



Collingwood Elementary School Parent
Association (CSPA)
~Guidance Document

Collingwood School

Working as a Team

Trabajamos En Equipo



This document has been created to serve as a handbook for the members and board members of the Collingwood Elementary School Parent Association (CSPA)

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CSPA Bylaws – Intent / Interpretation

First and foremost, it is important that the CSPA understand that as a Society, the CSPA Board of Directors (President, Vice President, Secretary, Treasurer, etc) hold 100% legal liability for the fundraised dollars and its management.

It is advisable that the CSPA review the Bylaws every 5 years to ensure that they are current and accurate.

Below is a guide (layman's terms) for the interpretation and understanding of the CSPA Bylaws (It's recommended you read this alongside the CSPA Bylaws):

MEMBERSHIP

Section 1A: specifically addresses who can be a Member of the CSPA

- Membership is open to anyone with a vested interest in the students and the School, which extends beyond just parents / legal guardians
- This is open to more than parents because AGLC may not issue a license if memberships can only be given to the parents in the School, it must be anyone vested in the school. This can extend to include Grandparents, or businesses owners in the community impacted by the school
- Membership is required because a registered society cannot have memberships by "default".

Section 1B: includes "parents or guardians" when defining membership as it is not just parents who can have legal authority over a student(s)

Section 1C: CSPA Membership is renewed annually for accuracy of communication, membership count and record keeping. New CSPA Membership Forms will be sent out and collected each year (a template has been provided at the end of this Handbook).

Section 1D & E: CSPA Members can withdraw from membership and can be suspended or expelled. This is a requirement of the *Societies Act*.

ASSOCIATE MEMBERSHIP

This is limited to the Principal and Staff of Collingwood Elementary School.

- Administration does not have voting power or signing authority
- Administration offers advice and guidance to CSPA and therefore should be included in meetings as they will know how the CSPA's member's efforts can best help to support and enhance student learning.

BOARD OF DIRECTORS

- The CSPA Officers are made up of four (4) mandatory positions: President, Vice President, Secretary and Treasurer.
- The CSPA includes 3 optional director positions
- All positions are elected (not appointed)



AUDITING

- CSPA Fiscal year is **September 1 – August 31**
- CSPA Audited Financials must be submitted as part of the Annual Return to the Alberta Corporate Registry as required under the Societies Act

STANDING AND AD HOC COMMITTEES

- CSPA has the ability to form committees if / when necessary. For example, Naturalization

MEETINGS

General Meetings:

General Meetings indicate that all CSPA Members are invited to attend and participate in discussions and decision making. The CSPA has identified 3 types of General Meetings.

General Meetings	Purpose / Details	Quorum / Voting
Annual General Meeting (AGM)	1. All CSPA members are invited 2. Takes place once a year, typically in Sept or Oct, but no later than Oct 31 3. AGM Business <u>must</u> include: a. Election of Officers b. Determining Signing Authority c. Approval of Annual Financial Statements 4. AGM <u>may</u> include: a. Special Resolution, i.e. Bylaw Amendments b. Annual Report on the Associations progress in achieving objectives and budgetary guidelines 5. AGM Notice must be no less than 14 days, and if a Special Resolution will be proposed, no less than 21 days	4 CSPA Members: 3 must be voting Members ▪ Voting must occur in person ▪ Majority = 50% + 1 *voting members are anyone that holds a Membership to the CSPA. Associate Members may attend the AGM but are not a voting member. All Officers are included as CSPA Members.
Regular General Meeting (RGM)	1. RGM's may be scheduled at the memberships request during the AGM 2. RGM Notice must be no less than 10 days The purpose of RGMs is for membership participation in discussions and decision making. An alternative to having RGMs is to hold "Open" Meetings of the Board where CSPA Members can take part in discussions and observe the decision making (voting). <u>Example:</u> At an RGM Members may have discussions and make decisions on the upcoming years Fundraising Activities. Rather than have these discussions and vote on Fundraising Activities at the RGM, this can be discussed and voted on with all CSPA Members present at an "Open" Regular Meeting of the Board.	7 CSPA Members: 5 must be voting Members 2 must be elected Officers of the Association ▪ Voting must occur in person ▪ Majority = 50% + 1



Special General Meetings (SGM)	1. Called when something important or unpredicted has occurred This may include things like: Removal of a CSPA Member, Resolve a Conflict, or Dissolution of the CSPA 2. SGM notice must be no less than 14 days	7 CSPA Members: 5 must be voting Members 2 must be elected Officers of the Association ▪ Voting must occur in person ▪ Majority = 50% + 1
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Board Meetings:

Meetings of the Board, such as Regular or Special Meetings of the Board, can be open for all CSPA Members to attend and observe, but only the Board Members participate in the decision making (voting). In camera, closed meetings can be held by the CSPA if deemed necessary.

Board Meetings	Purpose / Details	Quorum / Voting
Regular Meeting of the Board	1. Called at a frequency determined by the Board (for example, after each Parent Council Meeting) 2. All Members may participate in discussions and ask questions, but only Officers of the Association may vote 3. Topics of Personal, Sensitive, or Confidential nature can be discussed “in camera” or closed to anyone the Board chooses 4. Regular Meetings Notice must be no less than 10 days Rather than hold RGMs, “Open” Board Meetings can be used where CSPA members can take part in discussions, but only the CSPA Board Members vote.	4 Board Members: 2 must be elected Officials ▪ Voting must occur in person ▪ Majority = 50% + 1 ▪ President only votes in case of a tie ▪ President may authorize electronic votes if situation needs (quorum = 60% of the Board)
Special Meeting of the Board	1. Called with instruction of any 2 Board members 2. Notice must be no less than 10 days, or 3 days verbally 3. All or any portion may be “in camera” if the meeting content or agenda item is personal, sensitive or confidential in nature A Special Meeting may occur if an immediate decision is required. For example, immediate financial approval required for a request from School Administration that cannot wait for a Regular Meeting of the Board	4 Board Members ▪ Voting must occur in person ▪ Majority = 50% + 1 ▪ President only votes in case of a tie ▪ President may authorize electronic votes if situation needs (quorum = 60% of the Board)



SPECIAL RESOLUTION

- This is taken directly from the Societies Act and is a requirement of the Bylaws
- Presented at a General Meeting of the Membership (AGM, RGM or SGM)

ELECTION PROCESS

- CSPA Board Members are voted in at the AGM
- CSPA Board Member's term is complete at the end of the AGM
- A member may only serve a maximum of 2 consecutive years in the same Officer or Director position on the CSPA Board

VOTING

See table in the section on MEETINGS.

- CSPA Member having personal pecuniary gain or conflict of interest must declare themselves absent from any discussion

GENERAL MANAGEMENT

- CSPA registered office is Collingwood Elementary School, including the mailing address for all communication
- Minutes and Financials must be securely stored and may be inspected by a CSPA member upon request. The inspection must take place at Collingwood Elementary School with a Board Member (2 people present, 1 must be a Board Member)

REMUNERATION

- This is taken directly from the Corporate Registry template. Basically, no one gets paid for the jobs they do for the CSPA – everyone is a valued volunteer!

BORROWING POWERS

A debenture is a type of debt that is not secured by physical assets or collateral. It is backed only by the general creditworthiness and the reputation of the issuer in order to secure capital.

- This clause allows the CSPA the opportunity (by Special Resolution) to borrow funds, if necessary, to carry out its objectives.

ASSOCIATION SEAL

- A seal is not required for the CSPA, and the CSPA does not have one. If it did under the Societies Act, CSPA must specify there is one and who has custody of it.

INSURANCE AND INDEMNITY



Insurance

Where the Parent Council is covered under the School Board insurance, the CSPA is **not** covered by the School Board.

- The CSPA must secure its own insurance coverage to protect the Officers and Directors in the event that they are personally named in a lawsuit against the Association.
- CSPA Insurance will be annually reviewed

Indemnity

The Indemnity Clause in the CSPA Bylaws is included because the CSPA has insurance. To indemnify is:

- to protect (someone) by promising to pay for the cost of possible future damage, loss or injury
- to give (someone) money or another kind of payment for some damage, loss or injury

PRIVACY

Privacy of information is of utmost importance!

- CSPA will not collect or store personal information unless it's for the purpose of Association business
- CSPA will follow the Personal Information Protection Act (PIPA)

CONFLICT RESOLUTION

Generally speaking, it's up to the Members of the CSPA to "police" or "regulate" the other Members...including the Board; however, nobody is perfect. For the CSPA in the event of conflict:

1. If 10 Members, or 5 Members + 50% of the Board Members are of the opinion the CSPA is in a state of conflict a "Special General Meeting of the Membership can be requested"
2. The President will call an SGM, where members can discuss the issues
3. On motion, a vote on the proposed resolution will take place and pass based on a majority

If the conflict requires more severe actions, the following remedies are available to societies, but they come at a cost: Arbitration/Mediation, Civil Procedures, and Laying a Charge under the *Societies Act*.

BYLAWS

- Speaks to the legal obligations for the Association that all members have a responsibility to behave in accordance with
- Bylaws are in accordance with the laws of Alberta, the Society Act and other governmental legislation

POLICIES AND PROCEDURES

- Can be developed by CSPA if wanted and should be reviewed annually

DISSOLUTION OF THE ASSOCIATION

- This is the closing of the Association, which will require a Special Resolution
- All assets transfer to Collingwood Elementary School



CSPA Roles and Responsibilities

PRESIDENT

- shall call all Meetings of the Board and shall preside at all General Meetings of the Membership and Meetings of the Board.
- will be the chief spokesperson for the CSPA, unless otherwise delegated.
- shall be copied on all CSPA communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same.
- shall not have a vote at any meeting.
- will be an ex-officio member of all Committees.
- will be an ex-officio member of all Committees
- shall work with the Secretary to prepare and send notices of meetings to the Executive
- shall oversee the overall strategic governance and direction of the Association
- shall work in conjunction with the Chair or representative from the Collingwood Elementary School - School Council and Collingwood Elementary School Administration;

VICE PRESIDENT

- shall assist the President in all Association activities and will carry out other duties assigned by the President.
- In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.
- In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
- will be copied on all CSPA communications and will review any communications to the membership, parent body, School community or public prior to distribution.

TREASURER

- shall receive all monies paid to CSPA and be responsible for the deposit of same
- shall properly account for the funds of the CSPA, keep such books as may be directed and disburse funds as required.
- shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the AGM a duly audited statement of the financial position of the CSPA and shall submit a copy of same to the Secretary for the records of the CSPA, including but not limited to:
 - Filing the Annual Report with Alberta Registries - Corporate Registries
 - Preparing and filing Alberta Gaming License financial reports as required
- will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
- The signing authorities of the financial accounts will be a minimum of two elected Officers of the CSPA.
- will carry signing authority for financial transactions
- shall ensure that the CSPA has insurance in place each year per Article 14.

SECRETARY

- attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
- In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
- shall have charge of all the correspondence and/or documentation of the CSPA and be under the direction of the President and the Board.
- shall keep a Register of Members of the CSPA and their contact information, as required by the Societies Act, and shall send all CSPA correspondence/notices as required.
- keep and preserve the correspondence, contacts and other important records of the Executive business;
- The Secretary will ensure timely submission of changes to Executives, bylaws, or other significant procedures to appropriate governmental agencies such as Alberta Registries and Alberta Gaming as required.



CSPA Transition Checklist

The CSPA executive team has been elected! To help with the transition, this quick checklist is here to help to ensure that the important operational items are not forgotten during the transition of one executive team to another.

Person Responsible	Action	Completed Date
President	Notify Corporate Registries, in writing, of all new and returning Executive/Directors/Officers. Timeline: 30 days	
	Submit Special Resolution re: bylaw changes to Corporate Registries (if needed). Timeline: 30 days	
	Notify AGLC, in writing (form on AGLC website), of all new and returning Executive/Directors/Officers. Timeline: 30 days	
	Notify AGLC, in writing, of approved bylaws once received from Corporate Registries (if needed). Timeline: Call AGLC to determine.	
	Meet with outgoing president and principal (if needed) to become familiar with practices, processes and promises, and to receive relevant historical records for smooth transition. Timeline: 2 – 3 weeks	
	Provide all necessary login information pertaining to AGLC, CSPA Google Docs Storage and CSPA email. Timeline: 1-2 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Vice-President	Arrange updating of website with new names and contact information (if needed). Timeline: 2 weeks	
	Source and distribute information on resources, support, training available for executive (if needed) such as ASCA, AGLC, Alberta Board Development, etc. Timeline: 30 days	
	Meet with outgoing vice-president to become familiar with practices and processes. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Treasurer	Set appointment with bank to change signing authorities (if needed). Timeline: 2 weeks	
	Meet with outgoing treasurer to become familiar with financial records, processes, practices and to receive historical records (ie. annual audited financial statements submitted to Corp. Reg., reports submitted to AGLC for casino). Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Secretary	Meet with outgoing secretary to become familiar with records, processes, practices and to receive historical records. Timeline: 2 – 3 weeks	
	Provide summary (or draft minutes) of meeting to all members and interested parties. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	
Directors	Obtain and become familiar with relevant historical records and practices. Timeline: 2 – 3 weeks	
	Attend any orientation sessions offered. Timeline: 30 – 60 days	



CSPA vs School Council

	School Council	CSPA
Authority	School Council can only do what the <i>Education Act</i> allows	Societies can do anything within the <i>Societies Act</i>
Responsibilities	Defined by the <i>Education Act</i>	Defined by the <i>Societies Act</i>
	Defined in the School Councils Regulation	Defined in the society's objects and bylaws
Accountability	School Councils are ethically accountable to the school community	Societies are legally and ethically accountable to their members. The Board of Directors has legal responsibilities
	School Councils can change their operating procedures n those operating procedures (bylaws) without further authorization	Societies can change their objects or bylaws by specific procedures outlined in their bylaws and in the <i>Societies Act</i> , with final approval given by the Corporate Registry
	Accurate minutes, reports, records are available to the public. Keep for 7 years	Accurate minutes, reports, records are available to Society member. Keep for 6 years
	Subject to <i>Personal Information Protection Act</i>	Subject to <i>Personal Information Protection Act</i>
Reporting	School Councils Regulation requires a report be filed by September 30th with the School Board	Society's Annual Report is due yearly the month following the incorporation date anniversary. I.e.: Incorporated in August 1992, report due yearly in September
	School Council's Report includes the activities of the previous school year and financial statements (if any) detailing money collected and spent by the School Council in the previous school year	Society's Annual Report, filed with Corporate Registries, includes the specifics of the Board of Directors and an audited financial statement
		Societies licensed by AGLC must complete AGLC issued financial reports specific to their gaming activities in order to maintain their license
Operation	Utilize school building and resources for duties as per the <i>Education Act</i>	May request principal permission to use school building and resources for duties
	Establish as per the <i>Education Act</i> and hold Annual General Meetings to ensure leadership is elected	Establish as per the <i>Societies Act</i> and hold Annual General Meetings to ensure leadership is elected
	May ask the school to track financial transactions (depending on school board policy) or may not handle funds	Maintain bank accounts and signing authorities
	Orient members and general school community to their purpose and duties	Orient members to their duties and purpose; may extend to general community
	Hold regular meetings to discuss relevant issues, plan activities and gather input	Hold regular meetings to discuss relevant issues, plan activities and gather input
	Discuss and decide matters of policy, priorities and operations	Discuss and decide matters of policy, priorities and operations
	Coordinate/follow through on activities as planned	Coordinate/follow through on activities as planned



Operation	Provide for 2-way communication with school community	Provide for 2-way communication with members and school community
	Build strong working relationships with others in the school community	Build strong working relationships with others in the school community
	Provide advice and parental perspective on matters related to the school	Provide funding, upon approval of society board, to the school, School Council, or others as requested
	Liability for legislated duties and activities is held by the School Board – School Board insurance is sufficient	Liability for legislated duties and activities is held by the Society – private insurance is recommended (may be required by the CBE)



Collingwood Elementary School Parent Association (CSPA)

Membership Form (20XX/20XX School Year)

Please complete and return this form to the school to become a member of the Collingwood Elementary School Parent Association (CSPA). All parents/legal guardians of students enrolled in Collingwood Elementary School are encouraged to become members of the CSPA. Other interested persons may become Community Members or Associate Members, subject to vested interest and bylaws, as approved by the Association. The majority of members of the Association will be parents/legal guardians. *There are no membership fees.*

As a member of CSPA I have the right to:

- vote at any general (membership) meeting of the society (AGM, SGM, RGM)
- receive notice of all meetings and fundraising activities
- serve on committees or chair fundraisers
- stand for election as an Officer or Director on the Executive
- Add any others as per bylaws

I understand the rights and responsibilities of being a member of CSPA as outlined in the bylaws. The CSPA bylaws can be found on the school's website at <https://school.cbe.ab.ca/school/collingwood/get-involved/parent-society/pages/default.aspx>

*If each parent wants to become a member of CSPA, each must complete and sign this document

Member Information: Name: _____ Address: _____ Home Phone #: _____ Cell/Alternate Phone #: _____ Email: _____	Member Information: Name: _____ Address: _____ Home Phone #: _____ Cell/Alternate Phone #: _____ Email: _____
Membership Type: ___ I am a parent/legal guardian of a student at Collingwood School ___ I am a Community Member (subject to approval) Community Member please indicate vested interest: (i.e. Grandparent, former parent, etc) _____ ___ I am an Associate Member (advisor only)	Membership Type: ___ I am a parent/legal guardian of a student at Collingwood School ___ I am a Community Member (subject to approval) Community Member please indicate vested interest: (i.e. Grandparent, former parent, etc) _____ ___ I am an Associate Member (advisor only)
Email Consent: ☐ YES, I consent to the use of my email for receiving fundraising and CSPA information ☐ NO, I do not consent to the use of my email address by CSPA. I understand that I may revoke my consent or membership at any time. It is my responsibility to notify CSPA of any changes to the information contained in this form Date: _____ Signature: _____	Email Consent: ☐ YES, I consent to the use of my email for receiving fundraising and CSPA information ☐ NO, I do not consent to the use of my email address by CSPA. I understand that I may revoke my consent or membership at any time. It is my responsibility to notify CSPA of any changes to the information contained in this form Date: _____ Signature: _____

Collingwood Elementary School Parent Association (CSPA) is required to obtain this information under the *Societies Act*. All information collected will be used in accordance to the *Personal Information Protection Act* (PIPA). For more information contact CSPA @ collingwoodPA@gmail.com.