

Holy Family School Parent Advisory Association

Society Bylaws

Revised May 2024

MEMBERSHIP

1. Any person having a vested interest in the educational well-being of Holy Family School students, residing in Alberta, and being of the full age of 18 years, is eligible to become a member of the Society. The majority of the members of the association will be parents or guardians of students attending Holy Family School. Membership fees, if any, in the Society shall be determined from time to time by the members at an Annual General Meeting.
2. Any member wishing to withdraw from membership may do so upon a notice in writing or verbally to the Board through its President and/or Secretary. Membership must be renewed annually within 30 days of the Annual General Meeting. There shall be no fee for membership in the Society. 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.

ASSOCIATE MEMBERSHIP

3. The Principal and Staff Members of Holy Family School will be considered to have an Associate Membership and shall serve as resource people and in an advisory capacity to the Society; participation by the principal and/or any other school staff is optional. As Associate Members, the Principal and/or Staff Members will **not** have voting rights at any meeting of the Society, nor will they have signing authority rights. All Associate Members will act in an advisory capacity only. 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

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

a. COMPOSITION OF THE BOARD

The Board of Directors will be composed of the following Officers and Directors.

1. Officers: President, Vice President(s), Secretary, Treasurer — *Mandatory*
 2. Directors: A maximum of three (3) Directors at Large — *Optional*
5. The Board 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 Board 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.

6. A person appointed or elected as 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 (10) days after the appointment or election, or if they acted as a Director pursuant to the appointment or election. The Term of Office is for one school year following appointment or election unless written notice of resignation is submitted to the Board.
7. Any Director or Officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the Society may deem reasonable.

PRESIDENT

8. 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.

VICE-PRESIDENT

9. The Vice-President shall assist and advise the President, and in the absence of the President shall preside at all meetings of the Board and of the Society.

SECRETARY

10. It shall be the duty of the secretary to attend all meetings of the Society and of the Board, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the Society, if applicable, which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Society and be under the direction of the President and the Board.
11. 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, and collect and receive the annual dues or assessments levied by the Society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

TREASURER

12. 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 at each meeting and whenever requested and shall prepare for submission to the November 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 bank 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.

AUDITING

13. 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 appointed for that purpose at the November Meeting. To ensure transparency, the two members of the Society appointed to audit the books, accounts, and records of the Treasurer will be members who are independent of the Board. 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.
14. The fiscal year of the Society in each year shall be September 1 to August 31.
15. The books and records of the Society may be inspected by any member of the Society at the Annual 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 Board shall at all times have access to such books and records.

MEETINGS

16. Subject to compliance with the Act, all Meetings and Special Meetings of members shall be held at any place within Alberta as determined by the Board. If the Society chooses to make available a telephonic, electronic, or another communication facility that permits all participants to communicate adequately with each other during a Meeting of members, any person entitled to attend such Meeting may participate in the Meeting by means of such telephone, electronic or another communication facility. A person participating in a Meeting by such means is deemed to be present at the Meeting. Any person participating in such a Meeting of members who is entitled to vote at that meeting may vote on a show of hands or on a ballot or by means of any telephonic, electronic, or other communication facility that the Society has made available for that purpose.
17. The Society shall hold an **Annual General Meeting** on or before October 31st of 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. Any vacancies occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such a meeting. Any member in good standing shall be eligible to any office in the Society. Three (3) members, excluding the Principal and/or Staff Members, shall constitute a quorum at an Annual General Meeting. If quorum cannot be attained at the meeting the meeting will be rescheduled to another date.
18. 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 ten (10) days notice in writing in the school newsletter or website, or three (3) days

notice by fax, telephone or email, specifying the intention of the Special Resolution. Four (4) members, excluding the Principal and/or Staff Members, two (2) of whom must be elected Officers of the Society, shall constitute a quorum at General Meeting.

19. 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 three (3) members of the Society shall constitute a quorum at a Society Special Meeting.
20. 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 three (3) Board Members shall constitute a quorum at a Board Special Meeting.
21. A **Regular Meeting of the Society** may be called monthly by the President, with each date set by a 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. Three (3) members, excluding the Principal and/or Staff Members, two (2) of whom must be elected Officers of the Society, shall constitute a quorum at any Regular Meeting.
22. Notwithstanding anything to the contrary herein, at any properly constituted meeting of the Board, a time and place may be set for the next meeting of the Board, in which case no further notice of such meeting need be given.
23. All meetings, whether held in person or virtually, shall be valid and binding upon the Holy Family School Parent Advisory Association and its members.

VOTING

24. 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 or virtually and not by proxy or otherwise. Members will vote by show of hands or by secret ballot or by means of any telephonic, electronic, or other communication facility that the Society has made available for that purpose 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.
25. At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. In the case of any equality of votes, the President or chairperson of the meeting shall be entitled to a deciding vote.

REMUNERATION

26. Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the association shall receive any remuneration for his/her services.

BORROWING POWERS

27. 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

28. **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

29. 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 catholic charitable organization(s) with similar objectives related to supporting teaching and learning which are agreed upon by the Board.

BYLAWS

30. 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