

Friends of Legal School Society By-Laws

Sept. 2019

(By-laws are operating procedures)

NAME

1. The name of the society shall be Friends of Legal School Society.

MISSION

2. To foster the well-being and effectiveness of our school community and to enhance student learning.

GOALS

3. a) stimulate continuous improvement in meaningful involvement by all members of the school community
b) facilitate collaboration among concerned participants of the school community
c) facilitate the development of a common vision for our school
d) support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning

GOVERNANCE AND MEMBERSHIP-Town Hall Model

4. (a) The membership of the Friends of Legal School Society shall consist of:
 - a) The parents/guardians of students enrolled in Legal School or Legal School Staff members with a minimum of 3 parents/guardians as the executive committee, elected by council at the Annual General Meeting to be held in September every year.
5. (a) The positions of the executive committee shall consist of :
 - a) A president, vice president, secretary, treasurer, dance coordinator, and hot lunch coordinator.
 - b) All executive positions must be filled parents/guardians of children or staff members at Legal School.
 - c) Every member of the school council and/or parent/guardian of a student enrolled at Legal School or children in the Early Childhood Services Program are eligible to be elected to an executive position on the Friends of Legal School Society.
 - d) The terms of office will run from the Annual General Meeting to the following Annual General Meeting.

e) Any member of the society, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.

f) Any executive member resigning from the Friends of Legal School Society during term must do so by submitting a written letter stating that they do not wish to be a member of this society as of the date stated on the letter. Should this occur, the Executive Board may appoint a substitute who will act in said position until elections are held at the next AGM.

Town Hall Governance

5. (b) a) The president will prepare the agenda for the general meetings and circulate minutes of the same.

b) The executive committee will carry out the day-to-day operations of the society.

DECISION-MAKING

6. (a) Decisions at the Friends of Legal School Society meetings will be made by consensus as much as possible.

The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

(b) If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of Society members. Any voting members must have attended the previous 2 Society meetings to be eligible to vote. All parents/guardians of students enrolled in Legal School present at the meeting, including those of the executive are entitled to vote. Voting can be done in person, through text, or email.

QUORUM

7. Quorum will be attained when 4 parents/guardians of students enrolled in Legal School are present.

DUTIES OF THE EXECUTIVE

8. (a) THE PRESIDENT

The president plans meetings and prepares agenda, facilitates Society meetings, acts as spokesperson for the Society (unless otherwise delegated) and supports the Society.

(b) THE VICE PRESIDENT

The vice president assists the president with duties, as assigned, and in the absence of the president, assumes the duties of the president. The vice president is the designated Personal Information Protection Act (PIPA)/Privacy officer of society and manages personal information in compliance with PIPA. The vice president assumes responsibility, in consultation with the fundraising society, for communicating with the school council.

(c) THE SECRETARY

The secretary keeps accurate minutes and records of the Society meetings and provide minutes at each meeting for the previous meeting to be read and approved, documents and files all correspondence and communications and keeps an accurate list of names and addresses of Society members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to the Friends of Legal School including resources (Society's Act), all meeting minutes and any relevant documents are available to the public in an accessible location in Legal School.

(d) THE TREASURER

The treasurer keeps financial transactions of the Friends of Legal School and complies with school board policies. The treasurer shall receive all monies paid to the society and be responsible for the deposit of the same in the Society account. The treasurer shall account for the funds of the Society and keep such books. The treasurer shall present a full detailed account of receipts and disbursements to the parents/guardians of students enrolled at Legal School whenever requested. The treasurer shall prepare for submission to the annual meeting a statement duly audited of the financial position of the society.

The treasurer shall ensure proper documents are filed with Alberta Registries yearly.

VACANCIES

9. The Executive may appoint society members to fill vacancies until the election at the next Annual General Meeting.

COMMITTEES

10. A society may appoint sub-committees that consist of society members and/or school community members. Committees report on their activities at society meetings and meet outside of society meetings to complete their assigned tasks.

MEETINGS

11. (a) The first meeting of the society is held within 30 days of a new school year.
(b) The society will meet a minimum of four(4) times during the school year.
(c) Regular meeting dates will be determined by society members attending the first meeting and/or by the executive of the society.
(d) Meetings will take place at the Legal School.
(e) Special meetings of the society may be called by the executive.

ANNUAL GENERAL MEETING (AGM)

12. (a) The Annual General Meeting of the society will be held within 30 school days after the start of the school year.
(b) The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM.
(c) Election of society members and/or executive positions will take place at the AGM.
(d) All parents/guardians of students attending Legal School or Legal School Staff are eligible for election.
(e) All parents/guardians of students attending Legal School are eligible to vote at the AGM.
(f) The business of the AGM shall include:
 *election of society members and/or executive members
 *proposed by-laws/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/guardians should have input, such as : upcoming fundraisers, allocation and disbursements of funds

ANNUAL REPORT

13. (a) The society, through the president, prepares and provides the school council with an annual report submitted by June 15th that includes:

- *a summary of society's activities of the previous year

- *a financial statement

- *a copy of the minutes of each meeting

(b) The society will make the annual report available to all members of the school community.

AMENDMENTS TO THE BY-LAWS/OPERATING PROCEDURES

14. (a) The by-laws remain in force from year to year, unless amended at the AGM.

(b) The by-laws of the society may be amended by a majority vote of the society

(c) Notice of proposed by-law amendments must be circulated with the notice at the AGM.

CODE OF ETHICS

15. (a) **All society members shall:**

- *abide by the legislation that governs them

- *be guided by the mission statement of the school and school council 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 society

- *not disclose confidential information

- *limit discussions at society meetings to matter 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
- *any member of the executive or of the society will not receive any remuneration for their participation in the Friends of Legal school Society. Cost recovery for expenses is acceptable by receipt.

PRIVACY

16. (a) The society shall adhere to the Personal Information Protection Act (PIPA).
- (b) The society shall not share personal information for purposes other than those of society business.
- (c) Only Executive members can speak with staff at Legal School about any issues that may arise in our society.
- (d) Only Executive members can report on behalf of the Society at regular School Council Meetings.

POLICIES

17. (a) Society may develop policy for the duration of their term.
- (b) The policies of society will be reviewed at the beginning of every new school year to decide if each policy will be implemented for the society's new school year.
- (c) Friends of Legal School Society will communicate regularly with the School council to support their activities and to solicit support for fundraising activities.
- (d) Fundraising society promotes a productive, open and transparent relationship with the school council.
- (e) School council chair and fundraising society president are not to be the same person.
- (f) It is acceptable for fundraising society members to serve on the school council.

AUDITING

18. (a) The fiscal year of the society in each year shall be September 1st-August 31st.
- (b) The books and records of the society may be inspected by any member of the society at the annual meeting or at any time upon giving a reasonable notice to arranging a time. Each member of the executive shall at all times have access to such books and records.

EXERCISE OF BORROWING POWER

19. The Friends of Legal School Society will not be allowed to borrow monies unless a special meeting is held to amend the by-laws to include borrowing powers.

BYLAWS

20. These bylaws replace all previous bylaws

Come into force date_____