

BYLAWS  
LA SOCIETE DE PARENTS DE  
L'ÉCOLE MICHAELLE-JEAN

19-Dec-2016

This document comes into force only after having been adopted.

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In accordance with usage, the masculine form is used in this document in order to lighten the text

## **1. DEFINITIONS**

- The SPMJ refers to the parent society: Société des parents de l'école Michaëlle Jean.
- A parent means the father, the mother or any other person who has obtained legal custody of a student enrolled in the Michaëlle-Jean public school.
- The term Board refers to the Board of Directors of the SPMJ.
- An Assembly is a parent's meeting. The annual meeting is the meeting which is held every year, according to the law. A special meeting is a meeting not scheduled.
- A meeting means a meeting of the members of the Board. A special meeting is a meeting that is called under special circumstances.
- An interview is an informal meeting between parents and/or one or more of the Board.
- A day means a calendar day.

## **2. GENERAL**

### **2.1 Approbation and amendments to the bylaws**

These bylaws remain in effect from one year to the next. Any amendment is effective only after being approved by special resolution by 75% of the parents present at a special meeting, convened specifically for that purpose, or at the annual general meeting. Any amendment to the present rules and regulations must be sent to members at least 21 days before the meeting for their change.

### **2.2 Membership**

- a) Parents who have a child enrolled in the Michaëlle-Jean public school will automatically be members of the SPMJ and will form the majority of the members.
- b) Any person in the community who supports the vision, mission and mandate of the SPMJ and are 18 years or over must be approved by the Board.
- c) Members are not entitled to any compensation and will not have to pay a fee, unless a special resolution is adopted by the Board.
- d) Any Member wishing to withdraw from membership may do so upon giving notice in writing or verbally to the Board through its Secretary
- e) A member can be expelled from the SPMJ. However, no person may be removed from SPMJ without having been heard by the members and without having been informed of the reason. The decision will be made by other members via secret ballot, and two-thirds (2/3) of all members present will have to be in favor of the motion.

### **2.3 Associate Membership**

- a) The principle and staff members may become associate members of the SPMJ.
- b) They are not entitled to vote.
- c) They shall not have signing authority

### **2.4 Membership Fees**

Membership fees are determined by the Board.

### **3. OBJECTIVES**

#### **3.1 Mission**

The SPMJ is a not-for-profit organization that supports the francophone public secondary education program.

The SPMJ objectives will be to collect funds for the realization of the goals of the School Council and to support the school in its mission.

#### **3.2 Functions**

The SPMJ functions include:

- a) Making decisions on administrative regulations, finances and operating guidelines of the SPMJ;
- b) Organizing fundraising

### **4. GOVERNANCE AND COMPOSITION OF THE BOARD**

#### **4.1 Language**

Board activities will be primarily conducted in French.

#### **4.2 Composition**

The Board is composed of:

- a) A minimum of 5 and a maximum of 13 parents of students enrolled at the school, and must form the majority at all times.

The election of the Board will take place during the first meeting of the Board.

NB:

-Some positions may remain vacant.

-After the Annual General Meeting, the Board can accept any other Member during the school year, provided they pass a motion during a special meeting.

#### **4.3 Positions on the Board**

The positions of the Board of Directors are:

- President
- Vice-president (optional)
- Treasurer
- Secretary
- Advisors

The positions of president, treasurer and secretary must be held by parents of students attending Michaëlle-Jean school.

#### **4.4 Duties and responsibilities of the Board**

The duties and responsibilities for each position of the Board include:

- **President:**
  - a) Call and preside at all meetings of the Board of Directors;
  - b) Prepare the agendas of meetings;
  - c) Delegate his/her responsibilities to the Vice President or another Member of the Board of Directors when needed;
  - d) Send notice of meetings;
  - e) Prepare and submit an annual report to the membership during the Annual General Meeting;
  - f) Responsible for correspondence on behalf of the Board;
  
- **Vice-president:**
  - a) Assist the president in his/her duties;
  - b) Take on the responsibilities of the president in his/her absence.
  - c) Take on other duties and responsibilities as assigned by the Board.
  
- **Secretary:**
  - a) Take and distribute the minutes of the meetings of the Board and send them to the Board at least one week before the next meeting;
  - b) File the minutes, the agendas and any other correspondence;
  - c) Take on other duties and responsibilities as assigned by the Board.
  - d) Check e-mail messages sent to the Board.
  
- **Treasurer:**
  - a) Keep accurate accounts, receipts and expenditures of the Board;
  - b) Prepare and submit the financial statements and the annual report to the president of the Board of Directors;
  - c) Take on other duties and responsibilities as assigned by the Board.
  
- **Advisors:**
  - a) Take on duties and responsibilities as assigned to them by the Board.
  
- **Observers:**
  - a) May participate in the discussions.  
If an observer has a topic to bring, it is recommended that they communicate with the president at least 3 days prior to the meeting, so that the Board has time to prepare. The president will decide if this point will be added to the agenda.

#### **4.5 Code of ethics**

All members must:

- a) Respect the laws governing them;
- b) Be guided by the mission statements of both the school and the SPMJ;
- c) Become familiar with the policies and practices of the school and respect them;
- d) Show the utmost honesty, accuracy, integrity, and truth;
- e) Recognize and respect personal integrity of each Member of the school community;
- f) Declare any conflict of interest;
- g) Foster a positive atmosphere where we encourage everyone to contribute and where we appreciate the contribution of all.
- h) Apply democratic principles;
- i) Take into account the best interests of all students;
- j) Respect the confidential nature of certain school affairs and respect that this may impose limitations on the Board;
- k) Never disclose any confidential information;
- l) Use appropriate communication channels when problems or difficulties arise;
- m) Promote high ethical standards within the school community;
- n) Accept decisions that have been made;

Any Board Member who has knowledge of a breach of the code of ethics by a Board member is required to communicate it to the president.

#### **4.6 Resignation and dismissal**

- a) A member ceases to be part of the Board once the Member expresses his/her resignation in writing.
- b) Any Member who misses three (3) consecutive meetings without notice will automatically lose his/her place on the Board.
- c) A Board Member may be removed from his/her post. However, no person may be removed from the Board without being heard by the Board and have been informed, in writing, of the reason for the removal. The decision will be taken by other members through a secret ballot and two-thirds (2/3) of all members present must vote in favor of the motion.

#### **4.7 Privacy**

The Board must follow the Freedom of Information and Protection of Privacy Act (FOIP). They will not share any personal information for purposes other than those of the SPMJ activities

*For more information, consult the Guide to school councils, section 7/Annexes/P - laws relating to the protection of privacy.*

#### **4.8 Term length**

The term of the members is one year, from one Annual General Meeting to the next.

## **5. Meetings**

### **5.1 Conducting**

The Board may consult the Morin code to introduce new processes that may improve the functioning of its meetings.

### **5.2 Board Meetings**

- a) The Board will meet every month or every two months of the school year in order to deal with issues within its mandate. The meetings will take place at school or at any other location decided by the Board.
- b) The date of the next meeting will be sent to the Board in writing seven (7) days before the meeting.
- c) Meetings will be announced on the school website or in writing.
- d) Fifty (50) percent of the members of the Board will form quorum, as long as there are, among those present, a majority of parents. If there is no quorum at the beginning of the meeting, there will be an adjournment of fifteen (15) minutes. After the adjournment of fifteen (15) minutes, the parents present will form quorum.

### **5.2 Decision making**

- a) Whenever possible, decisions are made by consensus: therefore each member is to accept the final result, but not necessarily all the elements of the decision. ~~The Board members agreed that all of the elements best meets the needs of all and support it for that reason.~~
- b) A vote should be taken only if there is not consensus and if a Board Member makes a motion to do so.
- c) For each vote, the Board shall decide how to vote: show of hands, by secret ballot or other.
- d) Any Board member, present at the meeting, has the right to vote, but also the right to abstain.
- e) In case of a tie vote, the Board may consult with the school community and/or vote again at its next meeting.
- f) Any correspondence regarding a position or policy of the Board must be ratified by the Board prior to being sent to its recipient.
- g) The President **shall** have a vote at any meeting.

### **5.3 Special meetings**

- a) Special meetings may be called by the Board or by written request from at least 10% of the parents of students enrolled at the school.
- b) Special meetings shall be announced in writing in the newsletter, by mail or by e-mail by the Board at least seven (7) days before the scheduled date.
- c) Quorum for a special meeting will be twenty (20) parents. If there is no quorum at the beginning of the meeting, there will be an adjournment of fifteen (15) minutes. After the adjournment of fifteen (15) minutes, the parents present will form quorum.

#### **5.4 Annual meetings**

- a) Annual general meeting (AGM) of the SPMJ shall take place in the first two months of the school year.
- b) The AGM is announced at school and in the community 21 days in advance. A general meeting will be announced in writing in the newsletter, by mail or by e-mail. If by mistake or by chance, a parent does not receive notice in writing of an annual meeting, the annual meeting will proceed anyway, despite this omission.
- c) Quorum for the annual meeting will be twenty (20) parents. If there is no quorum at the beginning of the meeting, there will be an adjournment of fifteen (15) minutes. After the adjournment of fifteen (15) minutes, the parents present will form quorum.
- d) Each parent with a child enrolled in the school has the right to put their name forward to sit on the Board. All of these parents are invited to the first meeting. At this first meeting, the position of each is determined.

### **6. COMMITTEES**

#### **6.1 General**

The SPMJ shall appoint subcommittees composed of members and people from the school community, entrusting them with responsibilities or consultative functions.

#### **6.2 Responsibilities**

At meetings, the head of the Subcommittee shall make a report to the Board, regarding the progress of the Subcommittee; in most cases, this is also a member of the SPMJ.

### **7. DISSOLUTION OF SOCIÉTÉ DES PARENTS**

- a) In the event of the dissolution (closing) of the Association, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to école publique Michaëlle-Jean School with the exception of gaming proceeds.
- b) All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming and Liquor Commission regulations.

### **8. Signing Authority**

All bank, contract or other official documents must be signed by two (2) people who will be designated for this purpose among the members of the Executive.

### **9. Auditing**

Two (2) persons appointed by the Board of Directors will make the audit of the annual financial statements prepared by the Treasurer and they will present a report of the audit to the Board.

Members can view the records and the accounting records of the SPMJ at the annual meeting or at any time when a reasonable notice is given.

**10. Fiscal year**

The fiscal year of the SPMJ in each year shall end on August 31.

**11. Operating**

No member of the SPMJ can enter into a contract with the SPMJ without the prior approval of the Board.

The SPMJ cannot borrow money.