

Samuel W. Shaw Fundraising Society Bylaws

1. Name

- 1.1. The name of the Parent Society shall be Samuel W. Shaw Fundraising Society (hereinafter referred to as SSFS).

2. Membership

- 2.1. SSFS must consist of the following members;
 - a.) Parents of students enrolled in the school, elected by parents who attend the establishment meeting, and
 - b.) Any interested community members who may participate as ex-officio members upon majority vote of the board.
- 2.2. The majority of the membership shall consist of any person who is the parent, guardian or legal custodian of a child registered at Samuel W. Shaw School and who is not a Calgary Board of Education (hereinafter referred to as CBE) employee.
- 2.3. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through the Secretary.
- 2.4. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause, which the society may deem reasonable, following the guidelines in 12. Dispute Resolution.
- 2.5. An Officer shall be appointed upon a majority vote of all members of the society in good standing.
 - a.) Elections for Officer positions will take place at the Annual General Meeting.
 - b.) If a position becomes vacant elections may take place at any General Meeting.
- 2.6. Any Officer upon a majority vote of all members of the society in good standing may be removed from office for any cause including not performing the duties as appointed, which the society may deem reasonable, following the guidelines in 12. Dispute Resolution.

3. Role of Parent Society

- 3.1. SSFS is a non-profit fundraising committee of Samuel W. Shaw School.
- 3.2. The purpose of SSFS is to collect monies associated with SSFS fundraising events.
- 3.3. Where the school makes purchases of Wish List Items from money provided, or to be provided by SSFS, the school must claim the Goods and Services Tax (GST) rebate and the school principal or designate must inform SSFS of the GST claim to ensure that only one claim is made.
- 3.4. All assets purchased by the school out of monies provided by SSFS become property of the Calgary Board of Education and will be for the use of the school.
- 3.5. The principal must ensure that documentation be provided upon request by SSFS for copies of documentation supporting purchases made from donated funds.

4. Board of Directors

- 4.1. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of SSFS.
- 4.2. 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 SSFS.
- 4.3. 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.
- 4.4. Calgary Board of Education employees may be SSFS members but shall not collectively hold the majority of executive positions and board of director positions and can not be granted signing authority for SSFS accounts. (CBE Admin. Reg. 5001 Section 10(2)). CBE employees will be excluded from holding the following positions: President, Vice-President and Treasurer.

5. Executive Positions

- 5.1. Members of the SSFS executive shall consist of;
 - a.) President.
 - b.) Past President.

- c.) Vice-President.
 - d.) Secretary.
 - e.) Treasurer.
 - f.) Past Treasurer.
 - g.) Directors (maximum 6 positions).
 - h.) Gaming Chair.
- 5.2. Terms of Office;
- a.) President will have a two year term, commencing on an even year.
 - b.) Past President will have a one year term.
 - c.) Vice-President will have a one year term.
 - d.) Secretary will have a one year term.
 - e.) Treasurer will have a two year term, commencing on an odd year.
 - f.) Past Treasurer will have a one year term.
 - g.) Directors will have a one year term.
 - h.) Gaming Chair will have a two year term, commencing on an even year.
- 5.3. The President is to;
- a.) The President of SSFS will be elected at the Annual General Meeting.
 - b.) Be the principal Executive Officer and shall supervise the affairs of SSFS.
 - c.) The SSFS President is also a board member of the Samuel W. Shaw School Council (hereinafter referred to as SWSSC).
 - d.) Preside at all meetings, declare the vote, and in case of a tie, have the power to cast the deciding vote. The President shall not have an initial vote.
 - e.) Ensure that all the rules and regulations are enforced and that the meetings are conducted properly.
 - f.) Prepare and distribute an agenda for meetings.
 - g.) Act as signing authority on SSFS bank accounts.
 - h.) Coordinate fundraising activities.
 - i.) Present a report on the results of all fundraising activities to SSFS membership at the SSFS AGM.
- 5.4. The Past President is to;
- a.) The out-going President agrees to be the Past President of SSFS. This will be confirmed at the Annual General Meeting.
 - b.) Act in an advisory role.
- 5.5. The Vice-President is to;
- a.) Assume all responsibilities of the President in his/her absence.
 - b.) Coordinate and complete Grant applications, working with the Principal of Samuel W. Shaw School.
- 5.6. The Secretary is to;
- a.) The Secretary of SSFS will be elected at the Annual General Meeting.
 - b.) Record the minutes at all SSFS meetings will be posted, after approval by SSFS.
 - c.) Keep a file of minutes and correspondences and carry out routine correspondence as required.
 - d.) Attend all SSFS meetings or ensure an alternative is present to assume duties.
 - e.) Have charge of the Seal of the society 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.
 - f.) Have charge of all the correspondence of the society and be under the direction of the President of the Board.
 - g.) Keep record of all the members of the society and their addresses.
 - h.) Send all notices of the various meetings as required.
- 5.7. The Treasurer is to;
- a.) The Treasurer of SSFS will be elected at the Annual General meeting.

- b.) Represent, monitor and control all transactions of SSFS.
 - c.) Keep an accurate accounting of all of SSFS.
 - d.) Prepare and distribute a complete and current financial report, including anticipated expenditures and income, at each meeting.
 - e.) Ensure all SSFS debts are paid on a timely basis.
 - f.) Receive and deposit all monies collected by SSFS.
 - g.) Act as signing authority on SSFS bank accounts.
 - h.) Present the approved and audited SSFS Annual Financial Statement from June to May of the previous school year at the SSFS AGM, and submit a copy to the Secretary for the records of the society.
- 5.8. The Past Treasurer is to;
- a.) The out-going Treasurer agrees to be the Past Treasurer of SSFS. This will be confirmed at the Annual General Meeting.
 - b.) Act in an advisory role.
- 5.9. The Directors are to;
- a.) The Directors of SSFS will be elected at the Annual General meeting.
 - b.) Assist with fundraising events including counting and verifying money received from the events.
 - c.) Attend board meetings.
 - d.) Two Directors shall be elected at the AGM to audit both the Secretary's Records and the Treasurer's Accounts.
 - e.) One Director may act as a signing authority on SSFS bank accounts.
- 5.10. The Gaming Chair is to;
- a.) The Gaming Chair of SSFS will be elected at the Annual General meeting.
 - b.) Keep current on Alberta Gaming and Liquor Commission (AGLC) requirements for SSFS to maintain qualification for consideration of Gaming Events by attending any AGLC training workshops.
 - c.) Attend all SSFS meetings to ensure all spending from the SSFS Gaming account follows the rules for "Use of Proceeds" as approved by AGLC for SSFS.
 - d.) Keep records of all correspondence between SSFS and AGLC.
 - e.) Submit all request for expenditures to AGLC at least 8 weeks before the scheduled event provided the information is submitted in a timely manner. A copy of the approved request form to be sent to the Treasurer.
 - f.) Submit all requests for "Change of Use of Proceeds" to AGLC. A copy of the approved or declined form is to be sent to the Treasurer.
 - g.) Ensure all correspondence sent out has two SSFS Executive signatures.
 - h.) Responsible for organizing volunteers for the upcoming Gaming Event and ensuring all volunteer paperwork is collected for submission with the Gaming License Application.
 - i.) Be responsible for completion and submission of Gaming License.
 - j.) Arrange for Casino Cash Cage Advisor and Casino Count Room Advisor. Get SSFS Approval for Advisors' fees.
 - k.) Be the mail contact for the AGLC correspondence.
- 5.11. No more than one family member shall hold an executive position at the same time.
- 5.12. The Chair Person of SWSSC may act as a signing authority on SSFS bank accounts .

6. Remuneration

- 6.1. No officer, director or member of the association shall receive any remuneration for his/her services.

7. Borrowing Powers

- 7.1. For the purpose of carrying out its objects, 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.
- 7.2. The lenders shall only be Samuel W. Shaw School and/or the Calgary Board of Education.

8. Auditing

- 8.1. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the AGM. Such auditor(s) of the society shall submit a complete and proper statement of the standing of the books for the previous year at the AGM.
- 8.2. The fiscal year of SSFS in each year shall be June 1 to May 31.
- 8.3. The books and records of the society may be inspected by any member of the society at the AGM or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.
- 8.4. Each member of the Board shall at all times have access to such books and records.

9. Meetings

- 9.1. All meetings - General, Annual General and Special - are open to the general membership.
- 9.2. General meetings;
 - a.) Shall be held each month in coordination with SWSSC meetings throughout the school calendar year of September to June.
 - b.) Shall be called by the President. If the President is unavailable another council member may act in his/her place as determined by the School Principal.
 - c.) Shall be called by seven days notice in the school newsletter or other written means.
- 9.3. Annual General Meeting;
 - a.) SSFS shall hold an Annual General Meeting in coordination with SWSSC Annual General Meeting on or before June 30 of each year.
 - b.) Shall be called by the President. If the President is unavailable another council member may act in his/her place as determined by the School Principal.
 - c.) Shall be called by thirty days notice in the school newsletter or by other means of communication to the membership. All available positions will be identified in this notice.
 - d.) At this meeting nominees for the available executive positions and board of directors' positions shall be presented to the membership. Nominations shall also be accepted from the floor. All nominees must give consent for their name to stand for election. Any member in good standing shall be eligible to any office on the SSFS executive and board.
 - e.) Any vacancy occurring during the year shall be filled at the next general meeting.
 - f.) A person may also become a member of the board if they were not present at the AGM, by consenting in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a member of the board pursuant to the appointment or election.
 - g.) The President's Report and the Treasurer's Annual Financial Statement Report are to be presented to the membership at this meeting.
 - h.) Members can have no more than one family member on the current Executive and Board of Directors.
- 9.4. Special Meeting;
 - a.) May be called on the instruction of any two members provided they make a request to the President in writing and state the business to be brought before the meeting. The President must approve this request in writing before the meeting is held.
 - b.) Special general meetings shall be called with one (1) day notice if a quorum of the Board is present.
 - c.) Any business transactions at such meeting shall be ratified at the next regularly called general meeting of SSFS; otherwise they shall be null and void.
 - d.) Minutes must be clearly marked that the business was discussed as a Special Meeting and must be ratified.
 - e.) The meeting can not be held out of the limits of typical council business.
 - f.) Expenditures beyond two hundred dollars are not permitted at a Special Meeting.
- 9.5. Any five members shall constitute a quorum for any SSFS meeting. The majority of the quorum must not be CBE employees.

- 9.6. Voting;
- a.) Any member in good standing shall have the right to vote at any meeting. Such votes shall be made in person and each member shall have one vote.
 - b.) Motions will be passed by a simple majority of all members attending the meeting. The results shall be duly recorded in the Minutes.
 - c.) In the event of a tie vote, the President, or in his/her absence, the person chairing the meeting shall cast the deciding vote.
- 9.7. Minutes of General, Annual General, and Special meetings shall be posted on the school bulletin board.

10. Reports

- 10.1. The Secretary and Treasurer must prepare an Annual Report for submission each year, on or before the last day of the month immediately following the anniversary month, to the Alberta Registrar containing;
- a.) The address of the registered office of the society,
 - b.) The full name and address of each officer and director of the society, and
 - c.) The audited financial statement presented at the last annual general meeting of the society (ref. Societies Act Chapter S-14; RSA 1980 cS-18 s22; Annual Report).
 - d.) Any additional information requested by the Alberta Registrar.
- 10.2. The Alberta Registrar must be informed by the SSFS within 15 days from the day there is a change in;
- a.) The membership of the officers or directors of the society, or
 - b.) The name or address of an officer or director of the society.
- 10.3. Filing special resolutions;
- a.) SSFS shall file with the Registrar every special resolution passed for any purpose mentioned in the Societies Act.
- 10.4. SSFS must retain a copy of the following documents at the school, in a safe or locked filing cabinet, and make them available on request;
- a.) The Secretaries binder.
 - b.) A copy of the bylaws of SSFS.
 - c.) A copy of the fundraising events for the year.
 - d.) The annual financial statement, if any.
 - e.) The minutes of each meeting of the parent society for at least 7 years preceding the current year.
 - f.) The documents shall be stored by electronic means.
- 10.5. The Casino and/or Gaming binders will be returned to the school at the end of the Gaming Chair Persons term.
- 10.6. All Treasurers binders will be returned to the school at the AGM.
- a.) The Treasurers binder must be retained for seven years.
 - b.) The Treasurers binders are not for public record.
- 10.7. SSFS may be required to report its financial operations as part of school generated funds for the school if;
- a.) CBE employees hold office or have signing authority for SSFS, or if
 - b.) The number of CBE employees on SSFS is considered sufficient to influence the independence of the decisions of SSFS.

11. Code of Conduct

- 11.1. Code of Conduct Working Agreement;
- a.) Efforts should be made to avoid judgment of member's opinions and thoughts.
 - b.) Recognition of the work of the group.
 - c.) Freedom and encouragement to delegate tasks.
 - d.) Freedom to survey the whole school community for some decisions.
 - e.) Deal and "put to bed" issues.
 - f.) Decide in May of each year our fundraising goals commencing in September.
 - g.) Have mission statement visible at all meetings.

- h.) Put problems on the table at the meetings.
- i.) Allow people to feel comfortable to voice their opinions at meetings.
- j.) Separate personalities from the issues.
- k.) Give opportunity for input and decision-making.
- l.) Committees are given responsibility and decision making powers within parameters.
- m.) Every member equal.
- n.) Everyone should have a voice.
- o.) Respect each other's opinions.
- p.) Stand by decisions made by the group.
- q.) Acknowledge the decision making power of the group.
- r.) Use our mission statement as a filter for our decisions (remember why we are here).

12. Dispute Resolution

- 12.1. Any member in good standing wishing resolution of a dispute may do so upon a notice in writing to SSFS through its Secretary. Such dispute shall be in writing, signed by the member, and shall specify the details of the dispute including all pertinent evidence. SSFS shall render its opinion to the member. The Secretary shall keep a complete record of the case, of the evidence submitted, and of the opinion rendered.
- 12.2. The member may appeal SSFS's opinion to a 3-member Special Commission. Once member of the Special Commission shall be appointed by SSFS, but not be a SSFS board member. The second member shall be appointed by the appealing member. Together these two appointed members shall appoint the third member of the Special Commission. All members appointed to the Special Commission must be members in good standing. The Special Commission shall select a Chairman, and the Chairman shall select a clerk for the other two Commission members to keep a complete record of the case.
- 12.3. The Secretary shall submit a complete record of the dispute to the Special Commission for consideration. The Special Commission, after review of the case, shall submit a complete record of the case, including its opinion, to SSFS. The Special Commission's opinion shall be binding.
- 12.4. Among Parent Society Members;
 - a.) If an internal parent society dispute arises, the parent society at its own cost will resolve the issue in a timely manner with the assistance of an outside trained facilitator. The Calgary Board of Education may have referral resources for this service.

13. Use of School Name (Admin. Reg. 5001 Section 12)

- 13.1. If SSFS wishes to use the school name for any reason, prior approval of the principal is required.
- 13.2. Requests to use a school name for fundraising must be in writing and must outline the purpose or reason for use of the school name and the date of an event, if applicable.
- 13.3. If the stated purpose for the use of the school name is fundraising, the decision to allow the use of the name of the school is made by the principal on a case-by-case basis and must be communicated in writing to SSFS.

14. School Staff (Admin. Reg. 5001 Section 13)

- 14.1. The use of school staff and resources by SSFS must have the prior approval of the principal.

15. Parent Society Communications (Admin. Reg. 5001 Section 14)

- 15.1. SSFS may include parent society communications to parents in the school newsletter as long as the information complies with CBE policies and regulations, and has the approval of the school principal.

16. Amendments

- 16.1. The Bylaws may be rescinded, altered or added to by a "Special Resolution".
- 16.2. SSFS shall file with the Registrar the special resolution for amending the SSFS By-laws.
- 16.3. SSFS shall file with the Alberta Gaming and Liquor Commission a copy of the Registrar approved amended bylaws, when a Gaming License is in effect.

17. Dissolution

- 17.1. In the event of dissolution of SSFS, any assets remaining after paying debts and liabilities be disbursed to eligible charitable or religious groups or purposes; or transferred in trust to a municipality to a charitable or religious group or purpose approved by the Board.