

**Association By-laws**  
**Ardrossan Elementary Parent Support Association**

**Corporate Access Number 503283988**

**1. NAME**

The name of the parent support group is Ardrossan Elementary Parent Support Association (“AEPSA”).

**2. MISSION**

The mission of the AEPSA is to foster the well-being and effectiveness of our school community and to enhance student learning.

**3. OBJECTIVES**

The objectives of the AEPSA, in keeping with the School Act and the School Council and School Councils Regulation, are to:

- a) provide input to the principal and school staff on important or emerging issues, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs, directions, budget plans to meet and to provide the community perspective/concerns relating to programs and management of the school all with a view of meeting student needs
- b) stimulate continuous improvement with meaningful involvement by all members of the school community
- c) facilitate a collaboration between the school and the community
- d) support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
- e) facilitate the development of a common vision for our school
- f) facilitate a formal performance evaluation of our AEPSA and communicate the results of this evaluation to the school board and the school community
- g) support the school staff as it focuses its attention, time and resources on essential teaching/learning activities.
- h) promote the school and its activities in the larger community, and to stimulate meaningful involvement of all stakeholders.
- i) keep the School Board informed, in co-operation with the principal of the needs of the school, and to advise it on matters relating to the school district.

**4. MEMBERSHIP**

The membership of the AEPSA shall consist of:

- a) the parents of students enrolled at École Élémentaire Ardrossan Elementary School

- b) the principal of École Élémentaire Ardrossan Elementary School
- c) teachers and support staff at École Élémentaire Ardrossan Elementary School
- d) any member of the community at large with an interest in our school

## 5. GOVERNANCE

- a) OFFICERS - The AEPSA shall have the following Officers elected by the Parents at the Annual General Meeting by a majority vote:

Chairperson

Vice - Chairperson

Secretary

Treasurer

No person shall hold more than one position at one time

- b) QUALIFICATIONS OF OFFICERS - All Officers must be filled by parents of students enrolled at École Élémentaire Ardrossan Elementary School
- c) TERM OF OFFICE - The terms of office for Officers are the annual general meeting to the following annual general meeting.
- d) WITHDRAWAL OF OFFICER - An Officer may withdraw from their position by notice in writing to the Chairperson and if the withdrawing officer is the Chairperson to the Vice-Chairperson by notice in writing.
- e) REPLACEMENT OF OFFICERS - In the event of an Officer position becoming vacant, the AEPSA may choose at the next meeting a qualified replacement to complete the remainder of the term of the departing member.
- f) REMOVAL OF OFFICERS - The AEPSA may remove an Officer from a position providing the Officer has been notified at least 10 days in advance of the meeting, is afforded the opportunity to be heard at the meeting and majority of members in attendance vote for removal.
- g) AGENDAS - The Officers will prepare the agenda for general meetings and circulate minutes of same.
- h) DAY-TO-DAY OPERATIONS - The Officers will carry out the day-to-day operation of the AEPSA.
- i) DECISION-MAKING -
  - i) Decisions at AEPSA meetings will be made by consensus as much as possible. The decision made by consensus must be clearly stated and recorded as such in the minutes of the meeting.
  - ii) If a decision is made by a vote, the motion must be moved and seconded and passed by a majority of AEPSA members.
- j) QUORUM - Quorum will be attained when the majority of voting members present at a duly called meeting are parents of students enrolled at École Élémentaire Ardrossan Elementary School, provided that at least four (4) such parents are present.
- k) VOTING - For the purpose of voting all those present at the meeting, and who are eligible members according to 2.1, shall have voting privileges.

- l) **COMMITTEES** – The AEPSA may appoint committees that consist of AEPSA members and/or school community members. Committees report on their activities at AEPSA meetings and meet outside of AEPSA meetings to complete their assigned tasks.
- m) **FISCAL YEAR** - The fiscal year end of the AEPSA in each year shall be August 31<sup>st</sup>.

## 6. MEETINGS

- a) The **Annual General Meeting** shall be held before the end of September of the new school year. Notice of such shall be given in the school newsletter at least 10 days in advance. Elections of Officers shall take place at this meeting.
- b) The business of the Annual General Meeting shall include:
- Election of the AEPSA Officers
  - Proposed bylaws/operating procedures amendments
  - Motion to accept a financial statement of the previous year
  - Plans and budget for the upcoming year
  - Discussion of any major issues in which parents should have input, such as:
    - i.Changes to the vision or mission statement of the school
    - ii.Major changes in the school program or focus
    - iii.Formal evaluation of the AEPSA
- c) **Meetings** shall be held as required in the school year at the school and be called by the Chairperson.
- d) **Additional Meetings** shall be called as requested by two or more of the members by written request with the business to be brought stated to the Chairperson and with 10 days notification to the members.
- e) The **Agenda** shall be set by the Chair and approved by the members in attendance at the meeting.
- f) **Records** shall be kept by the secretary of the minutes of the meetings and any important correspondence.

## 7. DUTIES OF OFFICERS

- a) Chairperson – the Chairperson plans meetings, prepares agenda and presides and participates in meetings of the AEPSA, acts as the official spokesperson for the AEPSA (unless otherwise delegated) and supports the AEPSA. The Chairperson acts as the Alberta Home and School Councils' Association representation and ensures the school board receives an annual report from the AEPSA.
- b) Vice-Chairperson – the Vice-Chairperson assists the Chairperson with duties, as assigned, and in the absence of the Chairperson, assumes the responsibilities of the Chairperson. The Vice-Chairperson is the designated Personal Information Protection Act (PIPA) Privacy Officer of the AEPSA and manages personal information in compliance with PIPA.

c) Secretary – the Secretary keeps accurate minutes and records of the AEPSA, keeps record of attendance at the APSA meetings, documents and files all correspondence and communications, and keeps an accurate list of names and addresses of AEPSA members in compliance with PIPA. The Secretary ensures all materials relating to the AEPSA (including the School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in École Élémentaire Ardrossan Elementary School.

d) Treasurer – the Treasurer ensures that accurate accounts, receipts and disbursements of AEPSA finances are maintained and that motions are duly passed and properly constituted meetings for the expenditure of funds. The Treasurer prepares and submit an annual financial statement, is responsible for the deposits of monies paid to the AEPSA, prepares and files an Income Tax return and Corporate Registry return annually, if/as required, has an Auditor as appointed by the Association review the accounting records of the previous year and allows the books to be viewed by any member of the AEPSA at any time given reasonable notice.

## 8. REMUNERATION

No member of the AEPSA shall receive remuneration for his or her services unless authorized at a meeting by the members of the association.

## 9. ANNUAL REPORT

In accordance with the School Councils Regulation, the AEPSA, through the Chairperson, prepares and provides the school board with an annual report submitted by September 30<sup>th</sup> of each year that includes:

- a summary of the AEPSA's activities of the previous year
- a financial statement
- a copy of the minutes of each meeting

The AEPSA will make the annual report available to all members of the school community.

## 10. AMENDMENTS TO THE BYLAWS

- a) The bylaws remain in force from year to year unless amended at the Annual General Meeting
- b) The bylaws may be amended by a majority vote of the AEPSA at an Annual General Meeting
- c) Notice of the proposed bylaw amendments must be circulated with the notice of the Annual General Meeting.

## 11. CODE OF ETHICS

All AEPSA members shall:

- abide by the legislation that governs them
- be guided by the mission statement of the school and the AEPSA
- endeavour to be familiar with school policies and operating practices and act in accordance with them
- practice the highest standards of honesty, accuracy, integrity and truth
- recognize and respect the personal integrity of each member of the school community
- declare any conflict of interest
- encourage a positive atmosphere in which individual contributions are encouraged and valued
- apply democratic principles
- consider the best interests of all students
- respect the confidential nature of some school business and respect limitations this may place on the operation of the AEPSA
- not disclose confidential information
- limit discussions at AEPSA meetings to matters of concern to the school community as a whole
- use the appropriate communication channels when questions or concerns arise
- promote high standards of ethical practice within the school community
- accept accountability for decisions
- not accept payment for AEPSA activities.

## 12. PRIVACY

The AEPSA shall adhere to the Personal Information Protection Act (PIPA) and shall not share personal information for purposes other than those of AEPSA business.

## 13. POLICIES

The AEPSA may develop policies for the duration of an AEPSA term. The policies of the AEPSA will be reviewed at the beginning of every new AEPSA term to decide if each policy will be implemented for the new AEPSA and its term.

## 14. FUNDRAISING SOCIETY

The AEPSA will communicate regularly with the fundraising society to support their activities and to solicit support for AEPSA activities. The AEPSA can develop policy to promote a productive open and transparent relationship with the fundraising society. The AEPSA will, where possible, encourage the fundraising society to do the fundraising for the school and the school community. The AEPSA can fundraise and funds can be kept in a school council bank account or given to the school. Any AEPSA funds given to the school will be subject to the school board's policy on school council fundraising.