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MEMBERSHIP

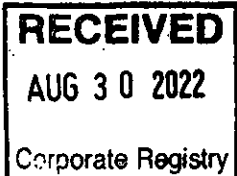
1. Any person having a vested interest in the educational well-being of students enrolled in Normandeau School, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Society, is eligible to become a Member of the Society with voting privileges at any General Meeting of the Society Membership.
2. The majority of the Members of the Society will be parents or guardians of students currently enrolled in Normandeau School.
3. Membership is renewed annually. Any Member wishing to withdraw from membership during the year may do so upon giving notice in writing or verbally to the Board through the Secretary.
4. Any Member, upon a majority vote of all Members of the Society in good standing and present at a Special General Meeting of the Membership called for that purpose, may be suspended or expelled from membership for any cause that the Society may deem reasonable.

ASSOCIATE MEMBERSHIP

5. The Principal and staff members of Normandeau School can choose to have an Associate Membership only. As Associate Members, the Principal and all other staff members shall serve as resource people and in an advisory capacity; however, they will not have voting rights at any General Meeting of the Membership or Meeting of the Board.
6. Neither the Principal nor any staff member shall have signing authority for the Society.
7. 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

8. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Society.
9. It shall consist of:
 - a. The President, Vice-President, Secretary, Treasurer, or Secretary-Treasurer – These positions are mandatory. The Office of the Secretary and Treasurer may be filled by one person if the membership at any General Meeting of the Membership for the election of Officers shall so decide.
 - b. Directors: A maximum of 3 Directors at Large – These positions are optional, and will be filled provided there are Members willing to do so.
10. The Board shall, subject to the bylaws or directions given 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 Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meetings, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing or 3 days notice using a newsletter, website, email, text and/or social media. Any three members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.



11. 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. 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 days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
12. Any director of officer, upon a majority vote of all members in good standing, may be removed from office or any cause which the society may deem reasonable.

PRESIDENT

13. The President will:
 - a. have general knowledge of all activities of the Society and will carry out duties assigned by the Society.
 - b. call all Meetings of the Board, and will preside at all General Meetings of the Membership and Meetings of the Board.
 - c. be the chief spokesperson for the Society, unless otherwise delegated.
 - d. be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same.
 - e. have a vote at any meeting.
 - f. be an ex-officio member of all Committees.

VICE-PRESIDENT

14. The Vice-President will:
 - a. assist the President in all Society activities and will carry out other duties assigned by the President.
 - b. in the event of absence, resignation, incapacity or extended leave of absence of the President, fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.
 - c. be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution.
15. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.

SECRETARY

16. The Secretary will:
 - a. attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
 - b. have charge of all the correspondence and/or documentation of the Society and be under the direction of the President and the Board.
 - c. keep a Register of Members of the Society and their contact information, as required by the Societies Act, and will send all Society correspondence/notices as required.
17. In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.

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TREASURER

- 18. The Treasurer will:
 - a. 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.
 - b. properly account for the funds of the Society, keep such books as may be directed and disburse funds as required.
 - c. present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Society.
 - d. prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
- 19. The signing authorities of the financial accounts will be a minimum of two elected Officers of the Society.

DIRECTORS AT LARGE:

- 20. Directors at Large will:
 - a. attend Annual, Regular and Special General Meetings of the Membership.
 - b. be prepared for, attend and actively participate in all Meetings of the Board.
 - c. actively support the initiatives and actions of the Society.
 - d. approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
 - e. review the Bylaws and recommend Board-approved Bylaw changes to the membership.
 - f. review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
 - g. participate in the development of the Society's plan and annual review.
 - h. assist in developing and maintaining positive working relations among the Board, committees, School and School Council to support and enhance education in the School community.
 - i. allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
 - j. Act as a leader and an ambassador of the Society.

AUDITING

- 21. The books, accounts and records of the 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 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 Meeting of the society. The fiscal year end of the society in each year shall be March 31st.
- 22. The books and records of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

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STANDING AND AD HOC COMMITTEES

- 23. Standing and ad hoc committees will be formed as necessary by the Board and will operate on an ongoing basis with specified lengths of terms for Members.
- 24. Committees will meet outside of Meetings of the Board or General Meetings of the Membership to complete their assigned tasks as per the direction of the Board and present a report of their activities at meetings as requested.

MEETINGS

- 25. This society shall hold an annual meeting on or before September 30 each year, by providing no less than 14 days' notice in writing using a newsletter, website, email, text and/or social media. At this meeting there will be elected a President, Vice-President, Secretary, Treasurer, (or Secretary/Treasurer) and optionally 3 Directors. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. 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.
- 26. Regular General Meetings of the Society may be called at any time by the Secretary upon the instructions of the President or Board and shall be announced to all Members in good standing by providing no less than 10 days' notice in writing using a newsletter, website, email, text and/or social media. A special meeting of the Society shall be called by the President or by the Secretary, upon receipt of a petition signed by at least five of the members in good standing, setting forth the reasons for calling such meeting and shall be announced to all Members in good standing by providing no less than 10 days' notice in writing using a newsletter, website, email, text and/or social media.
- 27. Special Meetings of the Board shall be called by the Secretary upon the instructions of any 2 Board Members, by providing no less than 10 days' notice in writing using a newsletter, website, email, text and/or social media or 3 days' notice verbally by telephone or in person, to all Board Members setting forth the reasons for calling such meeting.
- 28. 50% of the board, at least 3 members and the number of voting members being greater than the number of non-voting members present shall constitute a quorum at any meeting.

VOTING

- 29. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Votes can only be made in-person at meetings held either in-person or virtually. Votes cannot be by proxy.

REMUNERATION

- 30. Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the society shall receive any remuneration for their services.

BORROWING POWERS

- 31. For the purpose of carrying out its objects, 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

SOCIETY SEAL

32. The Society has not adopted a Society Seal.

BY-LAWS

33. The By-Laws maybe rescinded, altered or added to by a "Special Resolution".

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