



By-Laws of the
Glen Allan School Advisory Council

Mission

The primary function of the Glen Allan School Advisory Council [GASAC] shall be to provide parents and the school community with a means to provide advice to the school principal on matters pertaining to the school and its operations. The Glen Allan School Advisory Council may carry out other functions [ie. Fund Raising, Organization of Events, Recruiting Volunteers] as delegated to it by the Glen Allan School principal or the Strathcona County Board of Education.

Membership

A. All parents/guardians of registered students at Glen Allan School shall be classified as members of the Glen Allan School Advisory Council and shall be entitled to the following privileges:

1. Attendance at all meetings of the Council, with voting privileges.
2. The right to present grievances or concerns to the Council either at a meeting or in writing to any member of the executive or their classroom representative.
3. Receive all newsletters of the Council.

B. The GASAC shall include one school staff representative, two student representatives, and one community representative (when possible) as members with voting privileges.

C. The Strathcona County Board of Education and its Central Office shall appoint non-voting representatives through whom the GASAC would have the opportunity to provide input to the School Board on matters pertaining to the school within the system.

D. The Glen Allan School principal shall be a non-voting member of the Council. He/she will also be an administrative resource person for the Council.

Term of Membership

Membership shall be available throughout the school year, expiring August 31 of each year.

Withdrawal of Membership

Parent/guardian membership in the Council automatically ceases if the student is no longer registered at Glen Allan School.

Any member can withdraw his/her membership voluntarily by letter or by non-attendance at meetings.

Executive Officers

The executive of the Council, consisting of a Chairperson, Past Chairperson, two Vice-Chairpersons, Secretary, and Treasurer, shall be elected from the Council membership at the annual general meeting in September and shall form the executive committee. They shall serve the office until their successors are elected. Any vacancy occurring during the year shall be filled by a member of the Council elected at the next Council meeting. Any executive member can be removed from his/her office by a two thirds majority vote.

The executive committee shall, subject to the by-laws or directions given it by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Council.

The GASAC shall be formed, continued, or dissolved if a two thirds majority of parent/guardian members vote to do so at the annual general meeting in September.

Chairperson and Vice-Chairpersons

The Chairperson shall be an ex-officio member of all committees and shall preside at all meetings of the Council. In his/her absence, one of the Vice-Chairpersons shall preside at any such meetings, and in the absence of the three, a chairperson may be elected to preside.

The Vice-Chairpersons may be appointed by the Chairperson to chair special committees throughout the year.

Secretary

The Secretary shall keep records of all meetings of the Council.

The Secretary shall also keep a complete membership list of the Council and send notices of all meetings.

The Secretary shall have charge of all the correspondence of the Council.

Treasurer

The Treasurer shall receive all monies paid to the Council and shall be responsible for the deposit of same in an appropriate banking facility. He/She shall properly account for the funds of the Council and keep record of the same. He/She shall present a full detailed account of receipts and disbursements to the Council whenever requested. He/She shall prepare a financial statement duly audited for submission to the annual meeting and submit a copy of the same to the Secretary.

Auditing

The books, accounts and records of the Council shall be audited at least once each year by a duly qualified accountant or by two members of the Council selected for that purpose. The audit report for the previous fiscal year shall be presented at the annual meeting of the Council. The fiscal year of the Council shall end July 31.

Books and records of the Council may be inspected by any member of the Council at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the executive committee shall at all times have access to such books and records.

Meetings

The annual meeting of the Council shall be held on or before the 30 of September of each year.

Other meetings shall be held as often as the business of the Council shall require and shall be called by the Chairperson.

A special meeting may be called by any three members at large, provided they make a written request to the Chairperson, stating the purpose of the meeting.

Written notice of all meetings shall be sent to all members at least seven days in advance.

One month written notice stating an extraordinary resolution must be given to all members present at a general meeting. .

Fifteen members shall constitute a quorum at any meeting.

Voting

Voting privileges must be exercised in person and not by proxy or otherwise.

Remuneration

No officer or member of the Council shall receive any remuneration for his/her services.

Borrowing Powers

For the purpose of carrying out its objectives, the Council may borrow, raise or secure the payment of money in such manner as it sees fit. This power shall be exercised only under the authority of the Council.

The issuing of debentures and/or the use of the corporate number for the means of securing funds other than for the application for grants shall require an "Special Resolution".

Seal of the Society

The GASAC does not have a seal and therefore will not require use of one on documents.

By-Laws

The by-laws may be rescinded, revised or added to by an "Special Resolution" passed by a two thirds majority of members that are present at a general meeting.

DATED this 18 day of APRIL 1990

NAME	SIGNATURE	ADDRESS
Wendy Lacroix	<i>Wendy Lacroix</i>	29 Sunset Cres
SAM BLAHUN	<i>Sam Blahun</i>	28 Glenbrook Blvd
Pauline Marshall	<i>P. Marshall</i>	66 Galloway Dr.
DR. Raj. S V. Rajan	<i>V.S.V.</i>	6 Milford Cr.

WITNESS

NAME	SIGNATURE	ADDRESS
ABLAHUN	<i>Blahun</i>	28 GLENBROOK BLVD