

Lakeland Ridge Parent Action Society

Corporate Access Number: 5015147605

BYLAWS

Established September 28, 2016

1. Membership

- 1.1. Lakeland Ridge Parents Action Society (the Society) membership consists of any Alberta resident who expresses an interest in fundraising for the Society for the betterment of the Lakeland Ridge School (the School) community.
- 1.1.2 Parents and guardians of students currently enrolled at Lakeland Ridge School are automatically deemed members of the Society.
- 1.2. All paid administrative and teaching staff members of the school are deemed to be Associate Members with non-voting rights and are ineligible to stand for election to the board of directors of the Society.

2. Representative Governance Model

- 2.1. In following a Representative Governance Model, each member has the delegated authority of the School community to responsibly determine and represent the views of the School community to the Officers of the Society. The Society Officers act as a Board of Directors to conduct the day to day business of the Society and report back to the wider membership at the Annual General Meeting.

3. Rights and Responsibilities of Members

- 3.1. All members shall act in the best interest of the students and the School and not merely represent personal interests, in accordance with the Society's Bylaws.
- 3.2. Members, with the exception of those deemed to be Associate Members, have the right to share information, voice their concerns, attend meetings, stand for election and exercise their votive privilege.
- 3.3. Associate Members have the right to share information, voice their concerns and attend meetings.
- 3.4. Members and Officers of the Society have no right to remuneration for their volunteer services to the Society.
- 3.5. Members have the right to inspect the books of the Society at any Annual General Meeting or by prearrangement with the Treasurer or Chairperson.

4. Resignation or Expulsion of Members or Elected Board Member

- 4.1. Officers or Directors resigning their position (other than during elections) must give 14-days notice prior to the effective date of the resignation. Written notice is to be sent to the Chair and the Vice Chair (e-mail is acceptable).
- 4.2. Expulsion of any Member or Director of the Society, for just cause, requires that such Member or Director has been notified seven days in advance of a Special Meeting of the Society and is afforded the opportunity to be heard at this meeting. The final decision regarding expulsion is decided by a 60% majority vote at this meeting. Just cause may include, but is not limited to, fraudulent behaviour.

5. Board of Directors

- 5.1 The Board of Directors of the Society shall consist of the Officers and three or more Directors at Large.
 - 5.1.2. The Officers of the Society shall consist of a Chair, Vice Chair, Secretary and Treasurer.
- 5.2. The Office of the Secretary and Treasurer may be filled by one person in any person if any annual meeting for the election of the officers shall so decide.
- 5.3. Associate Members of the Society cannot be elected to the Board of Directors.
- 5.4. A parent member will be elected to chair the Society.
- 5.5. The Board of Directors will be elected for a one-year term at the Annual General Meeting held in October each year.
- 5.6. The Board of Directors are volunteers and will receive no remuneration for any services rendered to the Society.

6. Duties of the Board of Directors

6.1. General

- 6.1.1. Conduct, manage and control affairs and business of the association (changed spelling)
- 6.1.2. All expenditures over \$100 must have the approval of the membership; this does not include expenditures of self-replenishing nature
- 6.1.3. Approve, authorize and direct execution of all necessary documents, make arrangements and commitments and negotiate for and do everything necessary to carry out the purposes of the association pursuant to these bylaws (changed therefore to for)

- 6.1.4. Each elected director, at the end of his term, shall ensure that all relevant material is forwarded to the incoming officer
- 6.1.5. Records the minutes in the absence of the Secretary.
- 6.1.6. All of the above positions will attend Society meetings regularly.

6.2. Chair

- 6.2.1. Chairs all Society meetings held during the year.
- 6.2.2. Prepares an agenda for the Society meetings.
- 6.2.3. Works to assist the various co-ordinators and committees where needed.
- 6.2.4. Has been an active elected Officer of the Society for at least one year.
- 6.2.5. Submits the Society annual returns and filing requirements.
- 6.2.6. Acts as a Liason with the School Council and School Administration.
- 6.2.7. Prepares and presents year end reports for the Annual General Meeting.

6.3. Vice Chair

- 6.3.1. Chairs any meeting that the Chair is unable to attend
- 6.3.2. Steps in to take over Chair's duties should they be unable to complete their term of office.
- 6.3.3. Works to assist the various co-ordinators and committees where needed.

6.4. Treasurer

- 6.4.1. Is responsible for maintaining a set of books for the Society in accordance with the bylaws of the Society.
- 6.4.2. Handles the issuing of cheques approved by the Society in accordance with the bylaws of the Society.
- 6.4.3. Maintains separate accounting for the general and gaming accounts.
- 6.4.4. Attends the Society meetings and provides written reports as to the current standing of all accounts, including but not limited to General Account and Gaming Account.
- 6.4.5. Provides the necessary documents for auditing purposes and to prepare yearly financial statements and regulatory filings.

6.5. Secretary

- 6.5.1. Records minutes at the meetings of the Society and makes copies available to those in attendance.
- 6.5.2. Provides minutes from the previous meeting for adoption at the next meeting.
- 6.5.3. An original copy of the minutes with all attachments and the Treasurer's report will be filed in the Society filing cabinet at the school.
- 6.5.4. Maintains files at the school, (including minutes and financial statements) for the Society for a minimum of seven (7) years in accordance with the Government regulations. Permission to destroy files must be voted by the Society.
- 6.5.5. Will keep an accurate list of names and addresses of the Society Officers.

6.6. Directors at Large

- 6.6.1. To sit on committees as needed.
- 6.6.2. To assist in the running of Society activities

7. Vacancies

- 7.1. A position will be considered vacant after two consecutive months of inactivity or no contact.
- 7.2. The Officers may appoint qualified persons to fill vacancies until the vacancy can be filled at the next Annual General Meeting.

8. Meetings

- 8.1. An Annual General Meeting of the members will be held in the School in October of each year.
- 8.3. Regular meetings of the Society will be held as needed September through June at a date and time established by the Officers.
- 8.4. The Officers may convene a Special Meeting whenever they wish, or by written request of the (10) parents of the school community.
- 8.5. Agendas of all meetings will be made available to all members at least 5 days prior to the meeting.
- 8.6. Minutes of all meetings will be made available to all members at least 30 days after the meeting.

- 8.7. Business from the floor, not already approved and included on the agenda, can be brought forward and voted on at the meetings.
- 8.8. In times of school vacation, labour strikes, school closure or situations beyond our control, the Society reserves the right to call a meeting in a forum outside the confines of the School.
- 8.9. A topic to be discussed at a Regular Meeting of the Board may be deemed to be “in camera”, or closed to all but elected Directors if the Board determines, by a majority vote of those present, the topic to be of a personal, sensitive or confidential nature.
- 8.10. Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Association or Board. No action taken at a meeting is invalid due to accidental omission to give notice to any member, any member not receiving notice, or any error in any notice that does not affect the meeting.

9. Quorum

- 9.1. A quorum for the Annual General Meeting will consist of five (5) members.
- 9.2. A quorum for the Annual Elections Meeting will consist of five (5) members.
- 9.3. A quorum for the Regular Meetings will consist of three (3) members.
- 9.4. A quorum for Special Meetings will consist of three (3) members.

10. Notice of Meetings

- 10.1. Notice of the Annual General Meeting, the Annual Elections Meeting and all Regular Meetings will be included in the school newsletter or posted on the school website two to four weeks in advance.
- 10.2. Notice of Special Meetings of the Officers will be posted on the school website or in the school one to two days in advance.

11. Voting Procedures

- 11.1. Annual General, Annual Elections, Regular and Special Meetings
 - 11.1.1. Voting rights are established as one vote per member and the member must be in attendance to vote.
 - 11.1.2. Voting by proxy is not permitted.
 - 11.1.3. Voting will be by show of hands.
 - 11.1.4. All items must be motioned, voted and passed by a 60% majority.

12. Financial and Auditing

- 12.1. The fiscal year of the Society in each year shall be August 31.
- 12.2. 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 society elected 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 at the Annual General Meeting of the society.
- 12.3. The Treasurer, Chairperson and two additional Directors hold signing authority.
- 12.4. Cheques must have two signatures.
- 12.5. Members and the Officers have no legal rights to borrow funds in the name of the Society.
- 12.6. For the purpose of carrying out the objects of the Society, the Society may not borrow any money.

13. Conflict Resolution

- 13.1. Any internal conflicts that might arise among the Society members, between the Society and the community or between the Society and the School must be brought to the Principal and the Society Chair. A conflict requiring mediation will be discussed at a prearranged date and time with the parties involved and the Principal and the Chair of the Society. If a resolution cannot be reached, then outside mediation should be brought in to settle the conflict.

14. Amendment to the Bylaws

- 14.1. The bylaws remain in force year to year unless amended by Special Resolution at a general or special meeting of the Society.
- 14.2. The bylaws of the Society may be rescinded, altered or added to by a Special Resolution that is approved by a 75% majority of members.
- 14.3. Notice of intent to amend bylaws by Special Resolution must be circulated 21 days or more in advance of any meeting of the Society.

15. Society Seal

- 15.1. The Lakeland Ridge Parents Actions Society has not adopted a society seal.

16. Fundraising

- 16.1. For the purpose of carrying out the objects of the Society, the Society can raise funds in such a manner as it thinks fit.
- 16.2. The Officers of the Society shall appoint a member of the Society to run each approved fundraising activity. All fundraiser arrangements and communications are subject to review by the Chair or Vice Chair.

17. Dissolution

- 17.1. Upon dissolution of the Lakeland Ridge Parents Action Society, any assets remaining in the Society's accounts, with the exception of the gaming account, after paying debts and liabilities are to be:
 - 17.1.1. Disbursed to the school administration to do with as they see fit;
 - 17.1.2. Disbursed to eligible charitable or religious groups or purposes; or
 - 17.1.3. Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Officers of the Society.
- 17.2. Upon dissolution of the Lakeland Ridge Parents Action Society, any assets remaining in the gaming account after paying debts and liabilities are to be:
 - 17.2.1. Disbursed to eligible charitable or religious groups or purposes; or
 - 17.2.2. Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Officers of the Society.

18 Conflict of Interest

- 18.1. All members must disclose to the chair and vice chair, actual or perceived financial conflicts of interest (including but not limited to circumstances the member or his/her family will financially benefit from a decision) and immediately recuse themselves from all related discussions and decision making.

19 Insurance

- 19.1. For the purpose of carrying out its objectives, the Association will annually review and carry liability insurance as deemed necessary by the Board, or if required by the policies of the school.