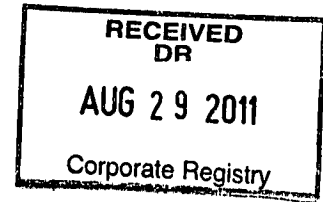


CR1101689 0039

Chair, Lakeland Ridge Parents Action Society
c/o Erin Stephen, CA
Financial Services
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7



August 2, 2011



Service Alberta
Registries
P.O. Box 1007 Stn. Main
Edmonton AB T5J 4W6

Dear Sir/Madam:

I hereby certify that the following special resolution was passed at a meeting of the members of the Lakeland Ridge Parents Action Society on Monday May 30, 2011.

The by-laws were changed as follows:

The existing by-laws are repealed. They are replaced by the attached by-laws.

If you have any questions, I can be reached at 780-464-8088.

Sincerely,

A handwritten signature in cursive script that reads "Erin Stephen".

Erin Stephen
Chair, Lakeland Ridge Parents Action Society

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Lakeland Ridge Parents Action Society
Bylaws
Amended May 2011

RECEIVED
OR
AUG 29 2011
Corporate Registry

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1. Membership

- 1.1 Lakeland Ridge Parents Action Society (the Society) membership consists of all parents and/or legal guardians of children attending Lakeland Ridge School (the School).
- 1.2 All paid staff members of the School are deemed to be Associate Members with non-voting rights and are ineligible to stand for election to Officer of the Society.
- 1.3 Temporary membership consists of any individual who expresses an interest in fundraising for the Society for the betterment of the School community.

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 interests 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 voting 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 service 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 Membership or Elected Officer

- 4.1 Officers resigning their position (other than during elections) must give seven days notice prior to the effective date of resignation.
- 4.2 Expulsion of any Member or Officer of the Society, for just cause, requires that such Member or Officer 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.

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Province of Alberta

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5. Officers

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

6. Duties of Officers

6.1 Chair

- 6.1.1 Chairs all Society meetings held during the year.
- 6.1.2 Prepares an agenda for the Society meetings.
- 6.1.3 Works to assist the various co-ordinators and committees where needed.
- 6.1.4 Has been an active elected Officer of the Society for at least one year.
- 6.1.5 Submits the Society annual returns and other filing requirements.
- 6.1.6 Acts as a Liaison with the School Council and School Administration.
- 6.1.7 Prepares and presents year end reports for Annual General Meeting.

6.2 Vice Chair

- 6.2.1 Chairs any meeting that the Chair is unable to attend.
- 6.2.2 Steps in to take over the Chair's duties should they be unable to complete their term of office.
- 6.2.3 Works to assist the various co-ordinators and committees where needed.
- 6.2.4 Records the minutes in the absence of the Secretary.

6.3 Treasurer

- 6.3.1 Is responsible for maintaining a set of books for the Society in accordance with the bylaws of the Society.
- 6.3.2 Handles the issuing of cheques approved by the Society and the depositing of all funds to the bank accounts for the Society.
- 6.3.3 Maintains separate accounting for the general and gaming accounts.
- 6.3.4 Attends the Society meetings and provides written reports as to the current standing of the general account.
- 6.3.5 Provides written reports at every Society meeting as to the current standing of the gaming accounts.
- 6.3.6 Provides the necessary documents for auditing purposes and to prepare yearly financial statements and regulatory filings.

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6.4 Secretary

- 6.4.1 Records minutes at the meetings of the Society and makes copies available to those in attendance.
- 6.4.2 Provides minutes from the previous meeting for adoption at the next meeting.
- 6.4.3 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.
- 6.4.4 Types correspondence as requested.
- 6.4.5 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 on by the Society.
- 6.4.6 Will keep an accurate list of names and addresses of the Society Officers

6.5 Directors at Large

- 6.5.1 To sit on committees as needed
- 6.5.2 To assist in the running of Society activities

6.6 All of the above positions will attend Society meetings regularly

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 May Annual Elections Meeting.

8. Meetings

- 8.1 An Annual General Meeting of the members of the will be held in the School in September of each year.
- 8.2 An Annual Elections Meeting of the members of the Society will be held in the School in May of each year.
- 8.3 Regular meetings of the Officers of the Society will be held as needed October 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 ten (10) parents of the school community.
- 8.5 Agendas of all meetings will be made available to all members at least 10 days prior to the meeting.
- 8.6 Minutes of all meetings will be taken by the Secretary, or in their absence, the Vice Chair and 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 closures or situations beyond our control, the Society reserves the right to call a meeting in a forum outside the confines of the School.

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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 and Annual Elections 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.

11.2 Regular and Special Meetings

- 11.2.1 Voting rights are established as one vote per member and the member must be in attendance to vote.
- 11.2.2 Voting by proxy is not allowed.
- 11.2.3 Voting will be by show of hands.
- 11.2.4 All items must be motioned, voted and passed by a 60% majority.

12. Auditing

- 12.1 The fiscal year of the Society in each year shall be August 31.
- 12.2 The Society's financial records will be audited annually by a duly qualified accountant or by two members of the Society. To be completed by November 30th.
- 12.3 The Treasurer, Chairperson and one Director at Large hold signing authority.
- 12.4 Cheques must have two signatures.
- 12.5 Members and the Officers have no legal right to borrow funds in the name of the Society unless for the express purpose of running a casino.

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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 or 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 from year to year unless amended at any meeting of the Society.
- 14.2 The bylaws of the Society may be amended by a 75% majority at any meeting of the Society.
- 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 A committee shall run all fundraising activities. The committee shall consist of Officers of the Society and any interested members. Duties will be decided by consensus.

17. Dissolution

- 17.1 Upon dissolution of the Lakeland Ridge Parents Action Society, any assets remaining after paying debts and liabilities are to be:
- 1) disbursed to eligible charitable or religious groups or purposes; or
 - 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.