

OLYMPIC HEIGHTS SCHOOL PARENTS ASSOCIATION

OPERATING GUIDELINES

FOR THE SOCIETY'S BY-LAWS

I. Name

The name of the society is Olympic Heights School Parents Association.

II. Mission of Olympic Heights School Parents Association

To raise funds to support educational activities of Olympic Heights School in keeping with Calgary Board of Education policy, School Act and Olympic Heights School Council objectives.

III. Definitions

1. "OHPA" is the abbreviation for the Olympic Heights School Parents Association,
2. "OHS" is the abbreviation for Olympic Heights School,
3. The "President" of the OHPA (unless otherwise specified) shall be the elected Chairperson of the Olympic Heights School Council,
4. The "Secretary" of the OHPA (unless otherwise specified) shall be the elected Secretary of the Olympic Heights School Council,
5. The "Board of Directors" or "Board" of the OHPA shall mean the elected officers and directors of the OHPA,
6. "Majority Vote" shall mean more than half of the members voting favour the motion. Members must be present to vote,
7. "Two Thirds (2/3) Majority Vote" shall mean a minimum of two thirds of the members voting favour the motion. Members must be present to vote.

IV. Description and Mandate of OHPA

1. Non-profit society,
2. Charitable status under the Societies Act of Alberta, #505 24762, registered April 1, 1992,
3. Registered with Revenue Canada as of April 1, 1992, Registration Number 0932715-21,
4. Corporate Access Number Number 505247627,
5. Issues tax receipts for donations made to Olympic Heights School Parents Association,
6. The OHPA will keep accurate books and records,
7. The OHPA will maintain adequate insurance for its activities if this is not provided by the Calgary Board of Education or Alberta Education

V. By-Laws

1. The OHPA By-Laws dated March 16, 1992 govern the society and have been filed with Corporate Registry at the Alberta Consumer and Corporate Affairs,
2. The By-Laws may be rescinded, altered or added to by a “Special Resolution”. Changes to the By-Laws must be approved by and properly filed with Corporate Registry.
3. Adequate notice of the society’s intent to change the By-Laws and the proposed changes must be made to the members a minimum of two (2) weeks prior to the date of an amendment meeting,
4. Changes to the By-Laws require a Two Thirds (2/3) Majority Vote of those present at the meeting.

VI. Membership

1. Automatic membership is granted for: Elected Board members of the OHPA; the OHS Principal; the parents, guardians, or legal custodians of children registered at Olympic Heights School; all volunteers of the society,
2. No membership fee exists,
3. Any member wishing to formally withdraw from membership may do so by written notice addressed to the Secretary,
4. Any member, upon Majority Vote of all members attending a meeting, can be expelled from membership for that year for any cause which the society may deem reasonable.

VII. Board of Directors

The Board of Directors shall consist of the elected officers and directors of the OHPA:

Officers:

President (to be the OHS Council Chairperson unless otherwise determined),
Secretary (to be the OHS Council Secretary unless otherwise determined),
Treasurer,
Vice President (to be the OHS Council Vice-President unless otherwise determined).

Directors:

Fundraising Chairperson,
Special Lunch & Recess Day Coordinators,
Special Events Coordinator (to be the OHS Special Events Coordinator unless otherwise determined).

Any and all positions can be shared by more than one individual.

The OHS Principal will act in an advisory role to the OHPA.

Meetings of the Board shall be held as many times as required but at least once every three months and Board meetings shall be called by the President. Regularly scheduled meetings of the Society can be considered as a meeting of the Board. Any two Board members can make a written request to the President for a special meeting provided they outline the purpose of such meeting. Any group of four Board members constitutes a quorum at a Board meeting. Meetings can be held without the typical ten day notice if a quorum of the Board is present, provided, however that any business transactions at such meeting shall be ratified at the next regularly called Board meeting; otherwise they shall be null and void.

VIII. Duties and Responsibilities of the Board of Directors

1. All Board members shall attend all regularly scheduled Board meetings and meetings of the OHPA or send a replacement,
2. 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 the society. All OHPA activities will be made after consulting with and approval from the OHS Principal,
3. All Board members shall read the minutes from previous meetings prior to attending the next meeting,
4. Board members shall have only one vote, even though that person may be filling more than one position.

OHS Principal

- To serve as a liaison between the school and the OHPA
- To coordinate an agenda for meetings with the President
- To give verbal/written approval for fund raising activities as required

President (Chairperson of OHS Council)

- To act as the official liaison between the OHS Council and the OHPA
- To act as the spokesperson for the OHS Council
- Shall plan the agenda for meetings in consultation with the OHS Principal
- Is responsible for the preparation and distribution of an agenda for each meeting
- Shall place notices of all meetings on the school doors prior to holding the meeting
- Shall chair the meetings of the OHPA or, at his/her discretion, may delegate this duty to the Vice-President and in the absence of both, one of the Board members shall chair
- Prepares and provides to the board annually, a report:
 - a) setting out the activities of the OHPA in the year,
 - b) including a financial statement relating to money handled by the Parent Association in the year, if any, and
 - c) including a copy of the minutes for each meeting of the OHPA held in the year.
- To obtain and review annually the insurance for the OHPA
- To act as a co-signing authority on the OHPA bank account
- Is an ex-officio member of all of committees
- The OHPA may elect its own President for whatever reason if it has decided not to have the Chairperson of the OHS Council fill this role

Secretary

- To keep accurate minutes at all OHPA meetings, duplicate and distribute them as follows:

1. President	4. Parent Bulletin Board
2. OHS Principal	5. Board members prior to the next meeting
3. File	6. Copies circulated at the next OHPA meeting
- To carry out any correspondence as required by the Board of the OHPA
- To maintain a file for minutes and correspondence and to oversee the files of any committee paperwork in a central filing cabinet
- In May, to summarize outstanding motions
- Has charge of all the correspondence of the society and be under the direction of the President and the Board
- If the Secretary is absent, his/her duties shall be assumed by any such officer as may be appointed by the Board
- The OHPA may elect its own Secretary for whatever reason if it has decided not to have the Secretary of the OHS Council fill this role

Treasurer

- To represent, monitor and control all monetary transactions of the OHPA
- To keep an accurate accounting of all finances of the OHPA and keep such books as may be directed

- To prepare an updated Treasurer's report at each meeting including current status, as well as any outstanding or expected expenditures and incomes
- To ensure all debts of OHPA activities are paid on time
- To receive and deposit all monies collected by the OHPA
- To prepare tax receipts for all donations to the OHPA
- To act as a cheque signing authority
- To prepare an annual financial report at the end of the school year. Such report shall be duly audited as hereinafter set forth. A copy is to be received by the Secretary for the records of the society
- Shall present a full detailed account of receipts and disbursements to the Board whenever requested
- To arrange with OHS Council for an annual audit of all financial transactions

Vice-President

- To assume all responsibilities of the OHPA President in his/her absence during the current term
- To act as a co-signing authority on the OHPA bank account
- To act as a meeting facilitator if one does not exist
- The OHPA may elect its own Vice-President for whatever reason if it has decided not to have the Vice-President of the OHS Council fill this role

Fundraising Chairperson

- To assess all fund raising offers sent to the school and make recommendations to the OHPA
- To present a fund raising proposal to the OHPA in September of each year in accordance with the objectives of the OHS Council
- To see that appropriate approval is obtained before fund raising activities proceed
- To carry out all approved fund raising activities
- To ensure proper information is provided such that annual financial statements and tax returns are prepared correctly
- Present fund raising summaries to OHPA

Special Lunch & Recess Day Coordinators

- Organize and run the Special lunch (pizza, subs., etc.) and recess (donut) days
- Select dates for the special days and have them approved by the OHS Principal (approximately one event per month)
- Prepare and distribute order forms and volunteer forms to all the students and staff
- Ensure that completed volunteer forms are returned to each class parent for their action
- Receive from the School Council Volunteer Coordinators a list of volunteers for counting money and helping out in the classrooms on the designated day
- Supervise the tabulation of orders for each class and the counting of money received
- Give all money (change rolled and cheques reviewed for errors) to the Parent Association Treasurer for deposit
- Order food and drinks required
- Purchase required supplies (to be reimbursed by OHPA) such as rubber gloves, napkins, bags, plates, etc.

- Supervise the distribution of food and drinks to each classroom on the designated day
- Provide the classroom volunteers with a distribution list of what each child gets and answer any questions they may have
- Provide payment to suppliers either with a pre arranged cheque issued by the P.A. Treasurer, or by paying personally and submitting a receipt for reimbursement to the Treasurer

Special Events Coordinator(s)

- Organize and run the special events at the school
- Work with parent volunteer coordinators, focusing on special events as they arise during the year (e.g. staff dinners during interview weeks and events during teacher/staff appreciation week)

IX. Election of the Board of Directors

1. A nominating committee consisting of the President, Vice-President, OHS Principal and any of OHPA Board members will discuss the future of the Board and approach any possible candidates soliciting their interest. In the early spring, the School's Newsletter will announce that nominations for the OHPA Board of Directors (officers and directors) are being accepted. Elections will be held at the last meeting of the school year which is typically in May.
2. Any member in good standing shall be eligible to hold any office in the society.
3. The President shall receive further nominations from the floor at the final meeting of the school year (typically held in May).
4. A secret ballot vote will be accepted for each nomination. Any member in attendance may vote.
5. Board members will be elected by a Majority Vote. The officers and directors so elected shall serve until their successors are elected and installed.
6. In the event of a tie for any position, a run-off ballot will be held immediately.
7. Term of office begins immediately after the meeting in which the election occurs and lasts one year until the conclusion of the last meeting held in that school year (typically held in May) at which the successors are elected and installed.
8. Board members may be elected, if necessary, at any regular OHPA meeting. Any vacancy occurring during the year shall be filled at the next meeting provided it is so stated in the notice calling that meeting.

9. Any member of the Board who misses three (3) consecutive meetings may be replaced at the discretion of the Board.

X. Meetings and Voting Procedures

1. OHPA will use a Town Hall Model of Governance. Meetings shall be held at least eight times a year at the school. Meetings are to be held in the evening or during the day as deemed appropriate for each meeting as it is scheduled. Meetings are open to the general membership and any interested members of the community.
2. Only the members defined above are eligible to vote. In the case of a tie vote with no way to break the tie vote, the motion is lost. If the President has not voted, that vote can be used to either break a tie vote or to determine the outcome of a Two Thirds (2/3) Majority Vote. The President cannot vote twice (as a member and as the presiding officer). Any member who has not withdrawn from membership nor been suspended nor expelled has the right to vote at any meeting of the society. Votes must be made in person and not by proxy or otherwise.
3. The dates for all OHPA meetings will be published in the School Newsletters.
4. Meetings will be conducted according to Roberts Rules of Order.
5. A quorum shall consist of three (3) members in good standing. A quorum must be present to determine the outcome of a vote. A quorum is not necessary to adjourn a meeting.
6. Committee meetings shall be held as required.
7. OHPA decisions require a motion supported by a Majority Vote of all members in attendance. All motions must be approved by a seconder and must be preceded by a debate before a vote is taken.
8. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing who typically attend the society's meetings. This petition shall set forth the reason for calling such meeting.

XI. Auditing

1. The books, accounts and records of the Secretary and Treasurer shall be audited at least one each year, usually at the end of the school year.
2. The audit will be completed by a duly qualified accountant or by two members of the society elected for that purpose.
3. The books and records of the OHPA may be inspected by member of the society at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.

XII. Remuneration

Unless authorized at any meeting and after notice for same shall have been given, no member of the OHPA shall receive any remuneration for his/her service to the OHPA.

XIII. Borrowing Powers

Although conditionally allowed in our By-Laws, the Calgary Board of Education's policies now prohibit our society from borrowing money.

XIV. Suspension of the OHPA

1. If a quorum is not available for a meeting of the OHPA, and the meeting has been rescheduled on two or more occasions, a resolution must be sought from the Board. If the Board cannot rectify the situation, the OHS Council may suspend the operation of the OHPA until the following year,
2. If the activities are not in accordance with the Calgary Board of Education policies, and the objectives of the OHS Council, the OHS Principal may suspend the activities of the OHPA.

XV. Resignation or Expulsion of Members of the Board of Directors

1. Any member of the Board of Directors may resign or withdraw as a member of the OHPA by notice in writing to the President. That Board member's resignation is effective at the time it is sent to the President or at the time specified in the resignation, whichever is later.
2. The OHPA can remove any member of the Board of Directors with a Two Thirds (2/3) Majority Vote of those present at a special meeting. Notice of the special meeting must be given to that individual and the membership at least 21 days prior to the meeting. Prior to any vote being taken on a motion to remove a Board member, that individual must be given the opportunity to be heard at the meeting. Any vacancy created by the removal of a Board member may be filled at the meeting at which the individual is removed.

These Operating Guidelines were approved at the April 12th, 2007 meeting of the OHPA.

Olympic Heights School Parents Association

Helen Koziol, President

Richard Weber, Secretary

Barbara Bannon, OHS Principal