

ÉCOLE CAMPBELLTOWN PARENT LIAISON ASSOCIATION  
BYLAWS

1. NAME

The name of the fundraising body to support the École Campbelltown School Council shall be the École Campbelltown Parent Liaison Association.

2. DEFINITIONS

2.1 "School Community" means:

- a) Students enrolled in the school and their parents/guardians;
- b) The school staff;
- c) Other persons who have an interest in the school.

2.2 "School" means École Campbelltown School.

2.3 "Liaison Association" means École Campbelltown Parent Liaison Association.

2.4 "Council" means École Campbelltown School Council.

2.5 "School Parents" mean parents/guardians of registered students attending École Campbelltown School.

2.6 "Regulations" means the School Councils Regulation 113/2007 of the School Act of Alberta.

2.7 "School Board" means the Elk Island Public Schools Board of Trustees.

3. MEMBERSHIP

3.1 The Liaison Association shall consist of the following members:

- a) The Principal of the School or his/her delegate;
- b) At least one person who is a teacher at the School, appointed by the teachers at the School;
- c) School Parents.

3.2 Liaison Association members must be individuals, 18 years or older. A member is disqualified if that person no longer meets the qualifications of the School Act, the Regulations or these bylaws.

3.3 Unless otherwise noted, all Liaison Association members shall be entitled to the following privileges:

- a) Attendance at all meetings of the Liaison Association, with voting privileges;
- b) The right to present grievances or concerns to the Liaison Association either at a meeting or in writing to any officer of the Liaison Association or their classroom representatives;
- c) Receive all notices and newsletters of the Liaison Association.

3.4 Any member wishing to withdraw from membership may do so upon a notice in writing to the Liaison Association through its Secretary.

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

#### 4. MEETINGS

- 4.1 The Annual General Meeting of the Liaison Association shall be held on or before the 30th day of June of each year.
- 4.2 The Annual General meeting shall be advertised throughout the School and posted on the School web site and bulletin board at least twenty-one (21) days in advance of the meeting.
- 4.3 The Annual General Meeting shall include, at a minimum, the following:
  - a) A description of the roles and responsibilities of the Liaison Association and its Officers;
  - b) Election of Officers;
  - c) Discussion of any major issues in which Liaison Association members should have input;
  - d) Review of audited financial statements of the previous School year.
- 4.4 In addition to the Annual General meeting, there shall be a minimum of 3 meetings held by the Liaison Association in any school year.
- 4.5 The Liaison Association shall meet no later than 60 days after the start of the first instructional day of the school year. This meeting shall include the following:
  - a) A description of the roles and responsibilities of the Liaison Association and its Officers;
  - b) Presentation of the previous year's unaudited financial statements;
  - c) Appointment of auditors of the books, accounts and records of the Liaison Association in accordance with section 14 of these Bylaws;
  - d) Establishment of objectives and plans for the upcoming School year;
  - e) Recruitment of committee members and room representatives;
  - f) Discussion of any major issues in which Liaison Association members should have input;
  - g) Review of plans and budget for the upcoming School year.
- 4.6 Meetings will ordinarily be held at the School. The date and time of the meetings shall be determined at the first meeting of the school year.
- 4.7 Other meetings shall be held as often as the business of the Liaison Association shall require as determined by the Chair in consultation with the Principal or designate and the other Officers.
- 4.8 A special meeting may be called on the instructions of any three members provided they request the Chair in writing to call such meetings and state the business to be brought before the meeting.
- 4.9 Notice of a special meeting of the Liaison Association must be communicated to the School Community via the School web site a minimum of seven (7) days prior to the meeting.
- 4.10 The Principal shall assist the Liaison Association Chair in establishing meeting agendas.
- 4.11 School personnel concerns shall not be discussed at Liaison Association meetings. Parents or other members of the School Community with such concerns are encouraged to present their concerns directly to the teacher involved and to the Principal.
- 4.12 All Liaison Association meetings shall be conducted in accordance with Robert's Rules of Order.

## 5. QUORUM

- 5.1 Ten members who include a minimum of 2 officers shall constitute a quorum at any meeting. An officer may designate a member to represent them at any meeting.
- 5.2 If a second consecutive meeting does not have quorum, the Liaison Association will proceed with the agenda with the members who are present.

## 6. MOTIONS AND VOTING

- 6.1 The business of the Liaison Association shall be conducted by the Officers of the Liaison Association.
- 6.2 Any member of the Liaison Association may make a motion at any meeting. If another member seconds the motion, the Chair will put the motion before the Liaison Association for discussion.
- 6.3 Each member of the Liaison Association will have one vote on every motion.
- 6.4 Voting members of the Liaison Association shall be entitled to vote on any motion, resolution, or question put to the meetings of the Liaison Association.
- 6.5 Voting privileges by members must be exercised in person and not by proxy or otherwise.
- 6.6 Except as provided elsewhere in these Bylaws, all motions, resolution or questions put to a meeting shall be determined by a simple majority vote of the voting members of the Liaison Association present. Voting shall be by a show of hands, or, if requested by any member of the Liaison Association, as determined by the Liaison Association by way of motion.
- 6.7 A declaration by the Chair that a vote on a motion, resolution, or question has been carried or lost, and an entry to that effect to the minute book of the Liaison Association , is conclusive evidence of the fact of the declaration without proof of the number of votes cast for or against the motion, resolution or question.
- 6.8 Any Officer of the Liaison Association or the Principal or designate may table a motion without majority support for future consideration.
- 6.9 In the event of an extraordinary circumstance, where it is not feasible or possible to wait until the next meeting, as determined by the Principal or designate and the Chair together, the members may be polled to vote by e-mail. Results must be made available at the next regularly called meeting of the Liaison Association.

## 7. DIRECTORS

- 7.1 The Board of Directors supervise the management of the affairs of the Liaison Association.
- 7.2 The Liaison Association does not have any director positions.

## 8. OFFICERS

- 8.1 The Officers of the Liaison Association shall consist of:
  - a) The Chair
  - b) The Vice Chair
  - c) The Secretary
  - d) The Treasurer

- 8.2 Officers shall serve their position until their successors are elected or they no longer meet the qualifications for membership. Any vacancy occurring during the school year shall be filled by an election at the next meeting of the Liaison Association. All officers must be members of the Liaison Association.
- 8.3 The Officers shall, subject to the bylaws or directions given by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Liaison Association.
- 8.4 At least 3 of the 4 Officers shall have signing authority with respect to the financial affairs of the Liaison Association. No cheque shall be issued or funds otherwise dispensed unless authorized and signed by at least two Officers. All expenditures of funds shall be reported by the Treasurer at the next Liaison Association meeting and recorded in the minutes.

## 9. ELECTIONS OF OFFICERS

- 9.1 Elections of the Officers, shall take place at the Annual General Meeting. Every member, unless appointed, is eligible for any Officer position. Every member present at the AGM shall be entitled to vote in the election of the Officers.
- 9.2 The election of Officers shall be conducted by the Chair. In the event the Chair is seeking re-election, the Chair shall appoint a designate to conduct the election.
- 9.3 While Officers are elected at the Annual General Meeting, they shall be installed into office and their term of office shall commence on the first day of September.
- 9.4 The Officers of the Liaison Association shall hold Office until their successors are installed.
- 9.5 Resignation of Officers shall be submitted in writing to the Liaison Association and vacancies in the positions of Officers shall be filled by a vote of members of the Liaison Association at the next meeting.
- 9.6 Any vacant position of a room representative or Committee Chair may be appointed by the Chair, with the assistance of the Liaison Association, to a School Parent volunteering to assume the position.
- 9.7 An Officer may be removed from office at any time by a two-thirds (2/3) vote of the membership at a duly constituted meeting.

## 10. DUTIES OF THE OFFICERS

- 10.1 The Chair shall:
  - a) Call, preside at, facilitate, maintain decorum of and participate in all meetings of the Liaison Association.
  - b) Establish meeting Agenda.
  - c) Ensure that minutes of Liaison Association meetings are recorded and maintained.
  - d) Communicate with the Principal on a regular basis.
  - e) Follow Liaison Association Bylaws.
  - f) Ensure roles and responsibilities are clearly defined.
  - g) Solicit input from all members.
  - h) Strive to ensure the diversity of the School Community is represented on the Liaison Association.
  - i) Strive to create an inviting Liaison Association environment that encourages attendees to feel welcome and their time and efforts valued.
  - j) Facilitate opportunities for information exchange that balances reporting, informed discussion, and other opportunities for Liaison Association and school planning and development.

- k) Encourage development of subcommittees as needed and on an ongoing basis that reports back to and is directly responsible to the School.
- l) Promote teamwork between the Liaison Association, Council, Principal and School staff.
- m) Provide general supervision of all activities of the Liaison Association.
- n) Be the official spokesperson of the Liaison Association.
- o) Attend COSC meetings or appoint a designate to attend.
- p) Provide the School Board with annual report that summarizes the Liaison Association's activities for the previous school year.
- q) Give or cause to be given a notice of all meetings to the general membership of the Liaison Association.
- r) Act as liaison between the Liaison Association and the School Community.
- s) Share relevant correspondence with the Liaison Association.
- t) See that all orders and resolutions of the Liaison Association are carried into effect.

10.2 The Vice Chair shall:

- a) Aid the Chair and undertake tasks assigned by the Chair.
- b) In the absence of the Chair, supervise the affairs of and preside at any meetings of the Liaison Association.
- c) Work with and support the Chair in Agenda preparation.
- d) Promote teamwork and assist the Chair in the smooth running of meetings.
- e) Oversee any fundraising committees and provide fundraising report at meetings.

10.3 The Secretary shall:

- a) Record and prepare accurate minutes of all meetings and proceedings which must be kept and made available to Liaison Association members upon reasonable request. Minutes shall be posted on the School web site and bulletin board no later than fourteen (14) days prior to the next scheduled Liaison Association meeting.
- b) Keep a complete membership list of the Liaison Association, including email addresses if possible, and send notices of all meetings.
- c) Keep current School year minutes, correspondence records and other Liaison Association documents (e.g. these Bylaws) filed in an orderly fashion, publicly accessible in accordance with Personal Information Protection Act and available at each Liaison Association meeting.
- d) Retain a copy of the minutes at the school for each meeting and make them available to the School Board on request. Minutes must be retained for a minimum of seven (7) years.
- e) Work with the relevant school personnel to ensure that the ECPLA tab on the school website is up to date.
- f) Record all motions and the results of said motions in the minutes.

10.4 The Treasurer shall:

- a) Prepare a budget for the school year to be presented and voted on at the first meeting of the year.
- b) Receive all monies paid to the Liaison Association and be responsible for the timely deposit of same in an appropriate banking facility that the Liaison Association may determine.
- c) Pay Liaison Association approved invoices and expenses in a timely manner.

- d) Properly account for the funds of the Liaison Association and keep such books for at least seven (7) years.
- e) Report to each Liaison Association meeting on the receipt and disbursement of funds since the last such report.
- f) Prepare the financial statements for presentation at the first meeting of the following school year.
- g) Prepare and submit reports required by the Society's Act and the Alberta Liquor and Gaming requirements.

#### 11. COMMITTEE CHAIRS

- 11.1 The number of Committee Chairs will be determined and appointed by the Officers in consultation with the Principal or designate at the first meeting of the school year.
- 11.2 Subsequent committees may be added during the year as determined by the Liaison Association.
- 11.3 The Committee Chairs shall act as Chair of their respective committee and undertake such tasks as assigned by the Liaison Association. They shall report to the Liaison Association at the meetings as a summary of activities, events and pertinent information regarding their program.
- 11.4 Each Committee Chair shall submit plans and estimates of costs to the Liaison Association for approval before any expense is undertaken.

#### 12. ROOM REPRESENTATIVES

- 12.1 The Room Representatives shall be appointed from the list of school parents volunteering for the positions.
- 12.2 Each classroom shall have a minimum of one Room Representative.
- 12.3 The Room Representative's primary role for the Liaison Association is to support the teachers with classroom cultural activities and fundraisers.
- 12.4 Room Representatives are responsible for attending and remaining informed of the monthly meetings of the Liaison Association or appointing a designate to attend in their stead.
- 12.5 Room Representatives shall act as liaison between School Parents of their classroom and the Liaison Association and establish and maintain contact with said Parents at the beginning of and throughout the school year.

#### 13. AUDIT OF FINANCIAL RECORDS

- 13.1 The financial records of the Liaison Association shall be audited at least once a year by either two non-signing authority members of the Liaison Association or a chartered accountant, certified management accountant or a person with a comparable designation, provided that person is not a signing authority of the Liaison Association. The report of the auditor(s) of the previous fiscal year financial records shall be submitted at a subsequent meeting of the school year.
- 13.2 The fiscal year of the Liaison Association shall end on August 31.
- 13.3 Books and records of the Liaison Association may be inspected by any member of the Liaison Association at any time upon providing reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of same. This would normally be done at a regular Liaison Association meeting. Each Officer shall at all times have access to such books and records.

14. REMUNERATION

No Officer or member of the Liaison Association shall receive any remuneration for acting as a member of the Liaison Association.

15. BORROWING POWERS

For the purpose of carrying out its objects, the Liaison Association 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 Liaison Association, and in no case shall debentures be issued without the sanction of a special resolution of the Liaison Association.

16. BYLAWS

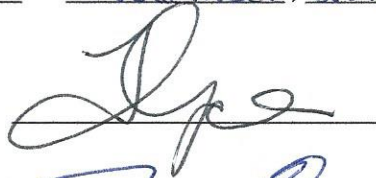
- 16.1 These bylaws continue in force from year to year unless amended as provided herein.
- 16.2 In the future, the bylaws can only be changed by a special resolution of the members.
- 16.3 A bylaw may be rescinded or amended by way of a special resolution passed by a seventy-five percent (75%) majority at a special meeting (where 21 days notice has been provided) of the Liaison Association.
- 16.4 These bylaws should be reviewed in the 2018-2019 school year.

17. DISSOLVING THE SOCIETY

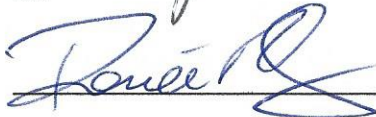
- 17.1 The Liaison Association does not pay dividends or distribute its property among its members.
- 17.2 If the Liaison Association is dissolved, any funds or assets remaining after paying all debts are to be paid to the Council.
- 17.3 In no event do any Liaison Association members receive any assets of the society.

Dated this 8 of November, 2016

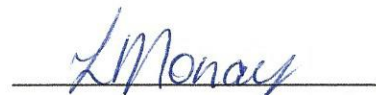
Chair




Vice Chair



Treasurer



Secretary



Principal

