

Leduc Junior High School Parent Association (CAN# _____) Bylaws

MEMBERSHIP

1. Any person having a vested interest in the educational well-being of Leduc Junior High School students, residing in Alberta, and being of the full age of 18 years, is eligible to become a member of the Association.
 - a) The majority of the members of the association will be parents or guardians of students attending Leduc Junior High School.
 - b) Parents or guardians of students attending Leduc Junior High School are automatically deemed members of the Association.
2. Any member wishing to withdraw from membership may do so upon a notice in writing or verbally to the Board through its Secretary.
3. Any member, upon a majority vote of all members of the Association in good standing and present at a Special Meeting called for that purpose, may be expelled from membership for any cause which the Association may deem reasonable.

ASSOCIATE MEMBERSHIP

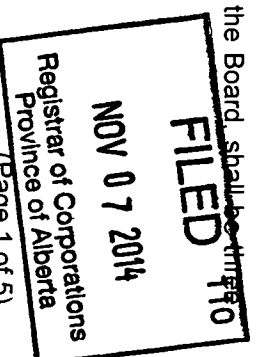
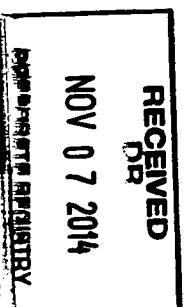
4. The Principal and Staff Members of Leduc Junior High School will be considered to have an Associate Membership and shall serve as resource people and in an advisory capacity to the Association.
 - a) As Associate Members, the Principal and the one designated Staff Member, and all other staff members will **not** have voting rights at any meeting of the Association.
 - b) Neither the Principal nor any Staff Member shall have signing authority for the Society.
 - c) The Principal, by virtue of the School Act, shall have the power of veto relating to actions directly affecting the school building, staff or students, but not relating to financial expenditures, revenues or investments of the Society.

BOARD OF DIRECTORS

5. "Board of Directors", "Executive Committee" or "Board", shall mean the Board of Directors of the Association.
6. **COMPOSITION OF THE BOARD**
 - a) The Board of Directors will be composed of the following Officers and Directors:
 - i) Officers: Chair, Vice Chair(s), Secretary, Treasurer, Bingo/Casino Coordinator - Mandatory
 - ii) Optional Directors: A maximum of two (2) Directors at Large
7. The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association.
 - a) Meetings of the Board shall be held as often as may be required, but at least once every three months.
 - b) Meetings shall be called by the Chair.
 - c) Officers/ Directors unable to attend any meeting may provide another Officer/ Director with a general or limited proxy in writing.
8. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment.
 - a) They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten (10) days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
 - b) The Term of Office is for one year following recruitment and placement unless written notice of resignation is submitted to the Board.
 - c) The maximum number of consecutive terms, in the same Officer position on the Board, shall be three (3).



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9. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the Association may deem reasonable.

CHAIR

10. The Chair shall be an ex-officio (non-voting) member of all Committees. He/she shall, when present, preside and maintain order at all meetings of the Association and of the Board.
a) The Chair shall not have a vote at any meeting, unless in the case of a tie.

11. The Chair will authenticate, by signature, the Seal of the Association as incorporated under the Societies Act and will accept responsibility for keeping the Seal of the Association.

VICE-CHAIR (or Co-Chair)

12. In absence of the Chair, the Vice-Chair shall preside at any meetings.
a) In the absence of both, a chairperson may be elected at the meeting to preside.

13. In the absence of the Secretary, the Vice-Chair shall be responsible for recording the minutes of all minutes of the Association.

14. In the absence of the Chair, the Vice-Chair will authenticate, by signature, the Seal of the Association as incorporated under the Societies Act.

SECRETARY

15. It shall be the duty of the secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same.

- a) He/she shall have charge of the Seal of the Association, if applicable, which whenever used shall be authenticated by the signature of the Secretary and the Chair, or, in the case of the death or inability of either to act, by the Vice-Chair.
b) In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board.
c)

16. The Secretary shall also keep a record of all the Officers/Directors and participating members of the Society and their addresses and send all notices of the various meetings as required.

TREASURER

17. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.

- a) He/she shall properly account for the funds of the Association and keep such books as may be directed.
b) He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association.
c) The Secretary shall have charge of all the correspondence of the Society and be under the direction of the President and the Board.

18. The signing signatures of the financial accounts will be any two of the elected Officers of the Association.
a) Where expense reimbursement is to be made to any elected Officer of the Association, that Officer may not be signator to the transaction.

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19. The Office of the Secretary and Treasurer may be filled by one person if the membership at any Annual General Meeting for the election of officers shall so decide.

BINGO/CASINO COORDINATOR

20. The Bingo/Casino Coordinator is responsible for the coordination of fundraising activities such as bingos and casinos and shall:
- a) Attend Bingo Association meetings when they are called or scheduled;
 - b) Ensure that appropriate documentation is filed, in a complete and timely manner, with the Alberta Liquor and Gaming Commission (AGLC) relative to licenses for bingos and casinos; and,
 - c) Will assist the Treasurer as needed with filing reports to AGLC for bingos and casinos.

AUDITING

20. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Association elected for that purpose at the Annual General Meeting.
21. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Association.
22. The fiscal year of the Association in each year shall be September 1st to August 31st /
23. The books and records of the Association may be inspected by any member of the Association at the Annual General Meeting or at any other time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.
24. Each member of the Board shall at all times have access to such books and records.

MEETINGS

25. The Association shall hold an **Annual General Meeting** on or before October 31st in each year, by providing 10 days notice in writing in the school newsletter or website, or three days notice by fax, telephone or email.
- a) At this meeting there shall be elected a Chair, Vice-Chair, Secretary, Treasurer, (or Secretary-Treasurer), Bingo/Casino Coordinator and optionally, up to two Directors.
 - b) The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed.
 - c) The maximum number of consecutive terms, in the same Officer position on the Board, shall be three (3).
 - d) Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting.
 - e) Any member in good standing shall be eligible to any office in the Association.
 - f) Four (4) members, excluding the Principal and designated Staff Member, shall constitute a quorum at an Annual General Meeting.
 - g) If quorum cannot be attained at the meeting, whoever attends the next regularly scheduled meeting of the Association, will constitute quorum for the purposes of conducting Annual General Meeting business such as election of officers and approval of financial statements.
26. A **General Meeting** shall be called if a Special Resolution(s) is proposed.
- a) General Meetings of the Association may be called at any time by the Secretary upon the instructions of the President or Board by providing twenty-one (21) days notice in writing in the school newsletter, website, or by email, specifying the intention of the Special Resolution.
 - b) Seven (7) members, excluding the Principal and designated Staff Member, two (2) of whom must be elected Officers of the Association, shall constitute a quorum at a General Meeting.

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A **Special Meeting of the Association** shall be called by the Secretary upon the instructions of the Chair or Board, by providing ten (10) days notice in writing in the school newsletter or website, or three (3) days notice by fax, telephone or email, setting forth the reasons for calling such meeting.

a) Any seven (7) members of the Society shall constitute a quorum at an Association Special Meeting.

27. A **Special Meeting of the Board** shall be called by the Secretary upon the instructions of any two (2) Board Members, by providing no less than ten (10) days notice in writing or three (3) days notice by fax, telephone or email, to all Board Members.

a) Any four (4) Board Members shall constitute a quorum at a Board Special Meeting.

28. A **Regular Meeting of the Association** may be called monthly by the Chair with each date set by majority vote of the members present.

a) Regular Meetings shall be announced to all members by providing seven (7) days notice in writing in the school newsletter or website, or three (3) days notice by fax, telephone or email.

b) Four (4) members, excluding the Principal and designated Staff Member, two (2) of whom must be elected Officers of the Association, shall constitute a quorum at any Regular Meeting.

VOTING

29. Any member who has not withdrawn from membership nor has been neither suspended nor expelled shall have the right to vote at any meeting of the Association. Such votes must be made in person and not by proxy or otherwise.

30. Members will vote by show of hands or by secret ballot where fifty-one percent (51%) and greater than, will be considered the majority, except in the case of a Special Resolution where seventy-five percent (75%) vote in favour is required.

REMUNERATION

31. Unless authorized at any meeting and after notice for same shall have been given, no officer, director or member of the association shall receive any remuneration for his/her services.

BORROWING POWERS

32. For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

SPECIAL RESOLUTION

33. Special Resolution will mean a resolution passed at a General Meeting of which not less than twenty-one (21) days notice in the school newsletter, on the school website, by fax, telephone or email specifying the intention to propose the resolution has been duly given, and by the approval of not less than seventy-five percent (75%) of those members, entitled to vote, in attendance.

DISSOLUTION OF THE ASSOCIATION

34. The dissolution (closing) of the Association shall require a Special Resolution of the membership.

35. Pursuant to Provincial regulation and subject to approval by the appropriate Provincial Authority, garning-related assets of the Association will be disposed of through donations to one or more charitable organizations with similar objectives related to supporting teaching and learning which are agreed upon by the Board.

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36. Non-gaming related assets may be disposed of through donation to the Leduc Junior High School, Black Gold Regional Division No. 18 or any other organization agreed upon by the Board, provided such donation conforms to Provincial regulation.

BYLAWS

37. The By-Laws may be rescinded, altered or added to by a "Special Resolution". Changes to the by-laws do not come into effect until the Special Resolution(s) is registered at Corporate Registries.
38. A Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a person authorized to the Association.

SPECIAL RESOLUTION

I, Lori Bauckman, move to rescind the existing Parent Association Bylaws from 2008 and adopt the proposed LJHS Parent Association Bylaws as provided at this Annual General Meeting."

Motion made by: Lori Bauckman Seconded by: Rick Saeft

Signature: Lori Bauckman Signature: Rick Saeft

Motion carried unanimously.

I hereby certify that the above Special Resolution was passed at our Annual Meeting of the members of the Leduc Junior High School Parents' Association Meeting held in Leduc, AB on September 15, 2014.

Claudia Chernesky
Signature of Secretary

Claudia Chernesky
Printed Name

Christina Schatz
Signature of Chair

Christina Schatz
Printed Name