

Friends of Janet Johnstone School Association Bylaws

Amended May 2024

1. Name

The name of the parent society shall be Friends of Janet Johnstone School Association (hereinafter referred to as FJJSa).

2. Membership

- a. FJJSa must consist of the following members;
 - i. Parents and/or guardians of students enrolled in Janet Johnstone School, elected by parents and/or guardians who attend the establishment meeting, and
 - ii. Any interested community members who may participate as ex-officio members upon majority vote of the board.
- b. The majority of the membership shall consist of any person who is the parent, guardian or legal custodian of a child registered at Janet Johnstone School and who is not a Calgary Board of Education (hereinafter referred to as CBE) employee.
- c. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through the Secretary.
- d. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause, which the society may deem reasonable, following the guidelines in section 12, dispute resolution.
- e. An Officer shall be appointed upon a majority vote of all members of the society in good standing.
 - i. Elections for Officer Positions will take place at the Annual General Meeting.
 - ii. If a position becomes vacant elections may take place at any General Meeting.
- f. Any Officer upon a majority vote of all members of the society in good standing may be removed from office for any cause including not performing the duties as appointed, which the society may deem reasonable, following the guidelines in 12. Dispute Resolution.

3. Role of Parent Society

- a. FJJSa is a non-profit fundraising committee of Janet Johnstone School.
- b. The purpose of FJJSa is to collect monies associated with FJJSa fundraising events.
- c. Where the school makes purchases of Wish List Items from money provided, or to be provided by FJJSa, the school must claim the Goods and Services Tax (GST) rebate and the school principal or designate must inform FJJSa of the GST claim to ensure that only one claim is made.
- d. All assets purchased by the school out of monies provided by FJJSa become property of the Calgary Board of Education and will be for the use of the school.

- e. The principal must ensure that documentation be provided upon request by FJISA for copies of documentation supporting purchases made from donated funds.

4. Board of Directors

- a. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of FJISA.
- b. The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of FJISA.
- c. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause, which the society may deem reasonable.
- d. Calgary Board of Education employees may be FJISA members but shall not collectively hold the majority of executive positions and board of director positions and cannot be granted signing authority for FJISA accounts. (CBE Admin. Reg. 5001 Section 10(2)). CBE employees will be excluded from holding the following positions: President, Vice-President and Treasurer.

5. Executive Positions

- a. Members of the FJISA executive shall consist of;
 - i. President.
 - ii. Past President.
 - iii. Vice-President.
 - iv. Secretary.
 - v. Treasurer.
 - vi. Past Treasurer.
 - vii. Directors (maximum 6 positions).
 - viii. Gaming Chair.
- b. Terms of Office;
 - i. President will have a two-year term, commencing on an even year.
 - ii. Past President will have a one-year term.
 - iii. Vice-President will have a one-year term.
 - iv. Secretary will have a two-year term.
 - v. Treasurer will have a two-year term, commencing on an odd year.
 - vi. Past Treasurer will have a one-year term.
 - vii. Directors will have a one-year term.
 - viii. Gaming Chair will have a two-year term, commencing on an even year.
- c. The President is to;

- i. Be elected at the Annual General Meeting.
 - ii. Be the principal Executive Officer and shall supervise the affairs of FJJSa.
 - iii. Be a board member of the Janet Johnstone School Council (hereinafter referred to as JJSC).
 - iv. Preside at all meetings, declare the vote, and in case of a tie, have the power to cast the deciding vote. The President shall not have an initial vote.
 - v. Ensure that all the rules and regulations are enforced and that the meetings are conducted properly.
 - vi. Prepare and distribute an agenda for meetings.
 - vii. Act as signing authority on FJJSa bank accounts.
 - viii. Coordinate fundraising activities.
- d. The Past President is to;
- i. Agree to be the Past President of FJJSa. This will be confirmed at the Annual General Meeting.
 - ii. Act in an advisory role.
- e. The Vice-President is to;
- i. Assume all responsibilities of the President in his/her absence.
 - ii. Coordinate and complete Grant applications, working with the Principal of Janet Johnstone School.
- f. The Secretary is to;
- i. Be elected at the Annual General Meeting.
 - ii. Record the minutes at all FJJSa meetings and post them on the school website, after approval by FJJSa.
 - iii. Keep a file of minutes and correspondences and carry out routine correspondence as required.
 - iv. Attend all FJJSa meetings or ensure an alternative is present to assume duties.
 - v. Have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. **This section is being removed as we do not have any such Seal.**
 - vi. Have charge of all the correspondence of the society and be under the direction of the President of the Board.
 - vii. Keep record of all the members of the society and their addresses.
 - viii. Send all notices of the various meetings as required.
- g. The Treasurer is to;

- i. Be elected at the Annual General meeting.
 - ii. Represent and monitor all transactions of FJJSa.
 - iii. Keep an accurate accounting of all of FJJSa.
 - iv. Prepare and distribute a complete and current financial report, including anticipated expenditures and income, at each meeting.
 - v. Ensure all FJJSa debts are paid on a timely basis.
 - vi. Never receive or deposit monies collected by FJJSa.
 - vii. Never act as signing authority on FJJSa bank accounts.
 - viii. Present the approved and audited FJJSa Annual Financial Statement from June to May of the previous school year at the FJJSa AGM, and submit a copy to the Secretary for the records of the society.
- h. The Past Treasurer is to;
 - i. The out-going Treasurer agrees to be the Past Treasurer of FJJSa. This will be confirmed at the Annual General Meeting.
 - ii. Act in an advisory role.
- i. The Directors are to;
 - i. Be elected at the Annual General meeting.
 - ii. Assist with fundraising events including counting and verifying money received from the events.
 - iii. Attend board meetings.
 - iv. Two Directors shall be elected at the AGM to audit both the Secretary's Records and the Treasurer's Accounts.
 - v. Act as signing authorities on FJJSa bank accounts.
- j. The Gaming Chair is to;
 - i. The Gaming Chair of FJJSa will be elected at the Annual General meeting.
 - ii. Keep current on Alberta Gaming and Liquor Commission (AGLC) requirements for FJJSa to maintain qualification for consideration of Gaming Events by attending any AGLC training workshops.
 - iii. Attend all FJJSa meetings to ensure all spending from the FJJSa Gaming account follows the rules for "Use of Proceeds" as approved by AGLC for FJJSa. This can be a responsibility shared with the Treasurer as he/she/they will be responsible for providing payment from the appropriate account.
 - iv. Keep records of all correspondence between FJJSa and AGLC.
 - v. Submit all requests for expenditures to AGLC at least 2 weeks before the scheduled event provided the information is submitted in a timely manner. This can be a responsibility

shared with the Treasurer as he/she/they will be responsible for providing payment from the appropriate account. If undertaken by the Gaming Chair, a copy of the approved or denied request must be sent to the Treasurer.

- vi. Submit all requests for “Change of Use of Proceeds” to AGLC. This can be a responsibility shared with the Treasurer as he/she/they will be responsible for providing payment from the appropriate account. If undertaken by the Gaming Chair, a copy of the approved or denied request must be sent to the Treasurer.
- vii. Ensure all correspondence sent out has two FJJSa Executive signatures where required.
- viii. Be responsible for organizing volunteers for the upcoming Gaming Event and ensuring all volunteer paperwork is collected for submission with the Gaming License Application.
- ix. Be responsible for completion and submission of Gaming License.
- x. Arrange for Casino Cash Cage Advisor and Casino Count Room Advisor. Get FJJSa Approval for Advisors’ fees.
- xi. Be the mail contact for the AGLC correspondence.
- k. No more than one family member shall hold an executive position at the same time.
- l. The Chair Person of JJSC may act as a signing authority on FJJSa bank accounts.

6. Remuneration

- a. No officer, director or member of the association shall receive any remuneration for his/her services.

7. Borrowing Powers

- a. For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.
- b. The lenders shall only be Janet Johnstone School and/or the Calgary Board of Education.

8. Auditing

- a. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the AGM. Such auditor(s) of the society shall submit a complete and proper statement of the standing of the books for the previous year at the AGM.
- b. The fiscal year of FJJSa in each year shall be September 1 to August 31.

- c. The books and records of the society may be inspected by any member of the society at the AGM or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.
- d. Each member of the Board shall at all times have access to such books and records.

9. Meetings

- a. All meetings - General, Annual General and Special - are open to the general membership.
- b. General meetings;
 - i. Shall be held each month in coordination with JJSC meetings throughout the school calendar year of September to June with the possible exception of December due to the holiday season.
 - ii. Shall be called by the President. If the President is unavailable another council member may act in his/her place as determined by the School Principal.
 - iii. Shall be called by seven days notice in the school newsletter or other written means.
- c. Annual General Meeting;
 - i. FJISA shall hold an Annual General Meeting on or before September 30th of each year.
 - ii. Shall be called by the President. If the President is unavailable another council member may act in his/her place as determined by the School Principal.
 - iii. Shall be called by seven days notice in the school newsletter or by other means of communication to the membership. All available positions will be identified in this notice.
 - iv. At this meeting nominees for the available executive positions and board of directors' positions shall be presented to the membership. Nominations shall also be accepted from the floor. All nominees must give consent for their name to stand for election. Any member in good standing shall be eligible to any office on the FJISA executive and board.
 - v. Any vacancy occurring during the year shall be filled at the next general meeting.
 - vi. A person may also become a member of the board if they were not present at the AGM, by consenting in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a member of the board pursuant to the appointment or election.
 - vii. The Treasurer's Annual Financial Statement Report is to be presented to the membership at this meeting.
 - viii. Members can have no more than one family member on the current Executive and Board of Directors.
- d. Special Meeting;

- i. May be called on the instruction of any two members provided they make a request to the President in writing and state the business to be brought before the meeting. The President must approve this request in writing before the meeting is held.
- ii. Special general meetings shall be called with one (1) day notice if a quorum of the Board is present.
- iii. Any business transactions at such meeting shall be ratified at the next regularly called general meeting of FJISA; otherwise they shall be null and void.
- iv. Minutes must be clearly marked that the business was discussed as a Special Meeting and must be ratified.
- v. The meeting cannot be held out of the limits of typical council business.
- vi. Expenditures beyond two hundred dollars are not permitted at a Special Meeting.
- e. Any five members shall constitute a quorum for any FJISA meeting. The majority of the quorum must not be CBE employees.
- f. Voting
 - i. Any member in good standing shall have the right to vote at any meeting. Such votes shall be made in person and each member shall have one vote.
 - ii. Motions will be passed by a simple majority of all members attending the meeting. The results shall be duly recorded in the Minutes.
 - iii. In the event of a tie vote, the President, or in his/her absence, the person chairing the meeting shall cast the deciding vote.
- g. Minutes of General, Annual General, and Special meetings shall be posted on the school website.

10. Reports

- a. The Secretary and Treasurer must prepare an Annual Report for submission each year, on or before the last day of the month immediately following the anniversary month, to the Alberta Registrar containing;
 - i. The address of the registered office of the society,
 - ii. The full name and address of each officer and director of the society, and
 - iii. The audited financial statement presented at the last annual general meeting of the society (ref. Societies Act Chapter S-14; RSA 1980 cS-18 s22; Annual Report).
 - iv. Any additional information requested by the Alberta Registrar.
- b. The Alberta Registrar must be informed by the FJISA within 15 days from the day there is a change in;
 - i. The membership of the officers or directors of the society, or
 - ii. The name or address of an officer or director of the society.
- c. Filing special resolutions;

- i. FJJSa shall file with the Registrar every special resolution passed for any purpose mentioned in the Societies Act.
- d. FJJSa must retain a copy of the following documents at the school, in a secured location, and make them available on request;
 - i. The FJJSa Secretary's binder.
 - ii. A copy of the bylaws of FJJSa.
 - iii. A copy of the fundraising events for the year.
 - iv. The annual financial statement, if any.
 - v. The minutes of each meeting of the parent society for at least 7 years preceding the current year.
 - vi. The documents shall be stored by electronic means. **Solution?*
- e. The Casino and/or Gaming binders will be returned to the school at the end of the Gaming Chair Persons term.
- f. All Treasurers' binders will be returned to the school at the AGM;
 - i. The Treasurers binder must be retained for seven years.
 - ii. The Treasurers binders are not for public record.
- g. FJJSa may be required to report its financial operations as part of school generated funds for the school if;
 - i. CBE employees hold office or have signing authority for FJJSa, or if
 - ii. The number of CBE employees on FJJSa is considered sufficient to influence the independence of the decisions of FJJSa.

11. Code of Conduct

- a. Code of Conduct Working Agreement. Efforts should be made to:
 - i. Avoid judgment of member's opinions and thoughts.
 - ii. Recognize the work of the group.
 - iii. Encourage delegation of tasks.
 - iv. Survey the whole school community for some decisions.
 - v. Deal with and "put to bed" issues.
 - vi. Decide in May of each year our fundraising goals commencing in September.
 - vii. Have mission statement visible at all meetings.
 - viii. Put problems on the table at the meetings.
 - ix. Allow people to feel comfortable to voice their opinions at meetings.
 - x. Separate personalities from the issues.
 - xi. Give opportunity for input and decision-making.

- xii. Give committees responsibility and decision making powers within parameters.
- xiii. Treat every member as equal.
- xiv. Allow everyone a voice.
- xv. Respect each other's opinions.
- xvi. Stand by decisions made by the group.
- xvii. Acknowledge the decision making power of the group.
- xviii. Use our mission statement as a filter for our decisions (remember why we are here).

12. Dispute Resolution

- a. Any member in good standing wishing resolution of a dispute may do so upon a notice in writing to FJISA through its Secretary. Such dispute shall be in writing, signed by the member, and shall specify the details of the dispute including all pertinent evidence. FJISA shall render its opinion to the member. The Secretary shall keep a complete record of the case, of the evidence submitted, and of the opinion rendered.
- b. The member may appeal FJISA's opinion to a 3-member Special Commission. Once member of the Special Commission shall be appointed by FJISA, but not be a FJISA board member. The second member shall be appointed by the appealing member. Together these two appointed members shall appoint the third member of the Special Commission. All members appointed to the Special Commission must be members in good standing. The Special Commission shall select a Chairman, and the Chairman shall select a clerk for the other two Commission members to keep a complete record of the case.
- c. The Secretary shall submit a complete record of the dispute to the Special Commission for consideration. The Special Commission, after review of the case, shall submit a complete record of the case, including its opinion, to FJISA. The Special Commission's opinion shall be binding.
- d. Among Parent Society Members;
 - i. If an internal parent society dispute arises, the parent society at its own cost will resolve the issue in a timely manner with the assistance of an outside trained facilitator. The Calgary Board of Education may have referral resources for this service.

13. Use of School Name

- a. If FJISA wishes to use the school name for any reason, prior approval of the principal is required.
- b. Requests to use a school name for fundraising must be in writing and must outline the purpose or reason for use of the school name and the date of an event, if applicable.

- c. If the stated purpose for the use of the school name is fundraising, the decision to allow the use of the name of the school is made by the principal on a case-by-case basis and must be communicated in writing to FJISA.

14. School Staff (Admin. Reg. 5001 Section 13)

- a. The use of school staff and resources by FJISA must have the prior approval of the principal.

15. Parent Society Communications (Admin. Reg. 5001 Section 14)

- a. FJISA may include parent society communications to parents in the school newsletter as long as the information complies with CBE policies and regulations, and has the approval of the school principal.

16. Amendments

- a. The Bylaws may be rescinded, altered or added to by a “Special Resolution”.
- b. FJISA shall file with the Registrar the special resolution for amending the FJISA By-laws.
- c. FJISA shall file with the Alberta Gaming and Liquor Commission a copy of the Registrar approved amended bylaws, when a Gaming License is in effect.

17. Dissolution

- a. In the event of dissolution of FJISA, any assets remaining after paying debts and liabilities are disbursed to eligible charitable or religious groups or purposes; or transferred in trust to a municipality to a charitable or religious group or purpose approved by the Board.