

High Park School Parents' Advisory League

Membership

Members will include all parents or guardians of children attending High Park School and any community representatives, school system employees and students of High Park School expressing interest. Membership fee, if any, shall be determined by the members at a general meeting. Any member wishing to withdraw from membership may do so by giving notice in writing or by telephone to the Executive through the Secretary. Any member may be expelled from membership for any cause which the society may deem reasonable, upon a majority vote of members present at any duly called meeting.

Meetings

- (a) High Park School Parents' Advisory League (P.A.L.) shall hold an Annual Meeting on or before September 30 in each year, of which notice shall be given to the membership via school newsletter or by advertisement not less than 10 days prior to the date of the meeting. At this meeting there shall be elected the executive, and committee chairs as applicable. *2nd.*
- (b) Regular meetings shall be held the ~~third~~ Tuesday of each month, except July and August, at 7:00 pm or as agreed by the membership with advance notice provided in the school newsletter.
- (c) Special meetings shall be held upon the request of 10 members given in writing to the president specifying the subject and date of the special meeting. The date of the special meeting shall be not less than 14 days from the date notice is given to the president, who shall give at least 10 days notice of the special meeting to members in the school newsletter or by advertisement.
- (d) Five (5) members, including the executive, shall constitute a quorum at any meeting.
- (e) Any member who has not withdrawn from membership nor has been expelled as herein provided shall have the right to vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise.

Executive

The executive of P.A.L. shall be elected to a one-year term at the Annual Meeting, except for the position of Past- President, who shall be appointed each year. The executive shall serve as liason between parents and the school.

The executive of P.A.L. shall consist of:

- (a) President shall
 - develop monthly meeting agenda,
 - chair each meeting,
 - coordinate committees after appointment of committee members, and
 - shall be an ex-officio a member of all committees.
- (b) Vice-President shall
 - chair all meetings in the absence of the President, and
 - assist with setting up monthly and executive P.A.L. meetings.

(c) Secretary shall

- act as recording secretary for all meetings of the society and the Executive and keep accurate minutes of the same,
- have charge of all the correspondence of the society and be under the direction of the President and the Board, and
- keep a record of all the members of the society and their addresses, sending notice of meetings by mail to any members which are not in the receivership of the school newsletter.
- in the event that P.A.L. shall obtain a seal, the secretary shall have charge of the Seal of the society which seal whenever used shall be authenticated by the signature of the President and the Secretary, or in the case of the death or inability of either to act, by the Vice President.

(d) Treasurer shall

- handle all incoming P.A.L. funds collected through fund raising events and distributed after P.A.L. executive approval,
- deposit funds to the P.A.L. bank account and write cheques as necessary and approved by the executive,
- keep accurate financial records for the P.A.L. and report as necessary, and
- arrange for necessary auditing and present a complete and proper standing of the books for each fiscal year.

(e) Past-President shall

- assist in an advisory capacity to the executive as required

Resignation from an executive office shall be given in writing to P.A.L. through the president or secretary. Executive officers may be removed by a majority of members present at a duly called meeting. Absence from three consecutive regular meetings by an executive officer shall be considered a resignation, provided that the members may excuse absences in appropriate circumstances. Vacated executive positions shall be filled by vote of members at any meeting.

Committees

- (a) Members of committees named to deal with specific issues shall be appointed by the membership when required at any given P.A.L. meeting.
- (b) Committees shall designate a chair person to coordinate the work of the committee, keep applicable records and report to regular meetings.
- (c) Committees shall be dissolved when their functions are completed or when the term has expired as determined by the members.

Auditing

The books, accounts and records of the Secretary and Treasurer shall be audited once each year by a duly qualified accountant or by two members of P.A.L. elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting. The fiscal year of the society in each year shall end on June 30 each year.

The books and records of High Park School P.A.L. may be inspected by any member at anytime upon giving reasonable notice and arranging a time satisfactory to the officer having charge of same. Executive officers shall hand in such books and records to the school office following the last P.A.L meeting before the end of the school year.

Remuneration

Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the association shall receive any remuneration for his or her services.

Borrowing Powers

High Park School P.A.L. shall not borrow or secure the re-payment of funds for any purpose.

By-Laws

These by-laws may be rescinded, altered or added to by a Special Resolution as defined by the Societies Act. Notice of By-law amendment shall be submitted to the Registrar of Corporations.

Dated this 18 day of January 1993.

Name and Signature

Complete Address

Alison Beil 67 Highridge Way, Stony Plain T7Z1M2
Elmer Elert RR2, SITE 13, BOX 61 Spruce Grove, TX 275
K. MAGEE-ELGERT
P. Candace Borges 8 High Park Rd., Stony Plain T7Z1L9
J. Davis Box 1, Site 19, RR2, Spruce Grove, AB TX 275
Lucie Smyth 5706-47 Street, Stony Plain, T7Z1C6

Witness (name and signature)

Complete Address

T. E. Keown (T.E. KEOWN) 4601-57 Ave
Stony Plain AB T7Z1C6