

By-Laws
Parent Advisory Committee
St. Edmund Elementary Junior High School

1. Objectives

- .1 Act as an advisory body to the school administrator on fundraising related matters.
- .2 Coordinate any fundraising conducted on behalf of the Committee.
- .3 Ensure all monies paid to the PAC are deposited in a chartered bank, treasury branch or trust company chosen by the Committee.
- .4 Ensures a detailed account of revenues and expenditures is presented to the Committee as requested.
- .5 Works with the Administration on deciding on where the funds will be utilized.

2. Membership

- .1 Chairperson, Vice Chairperson, Treasurer and Secretary to be chosen by the Committee.
- .2 Parental representation of elementary and junior high students from areas in which we receive students.

3. Quorum

A quorum will consist of six (6) members of the St. Edmund Parent Advisory Committee for any general and special meetings.

4. Meeting

- .1 The annual general meeting will be held each year. Following the annual general meeting, meetings will be held every month or as need arises.
- .2 All of the meetings are open to any member who wishes to attend, as well as to invited guests.
- .3 Special meetings may be called at the discretion of the Chairperson.
- .4 All members may vote by show of hands.
- .5 Of the people present, a popular vote of 75% is needed to pass the motion.

5. Notice of Meetings

Notice of meetings will be advertised in advance in the school newsletter or by a special newsletter distributed to all parents a minimum of seven days in advance of both general and special meetings. Minutes of each meeting will be available at the office.

6. Officers

- .1 The officers of the Parent Advisory Committee shall be a Chairperson, Vice-Chairperson, Treasurer and Secretary. All positions are voluntary and shall not receive remuneration.
- .2 The meetings shall be chaired by the Chairperson and, in his/her absence, the Vice-Chairperson shall chair the meeting.
- .3 The Secretary shall take minutes of meetings and make them available at the next meeting. Copies of minutes shall be kept on file in the school and in the custody of the Secretary.
- .4 The Treasurer shall handle all moneys for the Parent Advisory Committee, shall make deposits and shall maintain and keep records of same. The Chairperson, Vice-Chairperson, Treasurer and Secretary shall have signing authority on behalf of the Committee, two signatures being required.

7. Elections

- .1 Parent representatives (chosen on a volunteer basis) to fill the executive positions will be elected at the annual general meeting.
- .2 The term of office for an executive officer shall not exceed three school years in the same position (or decided at the discretion of the Parent Advisory Committee or unless a replacement does not step forward).
- .3 Any vacancies on the Parent Advisory Committee will be filled by a volunteer, such replacement to complete the term of the person replaced.

8. Audit of Accounts

- .1 Two members of the Parent Advisory Committee will perform yearly audits.
- .2 The audit will be presented at a meeting in the fall and will be attached to the Annual Return for filing at Alberta Corporate Registry.
- .3 Parent Advisory Committee to vote on expending of monies for special events or activities.

9. Inspection of Books and Records

- .1 The inspection of books and records of the Parent Advisory Committee may take place upon special request of members.

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School Advisory Committee
St. Edmund Elementary Junior High School

1. Objectives

- .1 Act as an advisory body to the school administrator on school related matters.
- .2 Act as an advisory body to the Board on school related matters.
- .3 Provide a means of communication and a channel for disseminating and interpreting information between the school and the community.
- .4 Help foster a total Christian community.
- .5 Provide guidance/assistance in school sponsored activities.
- .6 To acquaint the parents with curriculum, policies and activities of the school.
- .7 To encourage involvement of parents in the school program.
- .8 To provide an organization that can co-operate with other community organizations.

2. Membership

- .1 Chairperson, Vice Chairperson, Treasurer and Secretary to be chosen by the Committee.
- .2 Parental representation of elementary and junior high students from areas in which we receive students.
- .3 Staff representation will include at least one from elementary, one from junior high and the Principal.
- .4 Other parents and staff are welcome to attend or may be invited as guests.

3. Quorum

A quorum will consist of six (6) members of the St. Edmund School Advisory Committee for any general and special meetings.

4. Meetings

- .1 The annual general meeting will be held each year. Following the annual general meeting, meetings will be held every month or as need arises.
- .2 All of the meetings are open to any member who wishes to attend, as well as to invited guests.
- .3 Special meetings may be called at the discretion of the Chairperson or Principal.
- .4 All members may vote by show of hands.
- .5 Of the people present, a popular vote of 75% is needed to pass the motion.

5. Notice of Meetings

Notice of meetings will be advertised in advance in the school newsletter or by a special newsletter distributed to all parents a minimum of seven days in advance of both general and special meetings. Minutes of each meeting will be available at the office.

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- .3 The Secretary shall take minutes of meetings and make them available at the next meeting. Copies of minutes shall be kept on file in the school and in the custody of the Secretary.
- .4 Special committees shall be established by the School Advisory Committee as required.

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