



## **Westview School Association Bylaws**

### **Article 1 – Preamble and Objectives**

- 1.1 The name of this association will be the “Westview School Parent Association: which may also be known or referred to as WSPA.
- 1.2 WSPA’s objective shall be defined as facilitating fundraising to support student success; academically, physically and emotionally through school related and extra-curricular activities

### **Article 2 – Membership Rights and Obligations**

- 2.1 Any parent or guardian of children currently enrolled in Westview Public School is a fully entitled member of WSPA with the right to discuss, debate, and vote on decisions to be made by WSPA. They are hereafter identified as members of WSPA. No majority vote or membership fee is required.
- 2.2 Members are required to fill out a membership form annually. This information will remain confidential. Membership forms will be stored at Westview Public School and shall be destroyed at the end of each school year.
- 2.3 The Principal, Vice Principal or designates regardless of children enrolled at the school, along with shareholders and stakeholders who do not have children enrolled at the school are considered associate members with the right to discuss and debate but not vote on decisions to be made by WSPA.
- 2.4 Members of WSPA except the President are entitled to one vote on each motion presented at any meeting of WSPA. The president has the tie breaking vote when required. Voting by proxy is not accepted.
  - 2.4.1 The preferred method of voting is in person however if motions are brought forth in between meetings and are time sensitive; email and messenger voting is acceptable but will need to be recorded in the next month’s minutes.
  - 2.4.2 Voting of Executive Committee members and special resolutions must be in person
- 2.5 Any member of WSPA can review the books and records of WSPA at the Annual General Meeting, hereafter referred to as AGM, or at any time upon giving reasonable notice and arranging a time satisfactory to the executive member having charge of same.
- 2.6 Withdrawal from membership of WSPA is automatic when the child/children of the WSPA member leave the school permanently.

- 2.7 General Meetings of WSPA shall be held as often as required, but at least once every two months during the school year, and will be either set at the first meeting following the AGM or will be called by the President. Special or virtual meetings of the WSPA council may also be called with a minimum of 2 days' notice. Email discussions will form minutes of a virtual meeting and will be approved at the next "in person" meeting.
- 2.8 Quorum is defined as a minimum of four (4) WSPA members; including at least one (1) executive committee member.

### **Article 3 Executive Membership Rights and Obligations**

- 3.1 The executive committee shall mean the board of directors of WSPA.
- 3.2 The executive shall, subject to the bylaws or directions given it by the majority vote at any meeting properly called and constituted, have full control and management of the affairs, in particular, the finances, of WSPA. The executive shall advise, coordinate, and make decisions to ensure that WSPA's objectives are achieved.
- 3.3 Any WSPA member willing to contribute time, effort, and manpower to the fulfillment of the objectives of WSPA shall be eligible to volunteer or submit their name for election, by the membership, to the executive committee, at the AGM or should a vacancy occur or exist throughout the year. No executive committee member shall receive remuneration for his/her services.
- 3.4 Any executive committee member wishing to withdraw from the executive committee may do so by notice in writing to the executive through the president or vice president.
- 3.5 An executive committee member may be removed from position, by a majority vote of WSPA members present at a special meeting convened for this purpose for ;
  - 3.5.1 The misuse of WSPA funds
  - 3.5.2 Neglect of duty or misrepresentation/contravention of the objectives of WSPA
  - 3.5.3 Missing 3 consecutive meetings without substantial cause (medical/family emergency/etc)
- 3.6 The executive committee will ensure that an Annual General Meeting is scheduled in October. The AGM shall include;
  - 3.6.1 Due notice of not less than 21 calendar days prior to the AGM to parents and guardians of current Westview students and the school community.
  - 3.6.2 Amendments of bylaws when necessary may occur as part of the business of the AGM.

- 3.6.3 The election of officers who may be nominated from the floor or in advance.
- 3.6.4 Any positions left vacant, or become vacant, may be filled during the remainder of the year.

#### **Article 4 Leadership of Westview School Parent Association**

- 4.1 The Executive Committee shall be elected by WSPA members present at the AGM. No Proxy votes are permitted
- 4.2 The term for all positions on the executive committee is approximately one year, and is effective from the end of the AGM until the election of executive members at the AGM in the subsequent year. (June to June)
- 4.3 The Executive Committee may have separate meetings outside of the regularly scheduled WSPA meetings. Any decisions made at these meetings must be reported at the next scheduled WSPA meeting
- 4.4 The Executive Committee shall consist of:
  - 4.4.1 President
    - 4.4.1.1 Be a member of all sub-committees of the association
    - 4.4.1.2 Chair all meetings of WSPA and of the executive
    - 4.4.1.3 Prepare meeting agendas and distribute to membership
    - 4.4.1.4 Have co-signing authority
    - 4.4.1.5 Maintain direct communication with all special projects and standing committee leads
    - 4.4.1.6 Maintain communications between WSPA and the school
    - 4.4.1.7 Maintain communications between WSPA and the school council
    - 4.4.1.8 Call and attend special meetings, should they arise
    - 4.4.1.9 Take the GAIN on line course (Gaining information for charitable groups offered by AGLC)
  - 4.4.2 Vice-President
    - 4.4.2.1 Assist the president
    - 4.4.2.2 Perform the duties of the president in their absence or at their request

4.4.2.3 Have co-signing authority

4.4.2.4 Take the GAIN online course (Gaining information for charitable groups offered by AGLC)

4.4.3 Treasurer

4.4.3.1 Record all transactions and receive/disperse all funds that have been approved by the executive committee and/ WSPA

4.4.3.2 Shall receive all monies paid to WSPA and deposit set funds into whatever bank, trust company, credit union, or treasury branch deemed appropriate by the executive committee

4.4.3.3 Present a monthly report and give reports upon request

4.4.3.4 Prepare an annual societies application

4.4.3.5 Prepare an Annual Gaming Report, which includes a statement of finances, ensures that all proceeds of casinos follow the applicable guidelines

4.4.3.7 Prepare and review a report of Revenue and Expenses at the Annual General Meeting

4.4.3.8 Have co-signing authority

4.4.3.9 Take the GAIN online course

4.4.3.10 Set up banking arrangements

4.4.4 Secretary

4.4.4.1 Record and distribute proceedings of monthly, special, virtual, and annual Association meetings and Executive Committee meetings, as they arise

4.4.4.2 Maintain minutes and email list for WSPA

4.4.4.3 Ensure a copy of WSPA's approved minutes is submitted to the school's webmaster

4.4.4.4 If deemed necessary, may have co-signing authority

4.4.5 Casino Coordinator

4.4.5.1 Complete and submit an authorization form to gaming identifying who is eligible to act on behalf of WSPA

- 4.4.5.2 Fill out all necessary applications for casinos
- 4.4.5.3 Work with volunteer coordinator to ensure adequate number of volunteers are recruited
- 4.4.5.4 Make note of the license date expiry
- 4.4.5.5 Take the GAIN online course
- 4.4.6 Fundraising coordinator
  - 4.4.6.1 Plan fundraising activities to support school's needs
  - 4.4.6.2 Attend meetings and provide information regarding past, present and future fundraisers
- 4.4.7 Hot Lunch coordinator
  - 4.4.7.1 Source vendors for lunch and present vendor options to WSPA
  - 4.4.7.2 Maintain communications with Treasurer to ensure running a hot lunch program is cost effective for WSPA
  - 4.4.7.3 Maintain the website for hot lunches, including coordinating volunteers for hot lunch as well as submit orders to the vendors as per requirements
  - 4.4.7.3 Maintain communications with vendors and follow up on any disputes; such as missing hot lunch etc.
- 4.4.8 Volunteer Coordinator
  - 4.4.8.1 Maintain Sign Up Genius Account
  - 4.4.8.2 Coordinate volunteers as requested to support casino, events and fundraising requirements
- 4.4.9 Events Coordinator
  - 4.4.9.1 Ensure events are planned, communicated and executed successfully, including but not limited to ordering supplies, advertising, liaising with volunteer coordinator and Principal
- 4.4.10 Principal
  - 4.4.10.1 Provide opportunities for input from all stakeholders of the Westview School community

4.4.10.2 Support WSPA as requested

**Article 5-Dissolution of the Westview School Parents Association**

- 5.1 Should the Westview School Parent Association disband, its funds shall be donated to an eligible organization, to be determined at the time of dissolution, or put into trust with the municipality until eligible recipients are selected.

**Article 6-Amendments-of Bylaws**

- 6.1 The bylaws of the Westview School Parent Association may be rescinded, altered, or added to by a "Special Resolution", at the AGM or at a General Meeting providing a quorum is present.
- 6.2 In addition, if the Fort McMurray Public School District's Board sets standards in the future regarding the establishment of fundraising societies, these bylaws must be amended to reflect the decisions of the Fort McMurray Public School District's Board of Trustees.