



Captain Nichola Goddard School Parent Association Objectives:

The objectives of the Captain Nichola School Parent Association (The Association) shall be:

- a) To implement the school's strategic overall annual objectives as defined by the school council and school administration.
- b) To raise and allocate funds to support activities, functions, and development of the students in the school.

CORPORATE ACCESS NUMBER: 5016536723

**Government
of Alberta ■**

SOCIETIES ACT

**CERTIFICATE
OF
AMENDMENT**

**CAPTAIN NICHOLA GODDARD SCHOOL PARENT ASSOCIATION
CHANGED ITS OBJECTIVES. THE NEW OBJECTIVES WERE REGISTERED ON
2014/08/08.**



Captain Nichola Goddard School Parent Association Bylaws



1.0 Name

The name of the Parent Association shall be Captain Nichola Goddard School Parent Association.

2.0 Executive

- a) The Captain Nichola Goddard School Parent Association Executive (the Executive) shall be comprised of Chairperson, Vice Chairperson, Treasurer, and Secretary.
- b) Two individuals may act as Co-Chairpersons, in which case, there will not be a Vice Chairperson. Hereinafter, the Chairperson and Co-Chairperson shall be referred to as "Chairperson".

3.0 Directors

- a) There will be a minimum of one (1) to a maximum of three (3) Directors who oversee the activities of the Association.
- b) Directors shall provide ongoing support and direction to the Standing Committees to ensure fundraising events are well organized and executed, and shall be responsible for all official communication of the Standing Committees to the Association.

4.0 The Board

- a) The Board is comprised of the Executive and Directors of the Association.
- b) The Board shall, subject to the Bylaws or directions given it by majority vote at any General Meeting properly called and constituted, have full control and management of the affairs of the Association.
- c) The Board is responsible for dutifully managing the affairs of the Association and to ensure fair distribution of all funds raised by the Association.
- d) Board Meetings shall be held as often as may be required, but at least once every three (3) months, and shall be called by the Chairperson.
- e) Each Board Member has the equivalent of one (1) vote for any and all action items that come to a vote in Board Meetings.
- f) 50% or greater of the Board shall constitute a quorum.
- g) If a motion is defeated or the vote results in a partial allocation of funds requested, an explanation must be provided by the Board to School Council and Captain Nichola Goddard School Administration; with possible alternatives.
- h) The status of the motion will be recorded in the minutes by the Secretary.
- i) Board Meetings can be held without notice if a quorum is present; provided however, that any business transactions at such meeting shall be ratified at the next regularly held Board Meeting and shared at the next General Meeting.
- j) Any Director or Executive, upon a Majority vote of the Board Members, may be removed from office for any cause which the Board may deem reasonable.
- k) Any Director or Executive, upon vote by General Members representing 75% of Members present at the Meeting, may be removed from office for any cause which the Board may deem reasonable.

5.0 Membership

- a) Any parent or guardian of a child attending Captain Nichola Goddard School is a General Member of the Association.
- b) Any person residing in Alberta, and being of the full age of 18 years, may become a General Member by a favourable vote passed by a majority of the General Members at a regular Meeting of the Association.
- c) Paid staff, teachers, and Administration of the school may be members of the Association in an advisory capacity only, without voting and Board privileges.
- d) Any General Member shall have the right to attend General Meetings, including the Annual General Meeting.
- e) Board Members are included as General Members of the Association.
- f) A General Member's withdrawal from the Association occurs automatically when the said child leaves Captain Nichola Goddard School.
- g) Any General Member, upon vote by General Members representing 75% of Members present at the Meeting, may be removed from office for any cause which the Board may deem reasonable.

6.0 Election

- a) Elections shall be held annually at the Annual General Meeting.
- b) There shall be elected a Chairperson, Vice Chairperson, Treasurer, Secretary, and a minimum of one (1) to a maximum of three (3) Directors. Two individuals may act as Co-Chairpersons, in which case, there will not be a Vice Chairperson.
- c) The Directors and Executive so elected shall form the Board, and shall serve a maximum term of three (3) years commencing and ending with the Annual General Meeting, or until they resign or until they are expelled.
- d) Resignation of a Board Member must be in writing to the Chairperson. Resignation of the Chairperson must be in writing to the Vice Chairperson or Co-Chairperson.
- e) Any vacancy occurring during the year shall be filled at the earliest opportunity and shall be voted on by members at the next General Meeting.
- f) Any General Member in good standing shall be eligible to any position in the Board.

7.0 Chairperson

- a) The Chairperson, when present, shall preside at all meetings of the Association.
- b) If both Co-Chairpersons are present at a Meeting, one Co-Chairperson will be declared as the Chairperson of the Meeting.
- c) In the absence of the Chairperson, a meeting Chair will be elected by the Board at the Meeting to preside.

8.0 Secretary

- a) It shall be the duty of the Secretary to attend all Meetings of the Association and of the Board and to take minutes of the same and a copy of the minutes will be kept with the school.
- b) The Secretary will keep a minute binder with all past minutes.
- c) The minute binder will be kept current by the Secretary and will be brought to all Meetings, including the Annual General Meeting.
- d) In case of the absence of the Secretary, his/her duties shall be delegated to a Board Member as appointed by the Chairperson.

- e) The Secretary shall have charge of all the correspondence of the Association and be under the direction of the Chairperson and the Board.
- f) The Association does not have a Seal.

9.0 Treasurer

- a) 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 Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed.
- b) The Treasurer shall present a full detailed account of the receipts and disbursements to the Board 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 the same to the Secretary for the records of the Association.
- c) The books and records of the Association may be inspected by any General Member of the Association at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer having charge of same. Each Board Member shall at all times have access to such books and records.
- d) The Treasurer shall prepare an annual Budget reflecting the annual plan for the Association. The Budget shall be presented to the Members at the Annual General Meeting for approval.
- e) The Treasurer shall be responsible for filing the Annual Return with Corporate Registry every year before the last day of the month following the March 31 fiscal year end date.

10.0 Finance

- a) General Members who are responsible for purchasing supplies for events will make every attempt to source prices and use the lowest cost alternative where possible.
- b) Where a potential or conflict of interest might be perceived as a result of purchasing goods and services from relatives, the Member must be able to present quotes from other businesses, except where the business is the sole provider of specialized goods and services.
- c) Procurement of goods and services must be approved by a majority vote of the Board.
- d) Reasonable expenses incurred by Members while carrying out duties of the Association will be reimbursed, provided that the expenditure was approved by the Board and with submission of receipts and invoices.
- e) Two (2) signatures of the Executive are required on all cheques being issued. The signing authority cannot be the recipient of the cheque.
- f) All contracts of the Association must be signed by Board Members who have been authorized to do so.
- g) The Association shall not make any loans to any General Members.
- h) The Association is prohibited from borrowing funds for any purpose.

11.0 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 elected for that purpose at a General Meeting.
- b) 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 Association.
- c) The fiscal year of the Association shall be March 31.

12.0 Voting

- a) Each General Member has the equivalent of one (1) vote. General Members have the right to vote in the following areas:
 - i. On the election of Executive and Directors (section 6.0)
 - ii. On modification to Bylaws (section 15.0)
 - iii. On the annual Budget (section 9 d)
 - iv. On the removal of Board Members (section 4 k)
 - v. On any motion put forth by a General Member for approval by the Association
- b) Any vote greater than 50% carries.
- c) In the event that a tie is recorded, the designated Chairperson for that Meeting will become the tie -breaking vote.
- d) The status of the motion will be recorded in the minutes of the Meeting.

13.0 Proxy

If a General Member will not be in attendance at a Meeting, they can submit or sign their vote by written proxy.

14.0 Remuneration of Members

Unless authorized at any Meeting and after notice for same shall have been given, no Executive Members, Directors, or General Members of the Association shall receive any remuneration for his/her services.

15.0 Bylaws

The Bylaws may be amended by a special resolution of the General Members. A special resolution means a resolution passed at a General Meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given and by the vote of no less than 75% of those General Members who, if entitled to do so, vote in person or by proxy.

16.0 Meetings

- a) This Association shall hold an Annual General Meeting within 120 days following the fiscal year end date of March 31. At the Annual General Meeting, the Board will present the following:
 - i. annual report for the past fiscal year for information;
 - ii. the audited financial statement for the past fiscal year for approval;
 - iii. the annual Budget for approval.
- b) General Meetings shall be held as often as required, but at least three (3) times a year.
- c) 50% or greater of General Members present at any Meeting shall constitute a quorum.
- d) A special General Meeting may be called by the Chairperson if a vote of General Members is required on any matter.
- e) A special General Meeting may be called on the instructions of any three (3) General Members provided they request the Chairperson in writing to call such Meeting, and state the business to be brought before the Meeting.
- f) A special Board Meeting may be called on the instructions of any three (3) Board Members provided they request the Chairperson in writing to call such Meeting, and state the business to be brought before the Meeting.

- g) General Members will be notified of any General Meeting, special General Meeting, and the Annual General Meeting by school website posting and the proposed business of the Meeting shall be posted 10 days in advance of such Meeting.

17.0 Dissolution

Should the Association cease to function and the General Members vote to disband:

- a) Any assets of the Association obtained with non-gaming proceeds shall be donated to Captain Nichola Goddard School.
- b) Any gaming proceeds remaining may be disbursed to eligible charitable or religious groups or purposes; or
- c) Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable organization, as determined by the Board.