented in writing to act as an Officer or Director before the appointment or election, or within ten days after the appointment or election, or if they acted as an Officer or Director pursuant to the appointment or election. The Board of Directors may appoint any qualified Member to fill Officer or Director vacancies. Any Member of the Society shall be eligible to any office in the Society.

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- (c) Any Officer or Director, upon a majority vote, may be removed from office for any cause which the Society may deem reasonable.
 - (d) The Board of Directors shall, 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. Meetings of the Board of Directors shall be held as often as may be required, but at least once every four months and shall be called by the Chairperson.
 - (e) The Officers and Directors of the Board shall serve until their successors are elected and installed.
 - (f) Any four Officers or Directors shall constitute a quorum for Board of Directors meetings.
 - (g) No Officers, Directors or Members of the Society shall receive any remuneration for his/her services.

5. DUTIES OF THE OFFICERS

- (a) The Chairperson shall:
 - (i) plan and chair all meetings of the Society and of the Board of Directors,
 - (ii) ensure that meetings are held and conducted as per the agenda,
 - (iii) generally supervise and ensure the smooth running of the Society,
 - (iv) be the official spokesperson of the Society,
 - (v) share information with the School, and
 - (vi) have signing authority, jointly with the Treasurer or Vice Chairperson, for Society finances.
- (b) The Vice Chairperson shall:
 - (i) assist the Chairperson and undertake tasks assigned by the Chairperson,
 - (ii) in the absence of the Chairperson, assume duties of the Chairperson, and
 - (iii) have signing authority, jointly with the Treasurer or Chairperson, for Society finances.
- (c) The Secretary shall:
 - (i) record accurate minutes of all Society meetings,
 - (ii) type and distribute minutes of all Society meetings,
 - (iii) prepare correspondence and reports as required, and
 - (iv) be in charge of the Society seal which whenever used shall be authenticated by the signature of the Chairperson and Secretary or Treasurer, or by the Vice-Chairperson should the Chairperson not be available.
- (d) The Treasurer shall:
 - (i) receive all monies paid to the Society and be responsible for the deposit of same into the Society's account,
 - (ii) issue cheques for Society approved expenditures as required,
 - (iii) maintain a record of the Society's finances and bank records,
 - (iv) provide an update on the finances of the Society at meetings,
 - (v) have signing authority, jointly with the Chairperson or Vice Chairperson, for Society finances, and
 - (vi) prepare a duly audited financial report for the annual Society meeting and submit a copy for the records of the Society.

- (e) The Directors shall:
 - (i) assist in the management of the affairs of the Society, as required.

6. GENERAL MEETINGS

- (a) General Meetings shall be held as deemed necessary.
- (b) General Meetings shall be called by 10 days notice through the School Newsletter or a special written announcement distributed to Members through the School.
- (c) A *Special Meeting* may be called on the instructions of any two Members provided they request the Chairperson in writing to call such meeting and state the business to be brought before the meeting. Special Meetings shall be called by 10 days notice through a special written announcement distributed to Members through the School.
- (d) The quorum for General and Special Meetings shall be set at 50% of the Board of Directors in attendance, subject to a minimum of four.

7. VOTING PROCEDURES

- (a) Any Member shall have the right to vote at any general meeting of the Society. Such votes must be made in person.
- (b) If a vote is taken, the motion shall be moved, seconded and passed by at least a 51 per cent majority of the Members in attendance.

8. ANNUAL MEETING

- (a) The Society shall hold an Annual Meeting on or before June 30th in each year.
- (b) The Annual Meeting of the Society shall be advertised through the School Newsletter or a special written announcement distributed to the Members through the School at least 21 days prior to the date of the meeting.
- (c) The quorum for the Annual Meeting shall be set at 50% of the Board of Directors in attendance, subject to a minimum of four.
- (d) The business of the Annual Meeting shall include:
 - (i) a review of the preceding year's events,
 - (ii) the financial statement for the year, and
 - (iii) election or acclimation of the new Officers and Directors.

9. AMENDMENTS TO THE BYLAWS

- (a) The bylaws may be amended as a special resolution proposed and passed by a vote at a General Meeting.
- (b) Notice of proposed bylaw amendments shall be circulated with the notice of meeting at least 21 days in advance of the meeting.

10. AUDITING

- (a) The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by two Members of the Society elected for that purpose at the Annual Meeting.
- (b) 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.
- (c) The fiscal year of the Society in each year shall be June 1 to May 31.
- (d) The books and records of the Society may be inspected by any Member of the Society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the Officers having charge of same.
- (e) Each member of the Board of Directors shall at all times have access to such books and records.

11. BORROWING POWERS

- (a) For the purpose of carrying out the Society's objectives, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit, but this power shall be exercised only under the consensus of the Members.

12. DISBURSEMENT OF FUNDS

- (a) The Society will support projects which meet the objectives outlined in Section 2, will be available to all students at Chief Justice Milvain School, and will offer a wider breath and exposure than is provided through existing programs.
- (b) No one area (department) of the School will benefit solely from the Society's funds.
- (c) A written proposal will be required to be submitted by School teachers/staff showing commitment to developing, designing and implementing the use of the proposed project and how it will benefit the students. The School should support the project's continued use.

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Dated: September 21, 1999

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WITNESS

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