

## **Pine Street Volunteer Parents Society Bylaws**

### **Mission**

1. Pine Street Volunteer Parents Society (the “Society”) is to provide a means for parents and community members to provide additional financial resources and support for the Pine Street Elementary School (the “School”). Its main role is fundraising.

### **Membership**

2. Parents and guardians of the children attending the “School are members of the Society.
3. Subject to the withdrawal provisions contained in paragraphs 3 and 4:
  - 3.1 Parents and guardians shall become members upon their son or daughter becoming enrolled in the School and shall cease to be members when the student is no longer enrolled in the School;
  - 3.2 The principal shall appoint one staff member to be the School Liaison Officer to represent the teaching and administrative viewpoint. The principal may appoint herself or a designate from the staff at the School. This shall be a non-voting position. The Principal is able to invite any other staff as well to attend as a non-voting member; and
  - 3.3 Any other person may apply in writing to the Society to be members. These applications would be approved or denied at a regular Society meeting.

### **Withdrawal of Members**

4. Members may withdraw upon written notice to the Society.
5. Any member, upon a 2/3 vote of all members present at a regular meeting, and in good standing, may be expelled from membership if they display gross misconduct, illegal activities which contravene the purpose of the Society.

### **Executive Committee**

6. The Executive Committee shall consist of the elected officers.
7. The elected officers of this Society shall be: Chair; Vice-Chair, Secretary and Treasurer. The Society will not have any Directors at Large.
8. **Elected Officer’s Term of Office:**
  - 8.1 At the annual general meeting to be held in June each year, officers shall be elected to a one year term;
  - 8.2 Should a vacancy occur in any office, if a majority of the school year remains, the vacancy may be filled at a general meeting. Otherwise the Executive Committee shall have the power to appoint a member to fill the office for the unexpired term;

- 8.3 Following due process, an Executive Member may be removed from his/her position by 2/3 vote of regularly attending members at a general or special meeting. Removal may take place after an Executive Member has displayed gross misconduct, illegal activities, or other activities which contravene the purpose of the Society.

## 9. **Duties of the Executive Committee**

- 9.1 Without limiting or restricting the generality of the powers conferred upon them, the Executive Committee shall have the power to carry on the business of the Society and shall:

- a) conduct, manage and control the affairs and business of the Society;
- b) have custody and control of funds of the Society. Expenditures not in excess of \$100.00 must have the approval of the Chair and expenditures in excess of \$100.00 must have the approval of the general membership; this does not include expenditures of a self-replenishing nature;
- c) constitute and appoint committees, prescribe their functions and duties;
- d) keep a record of the acts and proceedings of the Executive Committee and of the business of the Society, and present a full statement thereof at the annual meeting of the Society showing in detail the condition of the affairs and finances of the Society;
- e) approve, authorize and direct execution of all necessary documents, make arrangements and commitments and negotiate therefore and do everything necessary to carry out the purposes of the association pursuant to these by-laws;
- f) The Society may make and implement policies that the Society considers necessary to carry out its functions. The policies of the Society will be reviewed at the beginning of every new school year to decide if each policy will be implemented for the new school Executive Committee and their term;
- g) School Society will communicate regularly with the Pine Street Volunteer Parents Council ("Council") to support their activities and to solicit support for Society activities;
- h) Society can develop policy to promote a productive open and transparent relationship with the Council.

- 9.2 Each elected officer, at the end of his term, shall ensure that all relevant material is forwarded to the incoming Elected Officer.

## 10. **Duties of the Elected Officers**

- 10.1 The Chair shall:

- a) preside at all meetings of the Society and the Executive Committee;
  - b) Administrate and co-ordinate efforts of the Society, call regular membership meetings and generally promote the Society in the community;
  - c) perform other such duties as are normally incident to the office of Chair of such a Society; and
  - d) distribute notices of other School Society events as required.
- 10.2 The Vice-Chair, in the absence or disability of the Chair; shall possess all the powers and perform all the duties of the office of Chair, and shall have powers and perform such duties as the Executive Committee shall prescribe.
- 10.3 The Secretary shall:
- a) record and maintain the minutes of the meetings of the Executive Committee and of the Society;
  - b) deal with correspondence;
  - c) give, or cause to be given, notice of all special meetings and of the annual general meeting.
- 10.4 The Treasurer shall:
- a) have custody and be responsible for all the monies of the Society;
  - b) keep complete and accurate records and accounts of the holdings of such monies;
  - c) see that all expenditures are duly authorized and are evidenced by proper receipts and vouchers;
  - d) maintain such bank accounts as may prove necessary;
  - e) pay for all materials and supplies of the Society; and
  - f) present a full, detailed account of receipts and disbursements to the Society whenever requested by the Society and prepare the financial statements for the annual report.

## **Meetings**

- 11. There shall be a minimum of six general meetings of the Society held between September 1st and June 30th of each school year.
- 12. An annual general meeting shall be held on or before June 30 of each school year. At which time the annual reports shall be read and an election for the Executive Committee shall be held.

13. A meeting of the Society may be called at any time by the Secretary upon the instructions of the Chair; members shall be notified by newsletter through the School, by telephone, by email, through the website or through other means deemed appropriate according to technology and best practices of the day, prior to the date of such meeting. A minimum of two different means of communication shall be used.
14. A special meeting shall be called by the Chair or Secretary upon receipt of a petition signed by 10 parents from the School. Members shall be notified by letter through the School, by telephone, by email, through the website or through other means deemed appropriate according to technology and best practices of the day, prior to the date of such meeting. A minimum of two different means of communication shall be used. 48 hours notice shall be given for all special meetings of the Society.
15. A quorum of an Executive Committee meeting shall consist of three members of the Executive Committee. A quorum for a regular meeting shall consist of a five voting members which includes the Executive Committee.
16. Unless otherwise provided, herein, all motions and resolutions put to a meeting shall be determined by a simple majority of the members who are in attendance and who are entitled to vote.
17. Voting shall be by way of a show of hands or as the Chair may direct.
18. The Chair of a meeting shall declare that a vote on a motion or resolution has been carried or lost. Any member present may call for a poll on any vote which shall be conducted by secret ballot.
19. A motion or resolution put to a meeting of the Executive Committee shall be decided by majority vote of the members present. The Chair shall vote in the event of a tie.

### **Minute books and Records**

20. The Executive Committee shall cause the minutes of all executive and general meetings to be entered in books designated for that purpose. Any such minutes, if signed by the Chair, shall be received as prima facie evidence of the matters stated in such minutes.
21. The books and records of the Society may be inspected by the members at any annual, general or special meeting of the Society or upon a member's request of the Chair.
22. After each meeting of the Executive Committee or general membership, the minutes of the same shall be shared with the members who attended the general meeting.
23. The Society will not keep or use a seal.

### **Banking**

24. The Society may open an account at a duly chartered financial institution under the Bank Act or Credit Union Act. The Chair, Vice Chair, and Treasurer shall have signing authority on the Society's banking accounts. Cheques must be signed by two officers who have signing authority.

25. The Society shall not have the power to borrow money from a duly chartered bank under the Bank Act or otherwise.

### **Audit**

26. The books of the Society shall be audited at the end of the school year and the audited financial statements shall be submitted to the next meeting. Audit of accounts shall be done by two non-signing members of the Society or by a Chartered Accountant. The fiscal year of the Society in each year shall be July 1 to June 30.

### **Remuneration**

27. No officer or member of the Society shall receive any remuneration for his/her services.

### **Amendment of By-Laws**

28. The by-laws may be rescinded, altered or added to by way of a special resolution passed by a majority of not less than 3/4 of such members entitled to vote as are present in person at a general meeting of which one month's notice as a special resolution has been given,
29. The Secretary shall endorse each amendment, revision, deletion or addition to the by-laws of the Society and shall file such amendment, revision, deletion or addition with the Registrar as required by the *Societies Act*.

### **Execution of Documents**

30. Except as otherwise specifically provided, contracts, deeds, bills of exchange or other instruments and documents of the Society in writing requiring signature of the Society, shall be signed by the Chair, together with the Vice Chair, Secretary or Treasurer as required, and all such documents so signed shall be binding upon the Society. The Chair may appoint a designate as required.
31. In the event of dissolution of the Society, all its remaining assets, after payment of liabilities, shall be donated to the School.
  - a) The Society may be dissolved in the manner provided in Amendment of By-Laws.
  - b) At the meeting at which the dissolution of the Society is proposed, 3/4 of the votes cast shall be required to confirm such dissolution of the Society.

## **Policies for Pine Street Volunteer Parents Society**

### **CODE OF ETHICS POLICY**

All Society members shall:

1. Abide by the legislation that governs them;
2. Be guided by the mission statements of the School and the Society;
3. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
4. Practice the highest standards of honesty, accuracy, integrity and truth;
5. Recognize and respect the personal integrity of each member of the School community;
6. Declare any conflict of interest;
7. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
8. Apply democratic principles;
9. Consider the best interests of all students;
10. Respect the confidential nature of some school business and respect limitations this may place on the operation of the Society;
11. Not disclose confidential information;
12. Limit discussions at Society meetings to matters of concern to the School community as a whole;
13. Use the appropriate communication channels when questions or concerns arise;
14. Promote high standards of ethical practice within the School community;
15. Accept accountability for decisions;
16. Not accept payment for Society activities.

## **PRIVACY POLICY**

1. The Society shall adhere to the Personal Information Protection Act (“PIPA”).
2. The Society shall not share personal information for purposes other than those of the Society’s business.

## **SUBCOMMITTEE POLICY**

1. The Society may appoint committees that consist of a committee Lead, members and/or School community members.
2. The Executive Committee for the Society shall do the following:
  - a) Determine the specific task and clearly describe the terms of reference for each committee established;
  - b) Determine a committee lead and/or others to carry out the task;
  - c) Ensure opportunities exist for clear and open communication between the committee established and the Executive Committee.
3. The Committee Lead shall do the following:
  - a) Organize a committee with other members as needed to carry out the task;
  - b) The committee shall meet outside of the general Society meetings to complete their assigned task;
  - c) Submit a detailed plan and budget to the Society for approval, if necessary and submit a reconciliation to the Treasurer upon the conclusion of the event or fundraiser;
  - d) All communications to the School community must be submitted and approved by the Executive Committee and School Administration prior to being sent;
  - e) Work within the approved budget to complete the task (if more money is required to complete the task, a request for approval must be submitted to the Executive Committee and voted on at the next general meeting of the Society);
  - f) 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;
  - g) All major changes to an event need to be presented and approved by the Society members before changes are made. If changes are required after the event is approved by the Society and cannot be addressed at the next meeting of the Society, the Subcommittee Lead is to contact the Executive Committee and a decision made by the Executive Committee if a meeting should be called to address the changes requested by the Subcommittee Lead;
  - h) 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. If no replacement can be found, to inform the Executive Committee to call for a replacement at the next meeting of the Society;

- i) Submit receipts to the Treasurer of the Society for approval and reimbursement with the event name and the name of the person to be reimbursed. All receipts must be submitted no later than 2 weeks after the event for reimbursement;
- j) If funds are required in advance of an event, the Committee Lead shall make a request of the Executive Committee for approval. If approved, the Committee Lead shall complete and sign the Petty Cash Advance Acknowledgement Form. A sample Petty Cash Advance Acknowledgement Form is attached to this policy.

# Pine Street Volunteer Parents Society

## Petty Cash Advance Acknowledgment

I \_\_\_\_\_ acknowledge that I have received a petty cash advance  
of \$ \_\_\_\_\_ for the purposes of  
\_\_\_\_\_ for the 201\_ – 201\_ School Year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## COMMUNICATION PROTOCOL POLICY

### Pine Street School Parent Council & Society Communication Protocol

#### **Preamble**

Though they are two separate legal entities, Pine Street School Parent Council (the “Council”) and Pine Street Volunteer Parents Society (the “Society”) often work in unison and as such, both follow the same Communication Protocol.

The Elk Island Public Schools (EIPS) Communication Protocol for Schools is the basis for the Council/Society specific Protocol and serves as a reference attached to this document. Where this protocol adopts content directly from the EIPS protocol, that content is shown in *italics*.

#### **Communication Channels**

Council and Society seek to communicate in many different ways so as to meet the needs of most parents/guardians. *Generally, the more issues-driven and/or detailed the information is, the more direct the communication channel chosen should be.*

Communication channels include:

- *Face to face communication:* Council and Society meetings, events (both formal and informal)
- *Telephone conversations*
- *Hard copy, written communication:* letters sent home
- *Electronic Communications:* email, electronic newsletters, websites, social media

Council and Society maintain a separate email distribution list from the school. Parents are invited to join and are at liberty at any time to withdraw consent, at which point they will be removed from this list. Council and Society will use this email list to send out meeting minutes and agendas, along with other information as deemed appropriate.

Council and Society have an email address: [pinestreetsvp@gmail.com](mailto:pinestreetsvp@gmail.com), which is used to send out information to our email distribution list. It is also a way for others to contact us with questions, ideas or concerns.

In partnership with the school, Council and Society have a page on the school website ([www.pinestreet.ca](http://www.pinestreet.ca)). The Principal, Vice Principal or designate, will post meeting minutes to this page, beginning with the DRAFT minutes and followed by the APPROVED version after the Council/Society approves them. In addition, we will post general information about the two groups on this page, along with, names of the Executive Committee and meeting dates for the year. The Principal, Vice Principal or designate, updates the information, with input from the Executive.

#### **Being Respectful in All Forms of Communication**

*Regardless of the communication channel used or the people involved, all communication should adhere to Board Policy 19, Respectful Working and Learning Environments*

*(<http://www.eips.ca/policies/535>) and Administrative Procedure 490, Respectful Working and Learning Environments (<http://www.eips.ca/procedures/490>). Everyone has the right to be treated with respect, whether it's in a face-to-face meeting, in a telephone conversation, or through email. Both of these documents are attached hereto.*

Council/Society will address all respectfully brought forward inquiries or concerns.

### **Addressing Concerns**

If Parents/Guardians have concerns, they are encouraged to address the appropriate person directly. If contact information is not available, email [pinestreetsvp@gmail.com](mailto:pinestreetsvp@gmail.com) and we will forward it. General questions or concerns can be addressed to this email as well and we will respond or try to set up a face-to-face meeting to discuss. Those with concerns are encouraged to try to address any issues directly with the appropriate party; they are welcome to address the concern at a meeting as long as it is done respectfully.

### **Response Time Frames**

Council and Society will endeavor to respond promptly and within reason to all inquiries and concerns. Please be mindful, however, that our members are all volunteers and at times have other pressing commitments as well. If not able to respond, they will endeavor to at a minimum acknowledge the inquiry/concern and either indicate when they will be able to respond, or to ask another person to take over the response.

### **Referenced Addendum Documents**

EIPS Communication Protocol for Schools

Board Policy 19, Respectful Working and Learning Environments

Administrative Procedure 490, Respectful Working and Learning Environments

## **SOCIETY POLICY ON NSF CHEQUES**

### **Purpose**

1. To communicate to the Society's policy regarding the handling of NSF cheques to all members of the School members and the School community.

### **Policy**

2. The Society currently offers several options for payment for various fundraisers organized by the Society.
  - a) Paypal;
  - b) Credit card via our automated, online registration system;
  - c) Email money transfer;
  - d) Cash; or
  - e) Cheque
3. If the Society receives notice from the bank of a NSF cheque, the following apply:
  - a) Full payment of outstanding fees are immediately owing;
  - b) An additional charge of \$20.00 will be added to the payment amount.
4. The Treasurer of the Society shall contact the individuals directly about any NSF fees.

## **SOCIETY POLICY ON MONEY HANDLING**

1. For School events, the money raised by the Society shall be counted at the close of the event with the Subcommittee Lead and one member of the subcommittee. For all other fundraisers the money shall be counted by the Subcommittee Lead and one subcommittee member.
2. The Subcommittee Lead is responsible for the money and responsible to hand all of the money raised and the reconciliation of the money received signed by the Subcommittee Lead and the subcommittee member who counted the money from the School event or other fundraisers to the Treasurer within 3 business days of the event.
3. The Treasurer shall be available to provide the money to and the Treasurer shall deposit the money raised from the event within 3 business days of receiving the money.
4. The Subcommittee Lead and the Treasurer shall count the money together when the money is provided to the Treasurer.
5. If money or payment is received by the Society and a refund is required or requested, the method of refund shall be by cheque.