

COLONEL IRVINE PARENT ADVISORY ASSOCIATION BYLAWS

ESTABLISHED: April 14, 1992

REVISED: February 11, 2014; April 13, 2021

NAME

1. The name of the Association is the Colonel Irvine Parent Advisory Association; also known as CIPAA.

OFFICE

2. The principle offices of the Association are located at Colonel Irvine School, 412 Northmount Drive NW, Calgary, AB, T2K 3H6.

OBJECTIVES

3. The objectives of the Association are:
 - a. To aid in the service and educational activities of Colonel Irvine School;
 - b. To provide a channel of communication between those employees of the Calgary Board of Education located at Colonel Irvine School and the Association on matters of mutual interest.

MEMBERSHIP

4. Eligibility
 - a. Membership of the school council shall consist of:
 - i. The parents / legal guardians of students enrolled in Colonel Irvine School
 - ii. Community member(s) with an interest in furthering the mission and vision of the school council
 - iii. Members are entitled to the following rights and privileges:
 - Attend Association meetings
 - Be given sufficient notice of an intended motion to be put forth for discussion at a meeting
 - Vote or abstain on motions raised at meetings that they attend
 - Have access to the agenda and minutes of any meeting of the current and previous school year
 - Request that an item be added to the agenda of any meeting by following the procedures in these bylaws
 - Stand for an executive or director position pursuant to these bylaws
 - Serve on committees or assist in the activities of the Association
 - b. Associate membership:

- i. The Principal and staff of Colonel Irvine School will be considered to have an associate membership and may serve in an advisory capacity to the Association
 - Associate members will not have voting rights
 - Associate members will not have signing authority for the Association
 - The Principal, by virtue of the School Act, shall have the power of veto relating to actions directly affecting the school building, staff or students, but not relating to financial expenditures, revenues or investments of the Association

5. Fees

- a. Members shall be assessed no fees

6. Voting

a. Quorum

- i. A minimum of fifty percent (50%) of the executive, including the chair or their delegate, must be present for a school council meeting to proceed
- ii. Quorum will be attained when the a minimum of fifty-one percent (51%) of voting members present at a meeting are parents of students enrolled in Colonel Irvine School

b. Decision making

- i. Decisions will be made by consensus as much as possible

c. At CIPAA Meetings

- i. For a decision to be made by a vote at a meeting, a motion must be moved, seconded, and passed by a minimum of fifty-one percent (51%) majority of school council members
- ii. All members present at a meeting are eligible to vote on a motion unless a conflict of interest is involved, in which case the member must abstain

d. Outside of CIPAA Meetings

- i. For a decision to be made by a vote outside of a meeting, a motion must be moved and seconded at a meeting, distributed for voting, and passed by a minimum of fifty-one percent (51%) of Association members
- ii. All members who respond to the motion are eligible to vote on a motion unless a conflict of interest is involved, in which case the member must abstain
- iii. Voting outside of CIPAA meetings is to be done only in cases where:
 - the motion was not specified in the meeting agenda and distributed prior to the meeting
 - the motion is time-sensitive and a decision is required prior to the next scheduled meeting

7. Suspension

- a. Should a member be accused of misconduct, negligence, incompetence, or activities not conducive to the best interest of the Association, written

charges shall be made by the person(s) bringing forth such charges to the Secretary

- b. The Secretary shall inform the person of the charges laid
 - c. The Board shall hear the charges, the accuser and the accused and render its decision as to the validity of such charges
 - d. If the Board finds the accused “guilty as charged”, the person charged may, at the discretion of the Board, have their rights and privileges suspended. A decision to suspend requires a minimum of 75% vote of the Board hearing the charges
 - e. A decision to suspend may be appealed at the next meeting, provided written notice of such intent is given to the Secretary a minimum of fourteen (14) days notice
 - f. Failure to appeal a suspension at the next meeting shall render the Board’s decision final
 - g. A decision by the Board of “not guilty” shall clear the member of all charges
8. Withdrawal
- a. Any member wishing to withdraw from membership may do so by providing written notice to the Board through its Secretary

GOVERNANCE

9. The Association shall be governed by the Board of Directors, who shall be elected at the Annual General Meeting and composed of the following:
- a. Executive: President, Vice-President, Secretary, and Treasurer
 - b. Directors: a minimum of one (1) Director at Large
 - i. Positions may include:
 - Fundraising Coordinator
10. No member of the Association shall receive any remuneration for their services
11. The term of office for all positions shall be the current fiscal year
- a. The fiscal year is based on the school calendar, typically September 1st to August 31st
12. Removal from office
- a. In the case of an Executive or Director not performing their duties
 - i. Written charges shall be made by the person(s) bringing forth such charges to the Secretary
 - ii. The Secretary shall inform the person of the charges laid
 - iii. The members shall hear the charges, the accuser and the accused and vote as to the validity of such charges
 - iv. Requires a two-thirds (2/3) majority vote to remove the Executive or Director from office
 - v. A decision to remove an Executive or Director may be appealed at the next meeting, provided written notice of such intent is given to the Secretary a minimum of fourteen (14) days notice
 - vi. Failure to appeal a suspension at the next meeting shall render the decision final

13. Signing Authority resides with the Executive
14. For disbursement of funds, two signatures must be attached
15. Borrowing Powers
 - a. The Association is strictly prohibited from the activity of any borrowing to fulfill its objectives.
 - b. The Association shall not engage in the issuance of debentures, bank financing, or any third party loan arrangements.

DUTIES AND RESPONSIBILITIES

16. Roles
 - a. President
 - i. Represents the Association at any function and/or meeting both internal and external
 - ii. Presides at the Annual, General, and Board meetings
 - iii. May appoint any person to any honorary position or committee as they see fit
 - iv. May create any committee and/or delegate activity or authority
 - v. Is a member of all committees with full voting privileges
 - vi. Appoints two (2) Directors or one (1) qualified auditor to examine the accounts of the Association, and report the same, in writing to the Annual General meeting
 - b. Vice-President
 - i. Replaces the President at any function the President is unable to attend
 - ii. Assumes the President's position in the case of the President being unable to function, resignation, or removal from office
 - iii. Designated personal information protection act (PIPA) Privacy officer of the Association and manages personal information in compliance in PIPA
 - iv. Performs duties assigned by the President
 - v. Acts as the chief advisor to the committees in all areas of protocol and policy
 - c. Secretary
 - i. Keeps minutes of all meetings
 - ii. Custodian of all physical assets (excluding monies and financial statements) of the Association
 - d. Treasurer
 - i. Deposits all monies of the Association in one of the chartered banks in the City of Calgary
 - ii. Disburses funds in accordance with the direction given by the Board
 - iii. Prepares monthly statements showing the financial position of the Association for each meeting, using a bank reconciliation showing all reconciled items, and bringing the reported balance into agreement with the general ledger balance

- iv. Signs all financial reports
 - v. Promptly presents all accounting books, bank statements and any other items pertaining to the financial position of the Association upon request
 - vi. Makes available all books, records, and accounts of the Association for examination by members at the Annual General Meeting, and at any meeting of the Association upon request by the Board or the President, given fourteen (14) days notice
 - vii. Submits a copy of the audited financial statements to the annual return for filing with Service Alberta by the required date
- e. Director(s)
 - i. Fulfills the specific duties as laid down by the Board

MEETINGS

17. CIPAA shall provide regular meetings for members to gather, discuss issues, share information, and conduct Association business.

- a. Notice
 - i. A minimum of fourteen (14) days notice of each meeting will be provided to members
 - ii. Best practice is to set the date & time for all meetings for the school year at the first meeting of the year
- b. Frequency
 - i. School council must meet a minimum of six (6) times during the school year
 - ii. Meetings shall normally be held monthly
 - e.g. the 2nd Tuesday of each month
- c. Time
 - i. Meetings will not begin before 6:00pm
 - ii. To extend a meeting beyond one (1) hour, a motion must be made, seconded, and passed
- d. Location
 - i. Meetings may be held in person at the school, or held virtually utilizing the CBE's recommended platform
- e. Agenda
 - i. The agenda must be presented and approved before a meeting can proceed
- f. Motions
 - i. Proposed Association activities shall be motioned, seconded, and voted on to determine if the Association activity will proceed
- g. Rules of Order
 - i. The President shall refer to Roberts Rules of Order to clarify meeting process if during any meeting at least three (3) members ask for such clarification

ANNUAL GENERAL MEETING (AGM)

14. Nominations and elections for Association positions shall occur at the Annual General Meeting held once a year, typically at the start of the school year
 - a. Notice
 - i. A minimum of fourteen (14) days notice of the AGM will be provided to members
 - b. Nominations
 - i. Candidates willing to stand for a position will be nominated at the AGM
 - c. Voting
 - i. Uncontested positions will be filled after a minimum of fifty-one percent (51%) vote to acclaim the candidate
 - ii. Contested positions will be filled by the candidate who received the most votes
 - iii. Closed ballots may be requested to vote on any contested position
 - d. Vacancies
 - i. Vacancies occurring between AGMs may be filled by majority approval of the executive
 - e. Term
 - i. The term of all positions shall be one (1) year based on the school calendar
 - ii. All members may stand for re-election or re-appointment to any position

ANNUAL REPORT

15. Submission of annual report by the required date (typically September 30th)
 - a. Includes the audited financials
 - b. Submitted to Service Alberta in accordance with the *Societies Act*

AFFILIATIONS

16. The Association may become affiliated or unaffiliated with any other association that the Board deems advisable. The President or designate shall be the Association Representative to the affiliate.

AMENDMENTS

17. The Association may make bylaws respecting the conduct of its activities
 - a. The bylaws must be approved by three-quarters (75%) majority of votes at a special meeting of the Association called for that purpose
 - b. Once approved, the bylaws are submitted for registration to Service Alberta
 - c. Once registered, the bylaws remain in force from year to year

DISSOLUTION

18. In the event of the dissolution of the Association, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Colonel Irvine School with the exception of gaming proceeds. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups (e.g. Education Matters).