

SIR WINSTON CHURCHILL PARENT ASSOCIATION

SOCIETY BYLAWS

The name of the Society is:
SWC Parent Association

ARTICLE 1: MEMBERSHIP

- 1.1 All parents and guardians of students attending Sir Winston Churchill High School are members of the SWC Parent Association. Any other person interested in furthering the objectives of the Society may become a member by favourable vote by the members of the Society.
- 1.2 Any member wishing to withdraw from membership of the Society may do so upon notice in writing to the Secretary.
- 1.3 The Society may for any reason, at a special meeting called for the purpose, remove a member providing such member has been notified twenty one (21) days in advance of the meeting and is afforded the opportunity to be heard at the meeting.
- 1.4 An officer or member is disqualified if that person no longer meets the qualifications of membership.
- 1.5 Members have the right to attend all meetings, have voting privileges at meetings, and run for election at the Annual General Meeting.

ARTICLE 2: DECISION MAKING PROCEDURES

- 2.1 Decision at society meetings shall be made by consensus as much as possible. The decision made by consensus shall be stated clearly and recorded as such in the minutes of the meeting.
- 2.2 *If a vote is taken, the motion shall be moved, and seconded, and passed by a majority. The vote, which shall occur by a show of hands, is taken by the chair of the meeting. The chair will declare that the vote has been carried, carried by a particular majority, or not carried, and an entry to that effect will be made in the minutes of the meeting. Recording of number of votes in favour or against any resolution is not required.*
- 2.3 Any budgets, non-budgeted expenditures or investments require a vote by the Society.
- 2.4 No voting by proxy will be permitted.
- 2.5 If expenditure decisions are required in between regular meetings, discussion and voting via email will suffice, provided the motion is moved, seconded, and passed by a majority.

ARTICLE 3: BOARD OF DIRECTORS

- 3.1 The Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
- 3.2 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, and meetings of the Board shall be held as often as may be required, but a least six (6) times a year, and shall be called by the President.

3.3 The officers of the Board are:

3.3.1 President

The President shall be ex-officio a member of all committees. They shall preside at all meetings of the Society and the Executive. In their absence, the Vice President shall preside at any such meeting. In the absence of both, a chairperson may be elected at the meeting to preside. The President is responsible for ensuring that the Society's bylaws are followed, and that the Society acts within the bounds of the Societies Act of Alberta.

3.3.2 Vice President

The Vice President assists the President with duties as assigned. In the absence of the President, they assume the President's duties

3.3.3 Secretary

The Secretary attends and keeps minutes of all meetings of the Society. The Secretary oversees all correspondence of the Society under the direction of the President. The Secretary shall have charge of the Seal of the Society which whenever used shall be authenticated by the signature of the Secretary and the President. The secretary shall keep a record of all executive members of the Society, their address, phone numbers and email addresses.

3.3.4 Treasurer

The Treasurer receives all monies raised by the Society and is responsible for the deposit of these monies in whatever financial institution the society may order. The Treasurer accounts for the funds of the Society and keeps financial records. The Treasurer presents an account of receipts and disbursements whenever requested. They shall arrange for the financial statements to be audited and they present the financial statement to the Society at the Annual Meeting.

3.3.5 Casino Chair

The Casino Chair will oversee all aspects of the Society's biannual casino fundraiser. The Casino Chair will follow all rules set out by Alberta Gaming, Liquor and Cannabis (AGLC). They will oversee all communications with members and organization of volunteers. They will submit the necessary forms to AGLC to ensure the continuation of casino licenses.

3.4 The officers will be elected for a one-year term at the annual general meeting and their term will conclude at the annual general meeting the following year.

3.5 The Society may for any reason, at a special meeting called for the purpose, remove an officer providing such officer has been notified fourteen days in advance of the meeting and is afforded the opportunity to be heard at the meeting.

ARTICLE 4: MEETINGS

4.1 Nine members (six of which must be parents/guardians), including at least three executive members shall constitute a quorum of all meetings of the general membership.

4.2 Meetings can be held in person at Sir Winston Churchill School, or they can be held virtually via a mutually agreed upon platform such as Microsoft Teams, Zoom, Google Meet, or can be in a hybrid format (blend of in person and virtual).

- 4.3 The annual meeting shall be held in the month of September each year. Written notice shall be given fourteen days prior to the meeting date.
- 4.3.1 At this meeting, there shall be elected the following officers to the executive: President, Vice President, Secretary, Treasurer, and Casino Chair.
- 4.3.2 Nominations shall be made in writing via email prior to the meeting or in person at the meeting.
- 4.3.3 Any person willing to let their name stand must be nominated by a second party.
- 4.3.4 *Members are entitled to one vote for each position to be filled. Voting will occur via secret ballot.*
- 4.3.5 Any member may stand for re-election as long as such member remains qualified.
- 4.3.6 Officers shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next general meeting, provided it is so stated in the notice of calling such a meeting.
- 4.3.7 A financial statement shall be presented by the Treasurer to the membership. The auditors required as indicated in section 7.1 will be elected at the AGM to review the statements.
- 4.4 General meetings shall be called as the Executive deems necessary, at least six times in the school year. Written notice shall be given seven days prior to the meeting date.
- 4.5 Special meetings of the Society may be called by the Executive or at the written request to the Executive from member(s) of the Society. Written notice shall be given seven days prior to the meeting.
- 4.6 The President may call executive meetings as deemed necessary. Notification will be by telephone, email, or text, giving at least 24 hours' notice of the meeting.
- 4.6.1 Three executive members shall constitute a quorum of any executive meeting.

ARTICLE 5: REMUNERATION

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

ARTICLE 6: BORROWING POWERS

- 6.1 For the purpose of carrying out its objectives, the Society may borrow and raise or secure the payment of money in such manner as it deems fit

ARTICLE 7: AUDITING

- 7.1 The financial records of the Treasurer shall be audited once each year by a qualified accountant or by two non-executive members of the Society. These auditors will be elected at the Annual General Meeting each year. Financial statements for the previous year shall be presented by the Treasurer at the Annual Meeting of the Society. The fiscal year of the Society shall be September 1 to August 31.
- 7.2 The financial records of the Society may be inspected by any member of the Society upon giving reasonable notice.

ARTICLE 8: DISSOLUTION

8.1 In the event of the dissolution of the society, any remaining funds shall be distributed to a charitable organization at the date of dissolution. The Board of Directors will oversee such transfer of funds.

ARTICLE 9: AMENDMENTS TO THE BYLAWS

9.1 Bylaws not be rescinded, altered or added to except by special resolution of the society.

9.2 A special resolution is defined as:

9.2.1 A resolution passed at a general meeting or special 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 not less than 75% of those members who, if entitled to do so, vote in person,

9.2.2 A resolution proposed and passed as a special resolution at a general meeting or special meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting or special meeting so agree, or

9.2.3 a resolution consented to in writing by all the members who would have been entitled at a general meeting or special meeting to vote on the resolution in person.

9.3 All special resolutions shall be registered at the Corporate Registry, after being dated and verified by the Chairperson and Secretary.