

# Friends of Jennie Emery Elementary Society

## OPERATING PROCEDURES

REVISED: June 2025

1. **NAME:** The Society name is the Friends of Jennie Emery Elementary Society (the "Society").
2. **MISSION:** The mission of The Friends of Jennie Emery Society is to unite and empower our school, fostering collaboration among students, parents, our society and the community.
3. **MEMBERSHIP:** The membership of the Society shall consist of the following: a) Any person who is a parent or guardian of a student(s) attending Jennie Emery Elementary School (the "School"), and who is at least 18 years of age. b) Any person who attends a meeting or has attended a meeting within the school year is considered a member in regards to voting. c) The Executive Committee consists of the Chairperson, Vice-Chairperson, Secretary, Treasurer. d) Membership ends immediately when the student(s) leaves the School. e) All Members must abide by the Society's and School Councils Operating Procedures.
4. **CONFLICT RESOLUTION:** Members who violate either Operating Procedures will be subject to immediate expulsion without warning. Expelled Members may apply for re-admission in writing to the Society at least 21 days prior to the first meeting of the new School year. Expelled Members who reapply are subject to approval by the Executive Committee.
5. **MEETINGS:**
  - a. **SOCIETY MEETINGS:** i) Society meetings will be held at least four times per year, including the Annual General Meeting (AGM). Additional meetings may be called as needed by the Executive Committee. ii) Notice for Society meetings will be given at least three days in advance via email or other school approved communication methods. Meetings may be called with less than three days' notice if a quorum is present and all Executive Committee members agree. iv) A quorum for Society meetings is four members. At least two of those members must not be part of the Executive Committee.
  - b. **ANNUAL MEETING:** i) The Society will hold an Annual General Meeting (AGM) within 30 days of the first instructional day of the School year. Notice will be sent by email or school approved communication method at least eight days prior. ii) At the AGM, the Chairperson, Vice-Chairperson, Secretary and Treasurer, will be

elected. Executive Committee members serve until new successors are elected. Vacancies may be filled at subsequent meetings and will remain on the agenda until filled.

- c. **SPECIAL MEETINGS:** i) May be called by the Chairperson or upon a written request of at least five school community members. ii) If these requirements are met a meeting must be held within 14 school days.

## 6. DUTIES OF EXECUTIVE MEMBERS:

- a. **CHAIRPERSON:** The Chairperson provides leadership and oversight to the Society and its members. They serve as an ex-officio member of all sub-committees and act as the official spokesperson for the Society. The Chairperson is responsible for: i) Planning and facilitating all Society meetings ii) Presiding over meetings and ensuring effective communication iii) Sending meeting notices via email or other school approved communication channels iv) Overseeing the preparation and submission of all documentation required for the Alberta Society Annual Return (due no later than December 30th each year) v) Acting as a signing authority on the Society's bank account
- b. **VICE-CHAIRPERSON:** The Vice-Chairperson supports the Chairperson and assumes their duties when they are unavailable. In addition, they: i) Assume the responsibilities of the Secretary in their absence ii) May serve as a signing authority on the Society's bank account
- c. **SECRETARY:** The Secretary ensures the accurate documentation and management of Society records. Responsibilities include: i) Attending all meetings and recording accurate minutes ii) Maintaining the Society's Seal, to be authenticated by their signature and that of the Chairperson (or Vice-Chairperson, if the Chair is unavailable) iii) Managing Society correspondence at the request of the Chairperson iv) Keeping an up-to-date record of all Society members and their contact information v) May serve as a signing authority on the Society's bank account
- d. **TREASURER:** The Treasurer manages all financial activities of the Society. Responsibilities include: i) Receiving and depositing all funds into the Society's authorized financial institution within five business days ii) Maintaining accurate and up-to-date financial records iii) Presenting a financial report at each Society meeting iv) Submitting the audited financial statement following the AGM, with a copy retained for Society records v) Serving as a mandatory signing authority on the Society's bank account

*Note: The roles of Secretary and Treasurer may be combined and held by one individual, if approved by vote at the Annual General Meeting (AGM).*

7. **EXECUTIVE COMMITTEE:** The Executive Committee shall: a) Have full control and management of the affairs of the Society, subject to the Operating Procedures and directions given by majority vote at any properly called meeting. b) Attend meetings and support the Society. Encourage feedback from the School community. c) Assist in communication of special events. d) Help provide a positive experience for the School community. e) Organize and oversee fundraising and social activities.
8. **TERM OF OFFICE:** a) Vacancies on the Executive Committee shall be filled at the AGM. If a vacancy is not filled at the AGM, it will remain on subsequent meeting agendas until filled. b) Executive Committee members serve staggered two year terms. The Chairperson and Vice-Chairperson terms shall be staggered so they only overlap for one year.
9. **BANKING:** The Society's general banking account shall have a minimum of three Executive Committee members with signing authority. All cheques require two signatures.
10. **COMMITTEE COMPLAINTS:** A Member who believes an Executive Committee member has breached the Operating Procedures must submit a written complaint to an alternate member of the Executive Committee. The Executive Committee and complainant will first seek resolution through dialogue led by the Executive who received the complaint. Unresolved issues will be brought to an Officer of The Jennie Emery Elementary School Council.
11. **AUDITING:** The Society's financial records and minutes will be audited at least once yearly for reporting purposes. These audits can be done by two volunteers of the Society. However, within every four year cycle any member can call for a vote for a paid audit to be conducted by a third party source. This third party must not have any current connection to the School Community. The auditor's report will be submitted at the AGM. The fiscal year ends August 31st. Members may inspect upon request in writing the Society's books and records. The Treasurer has 21 school days to provide records. The Executive Committee will always have access.
12. **VOTING:** a) Each family with a student enrolled and active membership has one vote. b) Votes must be cast in person or by electronic voting as per Jennie Emery School Council Operating Procedures. c) Proxy voting is not permitted.
13. **BORROWING POWERS:** The Society may not borrow money. Any investments and or long term savings must be voted in and follow the guidelines outlined by the Alberta Societies Act.
14. **DISSOLUTION:** Upon dissolution, accumulated funds will be transferred to the operating account of Jennie Emery Elementary School.

15. **REVIEW OF OPERATING PROCEDURES:** a) Operating procedures are to be reviewed annually prior to the AGM by members of the Society b) Proposed amendments must be sent out at least 21 days in advance for members to review before voting. c) Voting of these changes can happen at any regular meeting. d) The Society's Operating Procedures are separate and distinct from those of the Jennie Emery School Council.
16. **CODE OF ETHICS:** The Society members shall: a) Abide by governing legislation. b) Be guided by the school's and the Society's mission. c) Be familiar with policies and procedures. d) Demonstrate honesty, integrity, and professionalism. e) Respect each member's personal integrity. f) Declare conflicts of interest. g) Foster positive, inclusive engagement. h) Promote democratic principles. i) Prioritize student welfare. j) Maintain confidentiality. k) Discuss only school-wide matters at meetings. l) Use proper channels for concerns. m) Encourage ethical practices. n) Take responsibility for decisions. o) Refrain from accepting payment for participation.