

# Wye School Parents' Support Association

CAN: 50306793

## Association Bylaws

### 1. Membership

- A. Any person having a vested interest in the educational well-being of Wye School students, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements (submitting the WSPSA Membership Form) and is in good standing with the Association, is eligible to become a member of the Association with voting privileges at any meeting of the Association. The majority of the members of the Association will be parents or guardians of students currently enrolled in Wye Elementary School. Membership fees, if any, in the Association shall be determined from time to time, by the members at an Annual General Meeting.
- B. Any member wishing to withdraw from membership may do so upon a notice in writing or verbally to the Executive Committee through its Secretary. Membership must be renewed annually. 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 suspended or expelled from membership for any cause which the Association may deem reasonable.
- C. Any member having a personal pecuniary gain or conflict of interest in any matter being discussed by the Association is required to declare such and absent himself/herself from any discussion or vote on such matter.
- D. Members are responsible for their fundraising endeavours including the proper submission of orders, accurate distribution of products, and refunding customers if necessary. Members who do not track their fundraising efforts appropriately and do not satisfy customer needs will be suspended from Membership and deemed "not in good standing" until the matter is rectified to the satisfaction of the Executive.

### 2. Associate Membership

- A. The Principal and Staff Members of Wye School will be considered to have an Associate Membership and shall serve as resource people and in an advisory capacity to the Association. As Associate Members, the Principal and all other Staff Members will not have voting rights at any meeting of the Association. Neither the Principal nor any Staff Member shall have signing authority for the Association. 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 Association.

### 3. Executive Committee

- A. "Executive Committee" shall mean the Officers of the Association.

#### COMPOSITION OF THE EXECUTIVE COMMITTEE

The Executive Committee will be composed of the following Officers:

- 1. Officers: President; Vice President; Secretary, Treasurer, – These positions are mandatory. 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.

**President**

- The President shall have general knowledge of all activities of the Association. He/she will be an ex-officio member of all Committees.
- The President will be the chief spokesperson for the Association, unless otherwise delegated.
- He/she shall, when present, preside at all meetings of the Association and of the Executive Committee.
- In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
- The President shall have a vote at any meeting. In the case of a tie, the motion is defeated.
- The President shall be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the Vice President in same.
- The President will carry out other duties assigned by the Association.

**Vice President**

- The Vice President shall assist the President in all Association activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President.
- He/she will be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution.
- The Vice President will carry out other duties assigned by the Association, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

**Secretary**

- It shall be the duty of the Secretary to attend all meetings of the Association and of the Executive Committee, and to keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Executive Committee.
- The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Executive Committee.
- The Secretary shall annually keep a Record of Members of the Association and their contact information, and shall send all Association correspondence/notices as required.

**Treasurer**

- 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 Executive Committee may order.
- He/she shall properly account for the funds of the Association and keep such books as may be directed and disburse funds as required.
- He/she shall present a full detailed account of receipts and disbursements to the Executive Committee whenever requested and shall prepare for submission to the Annual General 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.
- The Treasurer is responsible for all financial reporting to AGLC regarding gaming funds.
- The Treasurer will submit audited financial statements to Corporate Registries by November 19th, annually.

- B. The Executive Committee shall have full control and management of the affairs of the Association subject to the Bylaws.
- C. Any Officer may resign his/her position by providing written notice to any two Executive Committee members.
- D. Any Officer may be removed from the Executive Committee at any time with cause by a majority vote of the Executive Committee whenever, in its judgment, the best interest of the Association will be served.
- E. All Executive Committee Members shall be familiar with the Association's Policy and Practices Manual.

#### 4. Auditing

A. 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 without signing authority, elected or appointed for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor to the Treasurer to present at the Annual General Meeting of the Association. The fiscal year of the Association in each year shall be September 1<sup>st</sup> to August 31<sup>st</sup>.

#### 5. Standing and Ad Hoc Committees

- A. Standing and ad hoc committees will be formed as necessary by the Executive Committee and will operate on an ongoing basis with specified lengths of terms for members. Committee members will be selected by the Executive Committee from members volunteering for the positions. Committee members may be removed by the Executive Committee at any time with cause by a majority vote, whenever in its judgment, the best interests of the Association will be served.

#### 6. Meetings

- A. A **Regular Meeting of the Association** may be called at the discretion of the Executive Committee. Regular Meetings of the Association shall be announced to all members in good standing by providing ten (10) calendar days notice in writing by email, website or set at a previous meeting. Three (3) members, two (2) of whom must be elected Officers of the Association, shall constitute a quorum at a Regular Meeting of the Association.
- B. A **Special Meeting of the Association** shall be called by the Secretary upon the instructions of the President or Executive Committee, by providing three (3) calendar days notice in writing by email, website or set at a previous meeting, setting forth the reasons for calling such meeting. Any three (3) members, and one associate member shall constitute a quorum at a Special Meeting of the Association.
- C. There will be an **Annual General Meeting of the Association (AGM)** held annually on or before the last instructional day of the school year, by providing fourteen (14) calendar days notice in writing by email, website or set at a previous meeting. If a Special Resolution will be proposed, twenty-one (21) calendar days notice will be required. Only the matters set out in the notice for the AGM are considered at the AGM. At this meeting there shall be elected a President, Vice-President, Secretary, and Treasurer. The Officers so elected shall form the Executive

Committee, and shall serve until their successors are elected and installed. Four (4) voting members, shall constitute a quorum at an Annual General Meeting. 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.

- D. A **Special General Meeting of the Association (SGM)** shall be called if a Special Resolution is proposed at a time other than the Annual General Meeting (AGM). Special General Meetings of the Association may be called at any time by the Secretary upon the instructions of the Executive Committee by providing twenty-one (21) calendar days notice in writing by email, website or set at a previous meeting specifying the intention of the Special Resolution. Only the matters set out in the notice for the SGM are considered at the SGM. Four (4) voting members, two (2) of whom must be elected Officers of the Association, and one associate member shall constitute quorum at a Special General Meeting of the Association.
- E. A **Special Meeting of the Executive Committee** shall be called by the Secretary upon the instructions of any two (2) Executive Committee Members, by providing no less than three (3) calendar days notice by telephone, email or text message to all Executive Committee Members setting forth the reasons for calling such meeting. Any three (3) Executive Committee Members shall constitute a quorum at a Special Meeting of the Executive Committee. A Special Meeting of the Executive Committee may be deemed to be “in camera” if the content of the meeting is of a personal, sensitive or confidential nature.

Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Association or Executive Committee. No action taken at a meeting is invalid due to accidental omission to give notice to any member, any member not receiving any notice, or any error in any notice that does not affect the meeting.

## 7. Election Process

- A. Executive Committee members are elected by the voting members at an AGM held annually on or before the last instructional day of the school year. Candidates must be voting members in good standing. Notification of the nomination procedure will be included with the notice of the election.
- B. The term of office shall be from the first day of school to the following school year's first day of school unless written notice of resignation is submitted to the Executive Committee. The maximum number of consecutive terms, in the same Officer or Director Position on the Executive Committee, shall be four (4). Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting.

## 8. Voting

- A. Any voting member in good standing who has not withdrawn from membership nor has been neither suspended nor expelled shall have the right to vote at any regular, general or special meeting of the Association. Such votes must be made in person and not by proxy or otherwise. 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 not less than seventy-five percent (75%) vote in favour is required.

- B. In the case of a tie the motion is defeated. However, the motion can be amended and put forward for another vote.

## **9. General Management**

- A. The registered office of the Association is located within the Wye School office. The mailing address for all communication or correspondence shall be the registered office of the Association (Wye School).
- B. To maintain integrity, minute books and financial records will be securely stored and may be inspected by any member in good standing of the Association upon request. Such inspection may only take place at the registered office of the Association, in the presence of a Executive Committee member, and dual control (two people present, one of whom is a Executive Committee member) will be maintained at all times.
- C. All Minutes, financial records, and official documents of the Association must be kept for 6 years (CRA guidelines). The Association follows the Alberta Privacy Legislation and will store and dispose of all member information according to the applicable Personal Information Protection Act (PIPA) guidelines.
- D. The signing authorities of the financial accounts will be a minimum of two of the elected Officers of the Association. It is recommended to have all four Officers with signing authority. There will be at least two accounts of the Association: a general account (non-gaming funds) and a casino account (casino funds only).

## **10. Remuneration**

- A. 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.

## **11. Borrowing Powers**

- A. 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. 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.

## **12. Association Seal**

- A. The Association has not adopted an Association Seal.

## **13. Insurance**

- A. For the purpose of carrying out its objectives, the Association will annually review and carry Director and Officer insurance and commercial general liability insurance as deemed necessary by the Executive Committee, or if required by the policies of the school.

## **14. Privacy**

- A. The Association shall not collect, use, share or store personal information for purposes other than those of Association business, and shall destroy it appropriately once it is no longer needed in accordance with applicable PIPA guidelines.

## **15. Special Resolution**

- A. Special Resolution will mean a resolution passed at a General Meeting of which not less than twenty-one (21) calendar days notice in the school newsletter, on the school website, or via 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.

## **16. Conflict Resolution**

- A. If at any time, ten (10) members, or greater than fifty per cent (50%) of the Executive Committee members of the Association are of the opinion that the Association is in a state of conflict such that its operation is significantly impaired, they may deliver a written "Special Meeting of the Association" request signed by them to all Executive members. The President will call a Special Meeting of the Association, providing due notice as stated, and members in attendance will have an opportunity to hear and discuss the issues causing conflict. On motion, seconded by any voting Member in attendance at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict, and if a majority of voting Members present vote in favour of the resolution proposed, the Association will immediately act upon the resolution, as directed by the assembly.

## **17. Bylaws**

- A. The Association bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act*, AGLC regulations, applicable PIPA guidelines, and any other governmental legislation relating to its operation and objectives.
- B. The By-Laws may be rescinded, altered or added to by a "Special Resolution" of the Members. Changes to the bylaws do not come into effect until the Special Resolution(s) is adopted by Members and registered at Corporate Registries. A Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a person authorized by the Association. All Members are responsible for behaving in accordance with the bylaws and objectives of the Association.
- C. Any question regarding the proper application and interpretation of these bylaws shall be determined by the Chair of any Association meeting. The Chair's decision may be appealed by a voting Member and can be overturned by not less than seventy-five (75) percent majority vote at any Special Meeting called in accordance with the Conflict Resolution clause in these bylaws.

## **18. Policies and Procedures**

- A. A Policy and Procedure Manual may be created, maintained and reviewed annually by the Executive Committee. Members in good standing may put forward policies to the Executive Committee for consideration and/or implementation.

## **19. Dissolution of the Association**

- A. In the event of the dissolution (closing) of the Association, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Wye Elementary School with the exception of gaming proceeds. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming and Liquor Commission regulations.

Approved by Special Resolution by not less than seventy-five percent (75%) of Association voting members present at a General Meeting held on \_\_\_\_\_, 20\_\_\_\_\_.

Signature:	Address: <i>(including postal code)</i>
Print Name:	
Signature:	Address: <i>(including postal code)</i>
Print Name:	
Signature:	Address: <i>(including postal code)</i>
Print Name:	
Signature:	Address: <i>(including postal code)</i>
Print Name:	
Signature:	Address: <i>(including postal code)</i>
Print Name:	
Signature:	Address: <i>(including postal code)</i>
Print Name:	
WITNESS	Address: <i>(including postal code)</i>
Signature:	

**NOTE:** Bylaws submitted as part of an initial application to form a Society must have the same five signatures as those on the Corporate Registries application paperwork. Amendments made to the bylaws in the future will require only one or two authorized signatures.

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name