

FRIENDS OF WESTBROOK SCHOOL SOCIETY BYLAWS

I. AREAS OF RESPONSIBILITY

The Society's general responsibilities include:

- providing financial assistance to the school
- providing a lobby or advocacy group for the school
- enhancing recreational opportunities for the school and surrounding community

A. Financial

1. The Society shall:

a) consult and assist the School Council and the Westbrook School community by researching and providing information on financial grants and general fund-raising.

b) plan and approve fundraising, allocation and monitoring of all society raised funds.

(1) The Society may choose to organize the funds in any manner which is in accordance with Provincial Regulations.

(2) The Society shall file all necessary financial information with the regulatory bodies of the Provincial Government.

(3) The Society shall coordinate and implement project plans in conjunction with the School Council, where appropriate, that relate to funds raised for the school and community grounds and facility enhancement.

2. The Society shall not borrow funds.

B. Communication and Community Relations

The Society shall:

1. collaborate with RVSD on an as-needed basis as per School Board policies and procedures.

2. report at regularly scheduled School Council meetings on The Society's activities, as well as through the School Newsletter.

3. annually review and recommend a local policy and procedure for the use of the school building and grounds, as well as equipment for community use within the parameters of the School Board policy.

II. MEMBERSHIP

A. The following persons may become a member by attendance at any regular meeting or by notification in writing to The Society of their wish to become a member:

1. all parents of students attending Westbrook School,
2. all parents of school alumni,
3. school alumni, once he/she has reached the age of majority,
4. school staff and alumni staff, and
5. local community members.

B. Any member wishing to withdraw from The Society may do so upon writing to the board through the Secretary.

C. Any member, upon a majority vote of all members of The Society present at a regularly scheduled meeting may be expelled from membership for any cause which The Society may deem reasonable.

D. Members have the right to attend any or all meetings and to have input in the decisions and discussions that take place. Members have the right to vote. They are responsible for behaving in accordance with the bylaws of the society.

III. OFFICERS

A. The Friends of Westbrook Society has no Directors; their governing body consists of The Board of Officers.

B. The Board of Officers shall consist of:

1. the School Principal, and
2. a minimum of three (3) up to a maximum of six (6) other Members of the Membership, as determined at the Annual General Meeting by The Society.

C. The Officers of The Society shall consist of a Chairperson, a Secretary, a Treasurer, or in lieu of a Secretary and Treasurer, a Secretary/Treasurer, and such other Officers as The Society may determine from time to time.

D. The School Principal serves a consultative role only, and has no voting rights.

E. A member appointed or elected as an Officer fills that position if he/she is voted in and

1. he/she is present at the meeting,
2. he/she does not refuse to act as an Officer, and
3. if absent, he/she consents in writing to act as an Officer.

F. The Officers shall be appointed or elected for a one-year term at the Annual General Meeting.

1. No Officer or other member of The Society shall receive any remuneration for his/her services.

2. Any Officer, upon a majority vote of all members present at a meeting, may be removed from office for any cause which The Society may deem reasonable.

G. Officers shall serve a maximum five (5) consecutive one-year terms, excluding the School Principal and Teacher Representative positions.

H. The Board of Officers shall, subject to the bylaws and directions given it, by majority vote at any meeting properly called and constituted, have full control and management of the affairs of The Society.

IV. DUTIES OF THE OFFICERS

A. The Chairperson is responsible for:

1. planning the agenda for meetings,

2. facilitating the meetings,

a) in his/her absence, an Officer present shall be elected at the meeting to preside

3. acting as spokesperson for The Society,

4. reporting at regularly scheduled School Council meetings on The Society's activities,

5. providing written updates on The Society's activities to be submitted in the monthly School Newsletter, and

6. presenting an annual summary of The Society's activities including year-end financial statements and copies of the minutes of each meeting at the Annual General Meetings of The Friends of Westbrook School Society and of the School Council,

a) this report shall be made available to all members of the school community.

B. The Secretary is responsible for:

1. keeping accurate minutes and records of all meetings,

2. maintaining files of correspondence and communication,

3. distributing minutes in a timely fashion to members present at each meeting and any members who have requested such in writing, and

4. keeping an accurate list of names, addresses and e-mail addresses of the members.

C. The Treasurer is responsible for:

1. keeping accurate records of all financial transactions of The Society,
2. presenting an accurate account of the funds at each meeting,
3. preparing the accounts for review, and for such purposes as auditing,
4. filing all required government documentation,
5. preparing and presenting audited financial statements at The Society's Annual General Meeting,
6. keeping and use of the Common Seal of The Society, if one exists, and
7. making the books and records available at the school to The Society's members upon request.

D. A Member of The Society in any other Officer position is responsible for:

1. performing duties as assigned by The Society.

V. VACANCIES

A. The Society shall make all reasonable attempts to appoint qualified persons to fill vacancies during the absence of an elected Officer, or until an appointed Member is elected at the next Annual General Meeting.

VI. TASK GROUPS – COMMITTEES

A. The Society may form task groups or committees consisting of at least one (1) Officer and other Members with either delegated or advisory responsibilities.

VII. MEETINGS

A. The Society shall meet a minimum of three (3) times a year, in addition to the Annual General Meeting.

1. General meetings shall be called with a minimum of seven (7) days written notice to the Membership.
2. The quorum for the meetings of The Society shall be set at 3 Members, not including the Principal.

B. A Special General Meeting of The Society may be called by the Chairperson at any time or upon receipt of a petition signed by one-third of the Members in good standing, setting forth the reasons for calling such meeting.

1. Special General Meetings shall be called with a minimum of twenty-one (21) days written notice to the Membership, with the purpose or intent clearly stated.

2. The quorum for Special General Meetings shall be set at 3 Members, not including the Principal.

3. The agenda for the Special General Meeting will be only the matter(s) set out in the notice for the Special General Meeting.

C. A Special Meeting of the Board of Officers may be called by any two (2) Officers in writing to the Chairperson, stating the business to be brought before the Officers, with a minimum of three (3) days notice.

1. The quorum for Special Meetings of the Board of Officers shall be 3 members of the Board of Officers, not including the Principal.

2. All business transactions at such meetings shall be ratified at the next regularly scheduled meeting of The Society.

D. The Annual General Meeting of The Society shall be held in the month of April.

1. The meeting shall be advertised throughout the school and community at least twenty-one (21) days in advance.

2. The quorum for the Annual General Meeting shall be 3 members of the Board of Officers, not including the Principal.

3. Elections for the Officers shall take place at the Annual General Meeting.

4. Nominations for a position on The Society's Board of Officers shall open the day of the public announcement of the Annual General Meeting.

5. Names of Members can be volunteered by an individual, or nominated by a second party, with the consent of said individual.

6. Nominations shall be accepted from the floor at the Annual General Meeting.

7. The business of the Annual General Meeting shall include:

a) the election of Officers,

b) any proposed bylaw amendments,

c) a year-to-date financial statement,

d) a review and discussion of plans and budget for the upcoming year,

e) discussion of any major issues in which all Members should have input, and

f) presentation of any formal evaluation of The Society including any audit performed on The Society's activities.

E. Any issues requiring procedural interpretation shall be clarified by referencing Roberts Rules of Order.

VIII. VOTING PROCEDURES

A. Decisions at Society meetings shall be deemed passed by a majority vote of all eligible voting Members present.

1. All motions must be moved and seconded.
2. All motions and decisions must be stated clearly in the minutes.

B. Voting by proxy shall not be permitted

IX. AUDITING

A. All books, accounts and records of The Society shall be audited annually by a duly qualified accountant or by two (2) Members of The Society elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of The Society's activities and records for the fiscal year ending each December 31st shall be submitted by such auditor(s) to be presented at the Annual General Meeting.

B. The accounts and records of The Society may be inspected by any Member of The Society at the Annual General Meeting, or at any other time upon giving reasonable notice and arranging a time satisfactory to the Officer in charge of same. The Officers shall at all times have access to review the accounts and records.

X. AMENDMENTS TO THE BYLAWS

A. The bylaws shall remain in force unless amended at the Annual General Meeting. In the future the bylaws can only be changed by a Special Resolution of the Members.

1. At the Annual General Meeting, a minimum of 75 percent of the Members present must vote in favour of the Special Resolution.
2. Notice of proposed bylaw amendments must be circulated with the notice of the meeting at least twenty-one (21) days in advance of the meeting.

XI. DISSOLUTION

A. In the event of dissolution of The Society, following the resolution of all liabilities, any remaining funds belonging to The Society shall be remitted to Westbrook School's Grounds Account.

DEFINITIONS & NOTES:

'mailing address': the permanent mailing address will be the school mailing address.