



Constitution / Bylaws

Name

1. The name of the Foundation shall be The Lamont High School Foundation of Lamont, Alberta.

Mission

2. The mission of our foundation is to find creative, fun and sustainable fundraising opportunities to enrich and enhance the educational experience and environment of Lamont High School.

Vision

3. Parents actively becoming Partners in learning giving Students and Teachers the best educational experience possible

Objectives

4. Monitor, encourage and assist fundraising activities within Lamont High School and for the betterment of the community. Responsibly manage of all funds raised by, and entrusted to the Lamont High School Foundation. Ensure a minimum balance of \$ 3000 in the operational funds at every year end (June). Work in concert with the Parent Advisory Council to achieve the objectives of the Council.

Membership

5. The membership of the foundation shall consist of Parents / Guardians of students enrolled in Lamont High School, the School Principal and / or a staff representative shall attend each meeting.

The Executive of Lamont High School Foundation shall consist of four officers. Officers of the Lamont High School Foundation may additionally hold positions on the Parent Council

The duties of officers:

CHAIR

The Chair shall be responsible for planning the agenda for meetings, facilitating the meeting and acting as spokesperson for the foundation. The Chairperson shall ensure the bylaws of the Foundation are upheld and enforced.

VICE-CHAIR

The Vice-Chair shall assist the Chair with duties as assigned and, in the absence of the Chair, assume the duties of the Chair. . The Vice - Chairperson shall ensure the bylaws of the Foundation are upheld and enforced.



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SECRETARY

The Secretary shall be responsible for keeping accurate minutes and records of the meeting, taking care of all correspondence and communication and keeping an accurate list of names and addresses of the executive members. Minutes will be made available for the next Foundation meeting to be reviewed, changed as required and accepted. Once accepted a copy of the minutes will be sent to the School to be loaded onto the School website for access by all Parents / Guardians. The Secretary will also maintain a paper copy of the minutes and agendas for a period of 2 years.

TREASURER

The treasurer shall be responsible for the safe control of all Foundation funds. The Treasurer shall collect the bank statements from the school, reconcile accounts and record in the Foundation Ledger as well as keep the cheques. The Treasurer shall submit a financial report at every meeting of the Foundation to the Secretary to include in the minutes.. All cheques and legal documents shall be signed by the Chair, and Treasurer. The Treasurer shall also complete reports as required by the AGLC and AB government registries and compile a year-end report to submit to the AB government when requested.

FUNDS

6. All funds shall be deposited at a financial institution. All disbursement of Foundation funds shall be by cheque or other auditable documents. An audit of the financial transaction of the Foundation shall be made each year by an Auditor designated by the Foundation and the audited statement shall be made available to the membership of the Foundation. Any member in good standing (fully supporting the mission and values of the Lamont High School Foundation) may request to inspect the books and records of the Lamont High School Foundation at any time. Fundraising goals should be set to keep the Operating Fund bank balance above \$2000 and must be at \$3000 for year end. The Foundation is not permitted to go into debt. Use of the "Request for Funds" form included in the appendix is encouraged when the requested amount is over \$100. Any request for funds must be voted on and passed by the majority at a meeting of the Lamont High School Foundation.

MEETING

7. The General Meeting of the Foundation shall be held not later the September 30 in each year. The meeting will be advertised in the first newsletter of the year. Election of the Executive Officers as nominated and accepted from the Stakeholder community will take place at the General Meeting. All Parents / Guardians of students attending Lamont High School are eligible for election and eligible to vote at the General Meeting. The Foundation shall meet at least five times during the school year. Regular meetings will be held at the Lamont High School as deemed necessary by the Executive. Notification of meetings shall be done verbally at the previous meeting, maintained in the Meeting minutes archived on the school website and/or in automated phone outs and/or newsletter. Special meetings may be called by the Executive in extenuating circumstances and notification is done by telephone twenty four (24) hours in advance.



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The quorum for all regular meetings of the Foundation shall be set at two of the Executives and one staff member of Lamont High School.

Decision Making

8. Decisions at Foundation meetings will be made by motion, discussion as required and facilitated by the meeting Chairperson, and voting either for or against the motion. After discussions a motion may be amended based on the discussion. Decisions will be made by the majority either supporting (for) the motion or opposing (against). Only Parents / Guardians of students enrolled in Lamont high School are eligible to vote on Foundation matters. Decisions made at Foundation meetings must be aligned with and support the mission and vision of the Lamont High School Foundation.

AMENDMENTS

9. Bylaws remain in effect from year to year unless amended at the Year End Meeting. Notice of proposed Bylaw amendments must be circulated with the notice of the Year End Meeting at least twenty-one (21) days in advance of the meeting. Bylaws of the Foundation can only be changed by Special Resolution of the members by a $\frac{3}{4}$ or 75% majority vote at the Year End Meeting.



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EFFECTIVE DATE OF BYLAW AMENDMENTS

These Bylaws are certified to be in force effective the 20th day of September, 2016.

Lamont High School Foundation

Chair

Secretary



Request For Funds

Purpose:

To ensure a sustainable bank balance is available and accessible to Teachers, Students, Staff and the Parent Advisory Council of Lamont High School and to assist the Lamont High School Foundation in dispersing funds. Once the Request for Funds Form is complete and accepted by the Lamont High School Foundation executive it will be presented at the next meeting of the Parent Advisory Council as a motion for vote.

Please fill out the form below with all information available;

Name:		Date:
Student () Teacher () School Staff () Parent Council Member ()		
Funds are requested to purchase:		
The Cost is (indicate estimate or actual):		
The purchase will: Purchase a new asset () Replace, Repair or Upgrade an existing asset () Other ()		
If Other; _____		
If replacing an asset;	Is the existing asset still functional and safe?	
	Can the existing asset be made functional and safe?	
	If functional and Safe, Can the existing asset be donated?	
The funds will provide; Full Purchase: () Partial Purchase: () Subscription: () Other: ()		
If Other please indicate: _____		
Will the asset be used as part of the school curriculum? (Y/N)		
Is the purchased item single use or reusable?		
How will the item(s) be maintained / disposed?		
Will the purchase need ongoing maintenance or other costs?		
What is the expected life of the item(s) to be purchased?		

Present the completed form to a member of the Lamont High School Foundation executive for review. Any request for funds must voted on and passed by the majority at a meeting of the Lamont High School Foundation.