

# **Alternative High School Parents Association Bylaws**

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1. The name of the Association will be:

**ALTERNATIVE HIGH SCHOOL PARENTS ASSOCIATION**

2. The principal offices of the Association will be located at the Alternative High School, 5003 20 St SW, Calgary, Alberta, T2T 5A5

**ARTICLE 1: DEFINITIONS**

In the application of these bylaws, unless otherwise specified, the following definitions shall apply:

**ASSOCIATION** – Alternative High School Parents Association

**MEMBER** – Any of the following persons may become a member by attending any meeting of the society and being listed on the meeting's minutes as an attendee, or by providing a contact email address to the Alternative High School Parents Association Executive at any time through the school year:

1. A parent or legal guardian of a student presently enrolled in the Alternative High School
2. A parent or legal guardian of a former student of the Alternative High School
3. Formerly enrolled students of the Alternative High School who are 18+
4. Any interested member of the public provided they agree to uphold the OBJECTIVES of the ASSOCIATION

**ASSOCIATE MEMBER** - Students currently attending and staff presently employed at the Alternative High School.

**EXECUTIVE** - The members of the Board elected to be President, 1<sup>st</sup> Vice-president, 2<sup>nd</sup> Vice-president, Secretary and Treasurer

**BOARD** – All those members elected or chosen to serve as Directors, including the Executive.

**SCHOOL** – Alternative High School

**FISCAL YEAR** - November 1 - October 31

**OFFICER** – A member of the Board of Directors.

**FUNCTION** – Any activity, within the objectives of the Association recognized and sponsored, wholly or in part by the Association.

**COMMITTEE** – A group operating with the Association, to undertake or oversee specific areas, as authorised by the Board.

**STUDENT** – Any student registered in the Alternative High School.

## **ARTICLE 2: MEMBERSHIP**

### **A. ELIGIBILITY**

All individuals as described in the membership definition are eligible to become members of The Association with full rights and privileges to attend, participate, nominate and be nominated for office at all General and Annual General Meetings unless they have been restricted as per Article 2 (D).

### **B. FEES**

Unless otherwise decided by the Board and ratified by resolution at a General or Annual General Meeting, members will not be assessed fees.

### **C. VOTING**

Each registered member of the Association will have one vote. Associate Members have the right to attend meetings and participate in the discussions but do not have voting rights.

### **D. SUSPENSION**

1. Should a Member or Director be accused of misconduct, negligence or incompetence or participate in activities not conducive to the best interest of the Association, written charges will be made by the person(s) bringing forth such charges to the President.
2. The President will inform the person charged of the charges laid.
3. The Executive will hear the charges, the accuser and the accused and will render its decision as to the validity of the charges.
4. If the Executive finds the accused guilty as charged the person charged may at the discretion of the Executive have his/her rights and privileges suspended. A decision to suspend requires a minimum of 75% vote of those in attendance.
5. A decision to suspend may be appealed to the next General Meeting, providing written notice of such intent is given to the Board at least 14 days prior to such meeting. A decision to over- rule suspension must be done so by a minimum of 75% vote of those in attendance.
6. Failure to appeal a suspension to the next General Meeting will render the Executive's decision final.
7. A decision by the Executive or at the General Meeting of not guilty will clear the Member of all charges.

### **E. RESIGNATION**

Any member of the Board of Directors wishing to withdraw from their position before the next Annual General Meeting may do so upon a notice in writing to the Board.

### **F. EXPULSION**

Any member may, upon a two-thirds vote of all members of the Association in good standing, be expelled from membership for any cause which the Association may deem reasonable.

### **G. TERM**

Memberships are effective for the fiscal year of application and will not continue into the next fiscal year unless the member requests to continue with their Membership.

## **ARTICLE 3: ADMINISTRATION**

The administration of the Association will be vested in the Board of Directors. The Board will be elected at the Annual General Meeting. The President will fill any vacancies by appointment. The Executive will supervise and control the day to day activities of the Association between meetings of the Board.

A person appointed or elected 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 days after the appointment or election.

Any member may recommend to the Board new policies or changes to existing policies.

### **A. POWERS AND RESPONSIBILITIES**

#### **President:**

- Will be the Chief Executive Officer of the Association and as such will represent the Association at any function and/or meeting both internal as well as external.
- Will preside at all Annual and General Meetings.
- Is a member, ex-officio of all committees with full voting privileges.
- May create committees and appoint persons to committees and/or delegate authority to persons or committees.

#### **1<sup>st</sup> Vice-President:**

- Will be the Executive Assistant to the President.
- Will perform those duties assigned by the President.
- Will replace the President at any function the President is unable to attend.
- Will assume the President's position in the case of the President being unable to function, resigns or is removed from office.

#### **2<sup>nd</sup> Vice-President:**

- Will perform those duties assigned by the President
- Will assume the 1<sup>st</sup> Vice-President position in the event the 1<sup>st</sup> Vice-President must assume the President position.

#### **Secretary:**

- Will keep minutes of all Executive, General, Special and Annual Meetings.
- Will be custodian of all of the assets of the Association.

- Will be custodian of the Seal of the Association.
- Will manage the Association membership records.
- Will ensure all records are turned over to their successor.

**Treasurer:**

- Shall receive all monies paid to the society and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
- Will disburse funds in accordance with the direction given by the Board of Directors.
- Will prepare statements showing the financial position of the Association for each Board of Directors Meeting and Annual General Meeting.
- Will sign all financial reports.
- Will present to the President promptly when requested all accounting books, bank statements and any other items pertaining to the financial position of the Association.
- Will cause all bank statements to be forwarded from the bank to the legal address of the Association.
- Will make available all books, records and accounts of the Association for examination by members at the Annual General Meeting. Prior to our AGM any member or member of the public may examine the financial records upon 2 weeks written notice to the Board of Directors.
- Will attach a copy of the audited financial statement to the Annual Return for filing with the Corporate Registry.
- Will ensure all records are turned over to their successor.

**Board Member:**

- Will fulfil the specifications as laid down by the Board covering each specific directorship.
- Will have full rights for debate and to vote on all issues as may come before the Board.

**The Board:**

- Will be elected at the Annual General Meeting.

**B. REMUNERATION**

The directors and officers will serve as such without remuneration and no director will directly or indirectly receive a profit from their position as such, as long as the directors and officers can be paid for the reasonable expenses they incur in performing their duties.

**C. TERM OF OFFICE**

The term of office for all positions shall be the current fiscal year.

## **ARTICLE 4: MEETINGS**

### **A. ANNUAL GENERAL:**

1. The Annual General Meeting will be held no later than November 30. Written notice will be given to the members no less than 14 days prior to such meeting. A quorum will consist of those in attendance, in-person, live online, or combination thereof.
2. Subject to the voting limitations as specified in Article 2, each member shall have the right to vote, debate, nominate and be nominated for office.
3. Proxy votes will not be recognized. Voting will be by ballot on the form provided or if approved by the meeting, by a show of hands, in-person, live online, or combination thereof.
4. Agenda for the Annual General Meeting will include:
  - minutes of the previous Annual General Meeting;
  - financial report for the current ending fiscal year;
  - urgent business;
  - report of the nominating committee, if applicable;
  - nominations from the floor;
  - Bylaw amendments, if any;
  - election of Board of Directors;
  - any other business;
  - adjournment.

### **B. GENERAL OR SPECIAL**

1. There will be a minimum of five (5) General Meetings held per year, to be held over the course of the school year (September to June) as agreed upon by the members.
2. A Special Meeting may be called by the Board no less than 7 days in advance providing all reasonable effort has been made to contact all members by telephone or email as the situation warrants.
3. A General or Special Meeting may also be called at the request of 2/3 of the voting members, in writing, to an Executive Member of the Board no less than 14 days in advance.
4. Quorum for General or Special Meetings will be 25% of the members in good standing.
5. Voting will be carried out according to Article 2C.

## **C. COMMITTEES:**

### **1. STANDING:**

- a. The President will establish standing committees as needed.
- b. Quorum will be established by each of the committees.

## **ARTICLE 5: AUDIT OF ACCOUNTS**

The accounts of the Association will be audited annually at the end of the financial year. Two (2) members of the Association will be appointed as auditors at the Annual General Meeting. Examination of financial year end records will be no later than January 30 of any given year.

## **ARTICLE 6: SIGNING AUTHORITY**

The following will have signing authority: President, Vice-President(s), Secretary and Treasurer with any two (2) signatures to sign.

## **ARTICLE 7: BORROWING POWERS**

For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such a manner as it thinks fit.

## **ARTICLE 8: CUSTODY AND USE OF THE SEAL**

The Secretary will have custody of the Corporate Seal of the Association. It shall be used on legal documents as required by law or by direction of the Board.

## **ARTICLE 9: BYLAW AMENDMENTS**

A. The Bylaws of the Association will not be rescinded, altered, or added to except by special resolution of the Association.

A “special resolution” means:

- a. a resolution passed
  - i. at a General Meeting of which not less than 21 days’ notice, in writing, specifying the intention to propose the resolution has been duly given and
  - ii. By the vote of not less than 75% of those members who are present.
- b. a resolution proposed and passed as a special resolution at a General Meeting of which less than 21 days’ notice has been given, if all members entitled to attend and vote at the General Meeting so agree.

B. No revision or alteration of or addition to the Bylaw is in effect until it has been registered by the Registrar as defined in the Business Corporations Act.

## **ARTICLE 10: RULES OF ORDER**

Unless otherwise stated in these Bylaws, Roberts Rules of Order will be the final authority for the procedural questions of the Association and its constituent parts.

## **ARTICLE 11: DISSOLUTION**

After the Association is dissolved and all its debts are paid, its remaining property will be distributed or disposed of to qualified donors as defined in the Income Tax Act (Canada).

After this, all monies acquired through Alberta Gaming, Liquor and Cannabis (AGLC) guidelines will be distributed according to the AGLC regulations.

## **ARTICLE 12: ARBITRATION**

In the event that the Association is unable to resolve a dispute within a reasonable time, the dispute will be settled by arbitration which will be regulated by the Arbitration Act of Alberta.