

# Friends of Sister Alphonse Academy Society

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

## Society Bylaws

### 1. Membership

- A. Any person having a vested interest in the educational well-being of students enrolled in Sister Alphonse Academy, 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.
- B. The majority of the Members of the Society will be parents or guardians of students currently enrolled in Sister Alphonse Academy.
- C. Membership must be renewed annually.
- D. Any Member wishing to withdraw from membership may do so upon giving notice in writing or verbally to the Board through its Secretary.
- E. 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.

### 2. Associate Membership

- A. The Principal and staff members of Sister Alphonse Academy can choose to have an Associate Membership only.
- B. 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.
- C. Neither the Principal nor any staff member shall have signing authority for the Society.
- D. The Principal, by virtue of the Education 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.

### 3. Community Membership

- A. People who have a vested interest in the school can apply to become Community Members. Their application (i.e., Membership Form) must be approved by the Board by a majority vote.
- B. Community Members shall serve in an advisory capacity. They will not have voting rights at any General Meeting of the Membership or Meeting of the Board.
- C. Community Members shall not have signing authority for the Society.

Classification: Protected A

## Friends of Sister Alphonse Academy Society

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

### Society Bylaws

#### 4. Board of Directors

##### A. COMPOSITION OF THE BOARD

The Board will be composed of the following Directors.

1. Directors: Chair, Vice-Chair, Secretary, Treasurer, Member-at-Large – These positions are mandatory.

##### a. Chair

The Chair shall have general knowledge of all activities of the Society and will carry out duties assigned by the Society.

- i. The Chair shall call all Meetings of the Board and shall preside at all General Meetings of the Membership and Meetings of the Board.
- ii. The Chair will be the chief spokesperson for the Society, unless otherwise delegated.
- iii. The Chair shall 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-Chair in same.
- iv. The Chair shall have a vote at any meeting if needed to break a tie.
- v. The Chair will be an ex-officio member of all Committees.
- vi. The Chair will provide a report for ALL Sister Alphonse Academy School Council meeting, which includes activities planned, financial status, and profit/loss for fundraising initiatives.
- vii. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- viii. Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
- ix. Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- x. Participate in the development of the Society's plan and annual review.
- xi. Review the annual budget for the Society and submit to the membership for approval.
- xii. 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.
- xiii. Act as a leader and an ambassador of the Society.

##### b. Vice-Chair

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

**c. Secretary**

- i. It shall be the duty of the Secretary to 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.

Friends of Sister Alphonse Academy Society Bylaws (Page 2 of 10)

Classification: Protected A

**Friends of Sister Alphonse Academy Society**

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

**Society Bylaws**

- ii. In the absence of the Secretary, his/her duties shall be discharged by such Director as may be appointed by the Board.
- iii. The Secretary shall have charge of all Society membership forms, correspondence and/or documentation and be under the direction of the Chair and the Board. All documentation, literature, correspondence, society username(s) and passwords, banking statements, forms, email account(s) and emails, thumb drives, etc. are the property of the Society. The outgoing Secretary and Treasurer shall transition this property to the incoming Secretary and Treasurer at the end of his/her term or within 5 business days of his/her resignation.
- iv. The Secretary shall keep an accurate Register of Members of the Society, including contact information, as required by the *Societies Act*, and shall send all Society correspondence/notices as required.

**d. Treasurer**

- i. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same at the Bank the Board of Directors may order. The Friends of Sister Alphonse Academy Society bank account is set up at ATB Financial on 700 St Albert Trail #350, St. Albert, AB T8N 7J7.
- ii. The Treasurer shall properly account for the funds of the Society, keep such books as may be directed and disburse funds as required. All records, receipts, documentation, forms, thumb drives, etc. are the property of the Society. The outgoing Treasurer shall transition this property to the incoming Treasurer at the end of his/her term or within 5 business days of his/her resignation.
- iii. 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 General Meeting of the Membership a duly audited statement of the financial position of the Society and shall submit a copy of same to the Secretary for the records of the Society.
- iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
- v. ***The financial account requires a minimum of two of the five elected Directors of the Society to be the signing authorities.***
- vi. ***Changing the signing authorities on the financial account requires approval by a majority vote of Directors present at a meeting of the Board. The motion recorded in the meeting minutes must be presented by two current Directors to the bank representative to remove and add signing authorities.***

**e. Member-at-large and all Members of the Society**

The Member-at-large and Members of the Society will:

- i. Attend Annual, Regular and Special General Meetings of the Membership.
- ii. Be prepared for, attend and actively participate in all Meetings of the Board.
- iii. Actively support the initiatives and actions of the Society.

- iv. Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- v. Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
- vi. Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- vii. Participate in the development of the Society's plan and annual review.
- viii. Review the annual budget for the Society and submit to the membership for approval.

Classification: Protected A

## Friends of Sister Alphonse Academy Society

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

### Society Bylaws

- ix. 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.
  - x. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
  - xi. Act as a leader and an ambassador of the Society.
  - xii. Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
  - xiii. Address operational concerns openly and with input from Board Members.
  - xiv. Address personal concerns relating to Board Members' roles privately, constructively, respectfully, and in a timely manner.
- B. 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.
- C. Any Director may resign his/her position by providing written notice to the Board.
- D. Any Director may be removed from the Board at any time with cause by a majority vote of the Board whenever, in its judgment, the best interest of the Society will be served.
- E. No Director can withhold information from other Directors. No Director can delete electronic or paper files containing passwords, account information, or banking transaction emails from fundraising activities. Directors must cooperate to facilitate a smooth transition of the Society's property.

#### 5. Auditing

- A. The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two voting Members of the Society who are not board members, have no signing authority, and who are not related. Auditors will be elected or appointed for that purpose at the Annual General Meeting of the Membership.
- B. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor for presentation at the Annual General Meeting of the Membership.
- C. The fiscal year of the Society in each year shall be July 1<sup>st</sup> to June 30<sup>th</sup> with the AGM taking place in June.

#### 6. Standing and Ad Hoc Committees

- A. 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. (e.g., Fundraisers Research Committee)
- B. 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.

Friends of Sister Alphonse Academy Society Bylaws (Page 4 of 10)

Classification: Protected A

## Friends of Sister Alphonse Academy Society

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

### Society Bylaws

## 7. Meetings

Irregularities or errors done in good faith do not invalidate acts done by any General Meeting of the Membership or Meeting of the Board. No action taken at a meeting is invalid due to accidental omission to give notice to any Member, any Member not receiving any notice, or any error in any notice that does not affect the meeting.

Meetings of the Membership and/or the Board may be held in-person or using a virtual or online platform suitable for conducting Society business, or a combination of the two. The Board will determine the meeting format and notify members.

### General Meetings of the Membership

#### A. Annual General Meeting of the Membership (AGM)

- i. An **Annual General Meeting of the Membership (AGM)** will take place on or before June 30<sup>th</sup> in each year, by providing no less than 14 days' notice in writing using a newsletter, website, email, text and/or social media.
- ii. Only the matters set out in the notice for the AGM may be considered at the AGM. iii. At this meeting, there shall be elected a Chair, Vice-Chair, Secretary, Treasurer, and optionally 1 Director-at-large. The Directors so elected shall form a Board, and shall serve until the end of the meeting at which their successors are elected.
- iv. Quorum at an Annual General Meeting of the Membership shall be 5 Members, 4 of whom must be voting Members.
- v. If quorum cannot be attained at the meeting, a General Meeting (GM) of the Membership will be scheduled for the same day, time, and location the following week. The voting Members in attendance at that General Meeting will constitute quorum for the purposes of conducting Annual General Meeting business such as election of Directors, determining signing authority, and approval of financial statements.

### Meetings of the Board

#### B. Regular Meeting of the Board

- i. A **Regular Meeting of the Board** shall be called at the frequency determined by the Board that will permit their duties to be accomplished. All Members of the Society are allowed to attend and observe Regular Meetings of the Board. **At the discretion of the Chair, Members may participate in discussions and ask questions, but shall not be permitted to make, second or vote on a motion.**

- ii. Regular Meetings of the Board will be announced to all Board Members by providing no less than 3 days' notice in writing using a newsletter, website, email, text and/or social media or 3 days' notice verbally, by telephone or in person.
- iii. Quorum at any Regular Meeting of the Board shall be 3 Board Members, 2 of whom must be elected Directors.
- iv. Regular Meetings of the Board may be held without notice if a quorum of the Board is present.
- v. A topic to be discussed at a Regular Meeting of the Board may be deemed to be "in camera" or closed to anyone the Board chooses should the Board determine, by a majority vote of those present, that the topic is of a personal, sensitive or confidential nature.

Friends of Sister Alphonse Academy Society Bylaws (Page 5 of 10)

Classification: Protected A

## Friends of Sister Alphonse Academy Society

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

### Society Bylaws

#### 8. Special Resolution

Special Resolution will mean a resolution passed at a General Meeting of the Membership of which not less than 21 days' notice in writing using a newsletter, website, email, text and/or social media, or provided verbally by telephone or in person, specifying the intention to propose the resolution has been duly given, and by the approval of not less than 75% of those Members entitled to vote in attendance.

#### 9. Election Process

- A. Board Members are elected by the voting Members at an AGM held annually on or before June 30<sup>th</sup>.
- B. Candidates must be voting Members in good standing.
- C. Notification of the nomination procedure will be included with the notice of the AGM.
- D. The term of office shall be complete at the end of the meeting at which successors are elected unless written notice of resignation is submitted to the Board.
- E. Any vacancy occurring during the year may be filled at the next meeting, provided it is so stated in the notice calling such meeting, with the exception of the position of Chair (see Clause 4.A.2.b.ii.).

#### 10. Voting

The Board may hold in-person or virtual meetings, or a combination of the two. The Board will determine the voting process for meetings, including what type of electronic voting will be used for virtual meetings (i.e., Raise Hand feature, Chat Window, private message, mic). In-person and electronic voting will not include voting by proxy.

##### A. General Meetings of the Membership

- i. Any voting Member, including each Member of the Board, who has not withdrawn from membership and who has been neither suspended nor expelled shall have the right to vote at any Annual, Regular or Special General Meeting of the Membership.
- ii. Such votes must be made in person and not by proxy or otherwise.
- iii. Members will vote by show of hands where majority rules.

## **B. Meetings of the Board**

- i. Each Member of the Board will have 1 vote, excluding the Chair (See Clause 4.A.2.a.iv Chair) at all Meetings of the Board.
- ii. Such votes must be made in person and not by proxy or otherwise.
- iii. Members will vote by show of hands where majority rules.
- iv. The Chair may authorize an electronic vote by email if a situation needs to be acted upon by the Board between physical meetings. In the case of an electronic vote, a quorum shall be constituted when at least 60% of the Members of the Board cast a vote by email. Any motion taken electronically will be formally recorded into the minutes of the next Board meeting.

C. In the case of a tie, the Chair may cast a vote (see Clause 4.A.2.a.iv Chair).

Friends of Sister Alphonse Academy Society Bylaws (Page 6 of 10)

Classification: Protected A

## **Friends of Sister Alphonse Academy Society**

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

## **Society Bylaws**

- D. Any Member having a personal financial gain or conflict of interest in any matter being discussed by the membership or the Board is required to declare such and absent himself/herself from any discussion or vote on such matter.

## **11. General Management**

- A. The registered office of the Society is located at the school.
- B. The mailing address for all communication or correspondence shall be the registered office of the Society.
- C. To maintain integrity, minute books and financial records will be securely stored and may be inspected by any Member in good standing of the Society upon reasonable request, including the reason for inspection.
- D. Such inspection may only take place at the registered office of the Society, in the presence of a Board Member, and dual control (2 people present, 1 of whom is a Board Member) will be maintained at all times.

## **12. Remuneration**

- A. No Director or Member of the Society shall receive any remuneration for his/her any volunteer services.

## **13. Society Seal**

- A. The Society has not adopted a Society Seal.

## **14. Insurance and Indemnity**

- A. **Insurance:** To carry out its objectives, the Society will annually review and carry liability insurance as deemed necessary by the Board and the Greater St. Albert Catholic School Division.
- B. **Indemnity:** Provided appropriate insurance is in place, each Director holds office with protection from the

Society.

- i. The Society indemnifies each Director against all costs or charges that result from any act done in her/his role for the Society.
- ii. The Society does not protect any Director for acts of fraud, dishonesty or bad faith.
- iii. No Director is liable for the acts of any other Director or Member.
- iv. No Director is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Society.
- v. No Director is liable for any loss due to an oversight or error in judgment, or by an act in his role for the Society, unless the act is fraud, dishonesty or bad faith.

## 15. Privacy

- A. The Society shall not collect, use, share or store personal information for purposes other than those of Society business, and shall destroy it appropriately after seven years.

Friends of Sister Alphonse Academy Society Bylaws (Page 7 of 10)

Classification: Protected A

## Friends of Sister Alphonse Academy Society

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

## Society Bylaws

- B. The Society will adhere to *Personal Information Protection Act* (PIPA) guidelines as required by Alberta legislation, and voluntarily where appropriate.

## 16. Conflict Resolution

- A. If at any time greater than 50% of the Board Members, of the Society are of the opinion that the Society is in a state of conflict such that its operation is significantly impaired, they may deliver a written "Special General Meeting of the Membership" request, signed by them, to the Board.
- B. Upon receipt of such, the Chair will call a Special General Meeting of the Membership, providing due notice as stated, and Members in attendance will have an opportunity to hear and discuss the issues causing conflict.
- C. On motion, a vote shall be held respecting a proposed resolution to the conflict, and if a majority of voting Members present vote in favour of the resolution proposed, the Society will immediately act upon the resolution, as directed by the assembly.

## 17. Bylaws

- A. All Members are responsible for behaving in accordance with the Bylaws and objectives of the Society.
- B. The Society Bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to the Society's operation and objectives.
- C. The Bylaws may be rescinded, altered or added to by a "Special Resolution." Special Resolution(s) sent to the Corporate Registry shall be dated and verified by a person authorized by the Society.
- D. Any question regarding the proper application and interpretation of these Bylaws shall be determined by the Chair of any Society Meeting of the Membership or board meeting. The Chair's decision may be appealed by a voting Member and can be overturned by a simple majority vote at a Special Meeting of



Classification: Protected A

## **Friends of Sister Alphonse Academy Society**

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

### **Society Bylaws**

#### **18. Policies and Procedures**

Our mandate is:

- A. To assist the students as Sister Alphonse Academy by providing goods and services that will enrich their learning experience.
- B. To work closely with school administration to determine the needs of the students.
- C. To fundraise when appropriate.
- D. To choose fundraising options that will best suit the school community's needs if fundraising is determined to be appropriate.
- E. To avoid purchases where there is a potential for liability.
- F. To avoid conflict of interest by choosing fundraising options that do not benefit any individual(s) with ties to Sister Alphonse Academy school community. (E.g., gifts to staff for appreciation and life events, and taxable benefit receipts for fundraisers.)
- G. Volunteers cannot hold executive positions on both Friends of Sister Alphonse Academy Society and the Sister Alphonse Academy School Council at the same time.

#### **19. Dissolution of the Society**

- A. In the event of the dissolution (closing) of the Society, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Sister Alphonse Academy.

Classification: Protected A

# Friends of Sister Alphonse Academy Society

DocuSign Envelope ID: F2FE6E2C-6377-4186-8ED0-4264FD4AEFEFName of Group

**5022300148**

Corporate Access Number (CAN)

## Society Bylaws

Friends of Sister Alphonse Academy Society Bylaws (Page 10 of 10)

Classification: Protected A