

**Parents' Educational Society for
Woodman Junior High School**

By-Laws

ARTICLE 1: MEMBERSHIP

1.01 Any person having a vested interest in the educational well-being of students enrolled in Woodman Junior High School, residing in Alberta, and being of the full age of eighteen (18) years, may register as a member of the Association.

1.02 The majority of the members of the Association will be parents, guardians, or legal custodians of students currently enrolled in Woodman Junior High School.

1.03 Upon registration in the Association at a general meeting, a member must provide their personal contact information (Name, address, telephone number, email address) for the purposes of receiving general/annual meeting notices and information updates.

1.04 Any member wishing to withdraw from membership may do so upon one month's notice in writing to the Board through its Secretary. A member may be expelled from membership for any misconduct or cause which the Society may deem reasonable, upon a two-thirds (2/3) vote of all members present at the general meeting.

ARTICLE 2: BOARD OF DIRECTORS

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

The Board shall, subject to the bylaws 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. Meetings of the Board shall be held as often as may be required but at least two (2) times per year, and shall be called by the President.

- a) Meetings of the Board shall be called by seven (7) days' notice in writing distributed to each member through student backpack mail or by three (3) days' notice by email or telephone.
- b) Any four (4) 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.
- c) A special meeting may be called on the instructions of any two (2) members provided they requested the President in writing to call such meeting, and state the business to be brought before the meeting.

- d) The offices of the Board shall be filled by election at an annual general meeting held in March of each school year.
- e) The Directors of the Association will be appointed by the officers of the Board. There shall be a minimum of one(1) and no more than three (3) Directors. The Directors will be full voting members of the Board.
- f) The term of office of the Board shall commence upon election or appointment and continue until a successor is elected or appointed.

2.02 Any director or officer, upon a majority vote of all members present at a meeting may be removed from office for any misconduct or cause which the Society may deem reasonable.

2.03 Duties:

a) President

The President shall be an ex-officio member of all Committees. They shall, when present, preside at all meetings of the Society and of the Board. The President shall be the liaison between the Society and School Council. The President will ensure the filing of the Annual Report (List of executive and audited financial reports prepared by the Board of Directors) with the Registry by March 31st of each year.

b) Vice President

The Vice President shall chair the Casino Committee. They shall aid the President and shall undertake tasks assigned by the President of the Board. In the absence of the President, shall preside over any meetings of the Association or the Board. And in the event of the resignation, incapacity, or leave of absence of the President, shall fulfill the duties of the President.

c) Secretary

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. They shall have charge of the Seal of the Society, which Seal whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, their duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all correspondence of the Society and be under the direction of the President and the Board.

The Secretary shall also keep a record of all registered members of the Society and their contact information, and distribute all meeting notices as required through backpack mail or by email to registered members.

d) Treasurer

The Treasurer shall receive all monies paid to the Society and shall be responsible for the deposit of same in whatever bank, Trust Company, Credit Union, or Treasury Branch the Board may order. They shall properly account for the funds of the Society and keep such

books as may be directed. The Treasurer 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/reviewed and submit a copy of same to the Secretary for the records of the Society. They will obtain insurance as required.

e) Directors

There will be a minimum of one (1) and no more than three (3) Directors of the Society. The Directors will participate in the decisions regarding the allocation of gaming funds. The Directors will perform duties as assigned by the Officers of the Board of Directors.

ARTICLE 3: AUDITING

3.01 The books, accounts, and record of the Treasurer shall be audited at least once a year by a duly qualified accountant or by two members of the Society designated for that purpose at the annual general meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by the Treasurer at the annual general meeting of the Society. The fiscal year of the society in each year shall be February 28th.

3.02 The books and records of the Society may be inspected by any member of the Society at the Annual meeting provided for herein or at any 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.

ARTICLE 4: MEETINGS

4.01 The Society shall hold an Annual meeting on or before March 31st in each year, of each school year, of which notice is to be given in the school newsletter at least seven (7) days prior to the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, and Treasurer. The officers and directors shall form a Board and shall serve until their successors are elected and installed, or they no longer have a student registered at the school. 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.

4.02 General meetings of the Society may be called at any time by the Secretary upon the instructions of the President or Board by seven (7) days' notice given in the school newsletter. A special meeting shall be called by the President or Secretary upon receipt by them or a petition signed by one-third (1/3) of the members in good standing, setting forth the reasons for calling such meeting.

4.03 No less than seven (7) shall constitute a quorum at any meeting.

ARTICLE 5: VOTING

5.01 Any member who has not withdrawn from membership nor has been neither suspended nor expelled as herein provided 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.

ARTICLE 6: REMUNERATION

6.01 No officer, director, or member of the Society shall receive any remuneration for their services.

ARTICLE 7: BORROWING POWERS

7.01 No member(s) of the Society shall borrow or raise or secure the payment of money from any individual, company, or financial institution on behalf of the Association.

7.02 The Society may, upon approval of both the Society and the School Council, borrow funds from the Woodman Junior High School Council. Repayment is to be made immediately upon receipt of gaming funds.

ARTICLE 8: DISSOLUTION

8.01 Upon dissolution of the Parents' Educational Society for Woodman Junior High School, any assets remaining after the payment of any debts or liabilities are to be disbursed to EducationMatters pending approval by the Board of the Alberta Gaming Commission.

ARTICLE 9: BY-LAWS

9.01 The By-laws may be rescinded, altered, or added to by a "Special Resolution" which requires 75% approval of the membership present at any general meeting. A special resolution may be conducted at any general meeting or annual general meeting or in writing by memo (by mail, newsletter, or email), provided members receive the notice twenty-one (21) days in advance of the vote deadline.

These Bylaws shall be in force when approved by a majority of members who vote at a meeting of the Association called for that purpose.

DATED this 25th of October, 2022.