

# Pine Street Volunteer Parents Society & Parent Council Special Resolution Meeting - Bylaws February 21<sup>st</sup>, 2017

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The Special Resolution meeting to review and adopt the bylaws that govern the Pine Street Volunteer Parents Society and Pine Street Parent Council was duly called and held on February 21<sup>st</sup>, 2017 in the Library of Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta. Quorum was present.

## **In Attendance:**

**Executive:** Shanna Eveleigh (Chair), Krystal Grichen (Vice Chair), Pam Briton (Treasurer), Vanessa Bower (Secretary)

**Administration:** Evelyn Gaudet (Principal)

**Parents:** Lesley Bowman, Cara Kern, Trina Loucraft, Jacklynn Pivovar, Nasreen Banman

Meeting was called to order at 6:35p.m. by Chair, Shanna Eveleigh.

## **1. Bylaw Review**

- a. Draft copies of the following were circulated  
**Pine Street Volunteer Parents Society Bylaws**  
(DCLLP-#1938916-v6-Pine\_Street\_Society\_Bylaws.docx)  
**Pine Street Volunteer Parents Council Bylaws**  
(DCLLP-#1973774-v1-Pine\_Street\_Parent\_Council\_-\_Bylaws.docx)
- b. Previous Bylaws registered for Pine Street Volunteer Parents Society filed with Alberta Registries and stamped "RECEIVED NOV 30 2011" were also made available.
- c. Jacklynn Pivovar drafted 2 new sets of bylaws consistent with our meeting structure and provided a detailed review of each.
- d. It was noted although both sets of bylaws are similar, they differ when financial matters pertain to only Society (fundraising) and not Council (advisory). Those differences were noted throughout the reading.

## **2. Withdrawal of Members**

- a. Noted 2/3<sup>rd</sup> vote may expel membership if they display gross misconduct or illegal activities which contravene the purpose of the Council/Society. Previous bylaws may expel for any cause.

*Q: Can staff members attend a meeting as a parent?*

A: Yes, if they are a parent of child in Pine Street Elementary they can attend meetings. It should be made clear at the start of the meeting they are attending in the capacity of a parent (opposed to teacher representation).

*Q: Should a request to withdraw a member be written?*

A: If you would like to make a request, it can be added to the agenda (request beforehand). During that meeting a conversation would take place and a vote would follow.

*Q: Does Executive vote?*

A: Yes, they are still a member.

### **3. Executive Committee**

- a. Treasurer is omitted from Council's bylaws (advisory not financial in nature)
- b. Elections are now held in June (opposed to prior to September 30<sup>th</sup>) which allows for a year of experience.
- c. Attending members vote on removal of Executive. Previous bylaws did not warrant a cause but now they do. Executive member must display gross misconduct, illegal activities or other activities which contravene the purpose of Council/Society.

### **4. (9) Duties of the Executive Committee**

- a. 9.1 (c) to reflect the following **revision for Council Bylaws**:  
"keep a record of the acts and proceedings of the Executive Committee and of the business of the Council, and present a full statement thereof at the annual meeting of the Council showing in detail the condition of the affairs ~~and finances~~ of the Council."
- b. 9.1 (b) to reflect the following **revision for Society Bylaws**:  
"Have custody and control of funds of the Society. Expenditures not in excess of ~~\$100~~ \$100.00 must have the approval of the Chair and expenditures in excess of \$100.00 must have the approval of the general membership..."
- c. It was clarified that policies are not part of the bylaws and can be changed every year without special resolution. In September, they can be reviewed and either adopted or amended accordingly.

*Q: Have we in the past or can we have 2 different chairs?*

A: No, we have not in the past, but yes, it is possible. Some schools that have them typically have huge fundraising initiatives. It is open to separate.

### **5. (10) Duties of the Elected Officers**

- a. It was noted the responsibility for the Facebook page was left open and omitted from bylaws. It is up to the discretion of the Chair. Technology also frequently changes.

## 6. Meetings

- a. (12) The annual general meeting is on or before end of June 30<sup>th</sup> (formerly held in September).
- b. (13) In the previous bylaws, "mail" was indicated as the chosen method to provide notice of a meeting. New bylaws reflect selecting a minimum of 2 options (Newsletter, telephone, email, website and/or other current technology or best practices).

*Q: Under (14), do these 10 parents (who sign a petition to call a special resolution meeting) need to be attending the meeting?*

A: No

- c. (15) to reflect the following **revision for Council Bylaws** as there is no Treasurer: "A quorum of an Executive Committee meeting shall consist of ~~three~~ two members of the Executive Committee. A quorum for a regular meeting shall consist of ~~a five~~ four voting members which includes the Executive Committee."
- d. It was discussed and noted when voting by show of hands to count and clearly identify the number "in favour", "opposed" and "abstained" or ineligible vote (specifically when voting in election of Executive Committee).

## 7. Minute books and Records

- a. Minutes are kept in a binder (suggested binder kept at the School and electronically on the shared drive) and signed by Secretary and Chair once adopted (previous bylaws did not specify). Financial records retained in accordance with Society legislation.

## 8. Banking

- a. Previous bylaws indicated money could be borrowed. This was deemed unnecessary and therefore omitted from new bylaws.

*Q: Does the Secretary have signing authority?*

A: No

- b. (25) to reflect the following **revision for Society Bylaws**: "The Society shall not have the power to borrow money from a duly chartered bank under the Bank Act or otherwise."

## 9. Audit

- a. The fiscal year of Society should follow school calendar and therefore is reflected in these bylaws.

*Q: Is there an issue if we still have expenses incurred before June 30<sup>th</sup> but processed after?*

A: No because we have 3 months to file.

*Q: Will you have signing authority changed over in time?*

A: Yes, since the annual general meeting is in June.

*Q: Do we have a date set for the annual general meeting?*

A: Yes, it will be June's regular meeting.

## **10. Amendment of By-Laws**

- a. Notice of special resolution meeting increased from previous bylaws to one month notice and not just notified by mail but by other means as well.

## **11. Execution of Documents**

- a. A subcommittee can sign if appointed by the Chair as a designate.
- b. The Minister of Education can dissolve a School Council and the Principal can establish a new advisory committee. The Society reflects slightly different due to financial nature.
- c. 31 (b) to reflect the following **revision for Society Bylaws**:  
"At the meeting at which the dissolution of the Society is proposed, ~~three-~~  
~~fourths~~  $\frac{3}{4}$  of the votes cast shall be required to confirm such dissolution of the Society."

## **12. Approval of Bylaws**

**MOTION:** Vice Chair Krystal Grichen moved that we adopt '**Pine Street Volunteer Parents Council Bylaws**' with said amendments. Lesley Bowman seconded.

CARRIED. 7 voted in favour with 0 opposed and 3 ineligible vote and/or conflict of interest.

**MOTION:** Vice Chair Krystal Grichen moved that we adopt '**Pine Street Volunteer Parents Society Bylaws**' with said amendments. Nasreen Banman seconded.

CARRIED. 7 voted in favour with 0 opposed and 3 ineligible vote and/or conflict of interest.

## **13. Policies**

- a. Although policies are similar for both Council and Society's financial nature distinguishes them.

- b. Code of Ethics Policy was reviewed for both Council and Society.
- c. Privacy Policy was reviewed for both Council and Society.
- d. Subcommittee Policy
  - I. Some points limited to Society as financial matters.

*Q: If it's past the meeting and I need to change something can Executive approve the change without a formal meeting discussion?*

A: Depends on the change. If within the approved budget, yes but not a major decision. All major changes should be discussed regardless. If outside meeting date (summer), submit a detailed plan and budget for prior approval. If it's a major change, a vote should take place, but smaller changes (ie. changing the name of a pizza vendor) can be taken to Executive Committee for approval.

- II. Any Executive Committee decisions outside the meeting should be noted.
- III. The intention of these bylaws and policies is to give guidance and if they are not working they can always be formally changed.
- IV. 3(d) to reflect the following **revision for Council Subcommittee Policy**:  
 "Provide a progress update [and final report](#) either in person at the general meeting of the Council or via a member of the Executive Committee;"
- V. 3(f) to reflect the following **revision for Council Subcommittee Policy**:  
 "If the Subcommittee Lead has volunteered to lead a committee [and unable to fulfill the duty](#), it is requested that they look for a replacement from their committee..."
- VI. 3(c) to reflect the following **revision for Society Subcommittee Policy**:  
 "submit a detailed plan and budget to the Society for approval. If necessary; [and submit a reconciliation to the Treasurer upon conclusion of the event or fundraiser.](#)"
- VII. **Addition to Society Subcommittee Policy** as follows (insert as 3d with subsequent numbering changing):  
 ``[All communication to the school community must be submitted and approved by the Executive Committee and School Administration prior to being sent.](#)``
- VIII. 3(e) to reflect the following **revision for Society Subcommittee Policy**:  
 ``Provide a progress update [and final report](#) either in person at the general meeting of the Society or via a member of the Executive Committee; ``
- IX. 3(g) to reflect the following **revision for Society Subcommittee Policy**:

If the Subcommittee Lead has volunteered to lead a committee [and unable to fulfill the duty](#), it is requested that they look for a replacement from their committee.... ``

- e. Petty Cash Advance Acknowledgment is limited to Society
- f. Communication Protocol Policy
  - I. The most accurate copy was adopted and is currently in place with no need to review.
- g. Society Policy on NSF Cheques
  - I. (4) The Treasurer to handle NSF fees due to privacy.
  - II. Any remaining profit from fees would be treated as either a donation or profit towards that subcommittee event/fundraiser.
- h. Society Policy on Money Handling
  - I. 2 to reflect the following **revision for Society Policy on Money Handling**:  
“The Subcommittee Lead is responsible for the money and responsible to hand all of the money raised [and reconciliation of money received signed by the Subcommittee Lead and the Subcommittee member who counted the money from the school event or other fundraiser](#) to the Treasurer within 3 business days of the event.”

*Q: Do they have to be part of the subcommittee (ie. Spouse)?*

A: Yes, they would be on subcommittee.

*Q: Should there be an alternate to the Treasurer (ie. vacation)?*

A: The Chair will appoint.

**MOTION:** Vice Chair Krystal Grichen moved that we adopt **Pine Street Volunteer Parents Society Code of Ethics, Privacy Policy, and Society Policy on NSF Cheques** with said amendments. Lesley Bowman seconded. CARRIED. 7 voted in favour with 0 opposed and 2 ineligible vote and/or conflict of interest.

**MOTION:** Vice Chair Krystal Grichen moved that we adopt **Pine Street Parent Council Code of Ethics and Privacy Policy** with said amendments. Cara Kern seconded. CARRIED. 7 voted in favour with 0 opposed and 2 ineligible vote and/or conflict of interest.

**ACTION:** **Subcommittee Policies (Council & Society) and Society Policy on Money Handling** to be amended with noted revisions and motioned for adoption at next meeting.

**ACTION:** Jacklynn Pivovar to amend both the Council and Society bylaws and policies with above mentioned revisions. A copy of Council's to be provided to EIPS and Society's filed with Alberta Registries. A full copy to be supplied to Principal Evelyn Gaudet.

Chair, Shanna Eveleigh declared the meeting adjourned at 8:35 p.m.

**The next regular meeting will take place on Tuesday, March 7<sup>th</sup>, 2017.**

These minutes are respectfully submitted by:

*Transmitted Electronically*

\_\_\_\_\_  
Secretary, Vanessa Bower

Adopted by Society in the meeting of:

\_\_\_\_\_  
Chair, Shanna Eveleigh