

Clear Vista School Parent Fundraising Committee (PFC) (CAN#5015395006) Society Bylaws

MEMBERSHIP

1. Any person having a vested interest in the educational well-being of Clear Vista School students, residing in Alberta, and being of the full age of 18 years, can choose to become a member of the Society and is eligible to be elected as a member or officer of the Clear Vista School Parent Fundraising Committee and/or Clear Vista School Council Executive. The majority of the members of the association will be parents or guardians of students attending Clear Vista School.

2. Any member wishing to withdraw from membership may do so upon a notice in writing or verbally to the Board through its Secretary. Membership must be renewed annually within 30 days of the Annual General Meeting. All members are responsible for behaving in accordance with the By-laws of the society and School Board policy during and outside meetings as well as during all school sponsored events. Any member, upon a majority vote of all members of the Society in good standing and present at a Special Meeting called for that purpose, may be expelled from membership for any cause which the Society may deem reasonable.

3. Withdrawal of Membership: Any parent who withdraws their child(ren) from Clear Vista School shall no longer be a member of the Clear Vista School Parent Fundraising Committee unless otherwise deemed by Clear Vista School Parent Fundraising Committee as a whole.

4. Expulsion of a Member: Any member can be expelled from the Clear Vista School Parent Fundraising Committee when there has been reasonable cause and one written notice. This change requires a two-thirds majority vote of the members entitled to vote, and present, at the meeting.

5. Voting Rights: Any member who has not withdrawn their child(ren) from Clear Vista School and their membership in Clear Vista School Parent Fundraising Committee is in good standing may vote at any meeting of the society. Such votes must be made in person and not by proxy. The President of the Clear Vista School Parent Fundraising Committee votes only in the case of a tied vote.

ASSOCIATE MEMBERSHIP

1. The Principal and Staff Members of Clear Vista School will be considered to have an Associate Membership and shall serve as resource people and in an advisory capacity to the Society. 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 Society. Neither the Principal nor any Staff Member shall have signing authority for the Society. 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.



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SCHOOL COUNCIL EXECUTIVE OFFICERS

1. Clear Vista School PFC Executive Officers are eligible for election as the Executive Officers of the Clear Vista School Council. Both the School Council and the Clear Vista School Parent Fundraising Committee shall work in a cohesive manner for the best interests of the students and the school. Executive Officer positions are: President, Vice-President, Treasurer, and Secretary.

PRESIDENT

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

- i. Shall prepare the agenda for all meetings in consultation with the Principal of Clear Vista School
- ii. Shall preside at meetings of the Clear Vista School Parent Fundraising Committee
- iii. Shall oversee projects undertaken by the Clear Vista School Parent Fundraising Committee
- iv. Shall assist the Clear Vista School Parent Fundraising Committee in reaching decisions when necessary

BOARD OF DIRECTORS

1. "Board of Directors", "Executive Committee" or "Board", shall mean the Board of Directors of the Society.

COMPOSITION OF THE EXECUTIVE COMMITTEE

The Executive Committee Directors will be composed of the following Officers and Directors.

- a) Officers: President, Vice President(s), Secretary, Treasurer – Mandatory
- b) Directors: A maximum of Three (3) Directors at Large - Optional

2. The Executive Committee 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 Society, and meetings of the Executive Committee shall be held as often as may be required, but at least once every three months, and shall be called by the President. Officers/ Directors unable to attend any meeting may provide another Officer/ Director with a general or limited proxy in writing.



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3. A person appointed or elected an Executive Committee Member becomes an Executive Committee Member if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become an Executive Committee Member if they were not present at the meeting but consented in writing to act as Executive Committee Member before the appointment or election, or within ten (10) days after the appointment or election, or if they acted as an Executive Committee Member pursuant to the appointment or election. The Term of Office is for one year following recruitment and placement unless written notice of resignation is submitted to the Board.

4. Any Executive Committee Member, upon a majority vote of all members in good standing, may be removed from office for any cause which the Society may deem reasonable.

VICE-PRESIDENT

The Vice-President:

- i. Shall serve as Chairperson in the absence of the Chair
- ii. Shall assume the duties of the Chair if he/she is unavailable
- iii. Shall fill in where deemed necessary
- iv. Shall assist the Clear Vista School Parent Fundraising Committee in reaching decisions

SECRETARY

The Secretary:

- i. Shall keep accurate minutes and circulate to members
- ii. Shall have charge of all correspondence of the Clear Vista School Parent Fundraising Committee.
- iii. Shall keep a record of all the elected members of the Clear Vista School Parent Fundraising Committee for the purposes of society registration at year end.
- iv. Shall prepare and submit all paperwork required by Alberta Registries during the year end.
- v. The Secretary shall also keep a record of all the Officers/Directors and participating members of the Society and their addresses, send all notices of the various meetings as required.
- vi. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board.



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TREASURER

1. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Society and keep such books as may be directed. 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 Society and submit a copy of same to the Secretary for the records of the Society. The signing signatures of the financial accounts will be any two of the elected Officers of the Society. 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.

The Treasurer:

- i. Shall receive all monies paid to the Clear Vista School Parent Fundraising Committee and be responsible for the deposit of the same in whatever financial institution business is done.
- ii. Shall prepare and present the proposed budget for the year to the Clear Vista School Parent Fundraising Committee at the October General Meeting.
- iii. Shall keep accurate financial records of all expenditures of the Clear Vista School Parent Fundraising Committee and shall keep the society within the approved budget for the year.
- iv. Shall provide a financial report for the purposes of the monthly meetings of the Clear Vista School Parent Fundraising Committee.
- v. Shall present a duly audited financial statement at the October General Meeting, giving an analysis of revenue and expenditure, and shall submit a copy of the same to the Secretary. The signing signatures of the financial accounts will be any two of the elected Officers of the Society.
- vi. Shall make all bill payments incurred by the Clear Vista School Parent Fundraising Committee.
- vii. 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 Executive Committee Members shall so decide.

AUDITING

1. 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 October 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 October General Meeting of the Society. The fiscal year of the Society in each year shall be September 1st to August 31st. The outgoing executive will be responsible for obtaining the audit and submitting the audited financial statements to Wetaskiwin Regional Public School Central Office and a copy to remain on file in the school.



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2. The books and records of the Society may be inspected by any member of the Society at the Annual October 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. Each member of the Executive Committee shall at all times have access to such books and records.

MEETINGS

1. The Society 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. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary-Treasurer), and optionally three directors. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. The maximum number of consecutive terms, in the same Officer position on the Board, shall be five (5) years. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the Society. Four (4) members, excluding the Principal and designated Staff Member, 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.

2. A **General Meeting** shall be called if a Special Resolution(s) is proposed. General Meetings of the Society 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. Seven (7) members, excluding the Principal and designated Staff Member, two (2) of whom must be elected Officers of the Society, shall constitute a quorum at General Meeting.

3. A **Special Meeting of the Society** shall be called by the Secretary upon the instructions of the President 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. Any seven (7) members of the Society shall constitute a quorum at a Society Special Meeting.

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



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5. A **Regular Meeting of the Society** may be called monthly by the President with each date set by majority vote of the members present. Regular Meetings shall be announced to all members by providing ten (10) days notice in writing in the school newsletter or website, or three (3) days notice by fax, telephone or email. Four (4) members, excluding the Principal and designated Staff Member, two (2) of whom must be elected Officers of the Society, shall constitute a quorum at any Regular Meeting.

VOTING

1. 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 Society. Such votes must be made in person and not by proxy or otherwise. Members will vote by show of hands 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.
2. Procedures for Voting Will Be:
 - a. A motion is made,
 - b. The motion is seconded by a member,
 - c. Discussion takes place, and the motion may be amended, withdrawn or tabled,
 - d. The motion is read back to the members as needed,
 - e. A show of hands vote is required and the motion is carried or defeated based on the criteria outlined in the MEETINGS section.
 - f. The secretary records all proceedings of the vote.
3. Members, who have special interests or may be in a conflict of interest, are required to leave the room during any discussion and voting. These members may rejoin the meeting once discussion and voting are complete. Any member present may bring this point to attention if necessary.
4. The Society may accept a wish list of potential expenditures and make decisions over time. Funding requests will be taken into consideration in one meeting and may not be decided upon until the following meeting.

REMUNERATION

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.



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BORROWING POWERS

For the purpose of carrying out its objectives, the Society 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 Society, and in no case shall debentures be issued without the sanction of a Special Resolution of the Society.

SPECIAL RESOLUTION

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 SOCIETY

In the event of the dissolution (closing) of the Society, which shall require a Special Resolution of the membership, the assets of the Society 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.

BYLAWS

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. A Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a person authorized to the Society.

Approved by Special Resolution by seventy-five percent (75%) of Society members present at a General Meeting held on _____, 20_____.

Signature of Secretary

Signature of President

Printed Name

Printed Name

