

# **THE RIGHT HONOURABLE JOE CLARK PARENT TEACHER ASSOCIATION FUNDRAISING BY-LAWS**

## **Name:**

The name of the Society is Right Honourable Joe Clark Parent Teacher Association. Society incorporated number is 506141134.

## **Mission Statement:**

Our mission is to work collaboratively as a school community with École Joe Clark School administration in all fundraising endeavors to help financially and assist Joe Clark School to benefit the students through purchasing and obtaining enhanced learning resources, enrichment programs, classroom enhancements, sports equipment, technology, fieldtrips, uniforms etc.

## **Vision:**

To continue providing high-quality educational opportunities that empower and inspire the students at École Joe Clark School to achieve their fullest potential.

## **Objectives:**

- To raise funds for École Joe Clark to purchase equipment, supplies, programs and opportunities that enhance learning and promote student well being.

## **Membership:**

a.) The membership of the society shall consist of the following:

- Any parents or guardians of children attending École Joe Clark School
- An administrator from École Joe Clark School
- The School Fundraising executive members

Members of the École Joe Clark Parent Council are also welcome to be members of the Fundraising Society.

## **The School Fundraising Executive Members:**

The executive members shall consist of a Fundraising Chair, Co-Chair, Secretary, Treasurer and Hot Lunch Coordinator. These following positions will need to be filled annually by election at the Annual General Meeting (AGM), voted on by society membership. The AGM will be held in October each year.

## **Duties of the Executive Members:**

### Fundraising Chair

- Attends meetings regularly
- Conducts fundraising meetings in a town hall fashion
- Sets Agenda in consultation with Council Chairperson and school administrators
- Actively collaborates with school council members and fundraising members
- Signs cheques when needed
- Determines what fundraising projects are needed for the school year with the help of the administration and officers.
- Determines what fundraiser opportunities are to be brought to the meetings for discussion, approval and planning
- Plans monthly fundraisers with all logistics
- Emails with vendors about fundraisers, orders, pick up, drop offs and payment

### Fundraising Co-Chair

- Attends meetings regularly
- Assist Fundraising Chairperson when necessary
- Act as a Fundraising Chairperson in their absence
- Sign cheques when needed
- Prepares to assume responsibility of chairperson in future

### Secretary

- Attends meetings regularly
- Records attendance and takes minutes
- Shares meeting minutes from prior meeting in advance of each new meeting
- Provides the School Office Administrator with relevant Council information (agendas, minutes etc.) to post on school website
- Ensures all Council minutes and agendas are filed at the school and maintain digital files
- Reads minutes from a previous meeting if required

### Treasurer

- Attends meetings regularly
- Makes deposits when necessary
- Writes cheques as necessary
- Signs cheques when needed
- Balances bank books and bank statements each month
- Receives staff request forms and brings forward items at School Council
- Presents financial report at monthly statement
- Ensures annual financial report is completed each year
- Ensures annual Alberta Societies Financial Report is completed each year
- Is responsible for AGLC Licensing

- Manages and monitors Casino Funds and General Account funds

### Hot Lunch Coordinator

- Contact vendors for scheduling hot lunch dates, times, menus, prices etc.
- Send hot lunch orders weekly to the vendor and to the treasurer for payment
- Send Hot lunch delivery reports weekly to Office Administrator for printing and placing in hot lunch bin
- Keep track and order condiments, juice, water and any other necessary items for hot lunch
- Send receipts to Treasurer
- Emailing parents when they have questions, outstanding balances etc.
- Running the Hot Lunch System
  - i. Annually entering the staff and classrooms into the system
  - ii. Annually entering the vendors, menus and prices into the system
  - iii. At year end, do system cleanup, delete classes and user profiles
  - iv. Monthly set up the schedules, vendors, menus, dates
  - v. Keep track of outstanding balances and manually enter EFT payments

### **Vacancies:**

If an executive member vacates their position, the Society may appoint a person who meets membership qualifications to fill vacancies until the next annual general meeting by way of voting at a meeting with all members.

### **Committees:**

- The Society may appoint members to be part of a sub committees if the need arises. This will be agreed upon by the executive members and administration.

### **Meetings**

- The society shall meet at least eight times during the school year.
- The meetings shall be called École Joe Clark Fundraising Meeting
- Meeting dates and times will be established at the AGM meeting of each year by majority vote
- Meetings will take place in the Learning Commons at École Joe Clark School unless otherwise posted.
- Meetings will be posted in the weekly school newsletters and School Council's Facebook Page
- The quorum for meetings of the fundraising association shall be when five (5) members of which two (2) members will be from the executive committee.

### **Voting Procedures:**

- If a vote is taken, the motion must be first and seconded and then must pass by majority vote.
- If the vote is not met by majority in favor, a topic will be tabled for future discussion and voting at a later meeting.

- All executive members and members of the fundraising society can vote on any motions made.
- All fundraising events must have final approval by a member of the École Joe Clark Administrative team.

#### **Annual General Meeting (AGM):**

- This society shall hold an annual meeting in October and no later than October 31<sup>st</sup> of each year.
- The meeting will be advertised through the school's communications and Facebook page in advance of each meeting.
- Election of the executive members will take place at the AGM.
- All parents and guardians of the students attending École Joe Clark School are eligible for election.
- All parents and guardians of École Joe Clark's students are eligible to vote at the annual general meeting.
- The agenda of the annual meeting shall include:
  - i. The election of the executive positions
  - ii. Review the fundraising bylaws, amend and adopt for the year
  - iii. Review Financial Statement of previous year
  - iv. Review year plans and budget for the upcoming school year

#### **Annual Report:**

- The Treasurer will ensure to prepare and submit the annual Alberta Societies Financial Report by end of September for filing.
- The Treasurer will prepare Financial Statements for presentation to the Fundraising Society and as requested by the School Board.