

Jack James School Parent Advisory Association and Alumni of Calgary

(Incorporation date November 18, 1988, Corporation Number 50390091 as “Jack James Secondary School Parent Advisory Association of Calgary” name was revised by Certificate of Amendment June 17, 1992.)

Bylaws as voted at the October 27th, 2022 AGM.

Objectives of the society are:

- To provide a meeting place for the consideration and discussion of questions and concerns affecting the interests of the school community.
- To assist and support the school community within the guidelines of AGLC regulations (see current AGLC Current Use of Proceeds) and Societies and CBE best practices.

BYLAWS:

MEMBERSHIP

1. Membership in the Association shall include the parents/guardians of students of Jack James High School, students of Jack James High School, Alumni of Jack James High School or likeminded members of the school community.
 - a) There shall be no membership fee and each member have the equal right to vote.
 - b) A member shall retain membership in the Association if he/she continues to participate in the society in a productive manner.
 - c) Members are obliged to be supportive of the school program according to the aims and objectives stated in the Application under the Societies Act.
2. Any member wishing to withdraw from membership may do so at any time.
 - a) Any member may be expelled from membership for any cause which the Society may deem reasonable, upon a two-thirds vote of those members of the Society in good standing who attend an annual general meeting.
 - b) Any member can withdraw upon written notice to the secretary.

Chairperson

3. The Chairperson shall be a member of all Committees. He/She shall, when present, preside at all meetings of the society and of the board. In his/her absence the Vice-Chairperson shall preside at any such meetings, and in the absence of both, a temporary chairman may be elected by those present at the meeting.

Executive Committee

4. The Executive Committee shall mean the Directors of the society.
5. The committee 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, and **meetings of the board shall be held as often as may be required, but at least 4 times per year**, and shall be called by the Chairperson. A special meeting may be called on the instructions of any two members thereof provided they request the Chairperson in writing to call such meeting. Meetings of the board shall **be called by ten days' notice** through the school information service to all parents/guardians where possible, and all members. **Any 3 members shall constitute a quorum**, and meetings shall be held without notice if a quorum of the board is present, provided, however, that any business transactions at such meetings shall be ratified at the next regularly called meeting of the Board; otherwise, they shall be null and void.
 - a) Executive officers wishing to withdraw from membership may do so at any time.
 - b) Any officers may be expelled from membership for any cause which the Society may deem reasonable, upon a two-thirds vote of those members of the Society in good standing who attend a general meeting.

SECRETARY

6. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. Minutes of the meetings shall be authenticated by the signature of the Secretary and the Chairperson, or in the case of an inability of to act, by the Vice-Chairperson.
 - a) In cases of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the voting members. The Secretary shall have charge of all the correspondence of the society and be under the direction of the Chairperson.
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7. The Secretary shall also keep a record of all members and their preferred contact method who are current attending members of the society and send all notices of the various meetings as required.
8. Where possible all related paperwork shall be stored in the school and prompt reasonable access given to any member as needed.

TREASURER

9. The Treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of same in a timely manner in the current account. He/she shall properly account for the funds of the Association as regarding receipts and disbursements and shall keep such books as may be directed. He/She will prepare financial statements for audit and submit as required.
The General account is filed annually with the Provincial Registrar under the Societies Act. (Annual reporting date ends November 30th, and is due on or before December 16th)
The Casino account is submitted to AGLC as required (Annual reporting date ends September 30 and is due on or before February 12)
Where possible all financial paperwork shall be stored in the school and prompt reasonable access given to any member as needed.

AUDITING

10. The officers shall open bank accounts in the name of the Association but shall have no borrowing rights on behalf of the Association or its members.
 - a) The signing authority at the bank shall constitute of the Chairperson, the Treasurer and one more director of the association; it is preferred to have three directors with signing authority. It shall be the Treasurer who will have the sole responsibility of obtaining the records from the bank.
 - b) The accounts and records of the Association shall be duly audited only as required by a qualified accountant or by two elected members of the Association. The previous years submitted financial reports shall be made available at the first annual general meeting of the Association after the close of the fiscal year.
 - c) The fiscal year of the Association shall be from September 1st to August 31st.
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11. The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the board shall always have access to such books and records.

MEETINGS

12. This society shall hold an annual general meeting within the first 90 days of each school year, in each year, of which meeting due notice shall be given to all members.
13. At this meeting there shall be elected a Chairperson, Vice-Chairperson, Secretary, Treasurer, (or Secretary-Treasurer), and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.
14. Meetings of the society may be called at any time by the Secretary upon the instructions of the Chairperson or executive by notice through the school information service delivered **preferably 10 days before the date of such meeting**. A special meeting shall be called by the President or Secretary upon receipt by him/her of a request of one-third of the members in good standing, set forth the reasons for calling such meeting, **which shall be through the school information service delivered at least 10 days before to the meeting**.
15. **Three members in good standing shall constitute a quorum at any meeting.**

VOTING

16. Any member who has not withdrawn from membership nor been suspended nor expelled as herein provided shall have the right to one vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise. (This may include virtual attendance of proxy vote by regular/active member)

RENUMERATION

17. Unless authorized at meeting, no officer or member of this association shall receive any remuneration for his/her services.

BORROWING POWERS

18. To carry out its objectives, the society may raise money in such manner as is legal and as it thinks fit. They shall have no borrowing rights on behalf of the association of its members.

BY-LAWS

19. The By-Laws may be rescinded, altered or added to by an “Special Resolution” passed by a majority of not less than two-thirds of such members entitled to vote as are present in person, at an annual general meeting of which 10 days written notice specifying the intention to propose the changes as a special resolution has been duly given. (This may include virtual attendance or proxy vote by a regular/active member)

These by-laws or amendments to these by-laws shall come into force when approved by a majority vote of parents/guardians of students enrolled in the school who vote at a meeting of the School Advisory called for that purpose.

These by-laws are certified to be in force effective the 27th day of October, 2022

Jack James High School

Debra Spaven

CHAIR

Rebecca MacMillan

SECRETARY

Also in attendance:

Douglas Delegarde

Jennifer Gorkoff

April Fisher

Jeanetta Hynes

Hejdi Hodson
