

Woodbridge Farms Parent Association
Corporate Access Number
502691199

1. Membership

- A. Any person having a vested interest in the educational well-being of Woodbridge Farms School students, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Association, is eligible to become a member of the Association with voting privileges at any meeting of the Association. The majority of the members of the Association will be parents or guardians of students currently attending Woodbridge Farms School. Membership fees, if any, in the Association shall be determined from time to time, by the members at an Annual General Meeting.
- B. Any member wishing to withdraw from membership may do so upon a notice in writing or verbally to the Board through its Secretary. Membership must be renewed annually. Any member, upon a majority vote of all members of the Association in good standing and present at a Special Meeting called for that purpose, may be suspended or expelled from membership for any cause which the Association may deem reasonable.
- C. Any member having a personal pecuniary gain or conflict of interest in any matter being discussed by the Association is required to declare such and absent himself/herself from any discussion or vote on such matter.

2. Associate Membership

- A. The Principal and Staff Members of Woodbridge Farms School will be considered to have an Associate Membership and shall serve as resource people and in an advisory capacity to the Association. As Associate Members, the Principal and all other Staff Members will not have voting rights at any meeting of the Association. Neither the Principal nor any Staff Member shall have signing authority for the Association. The Principal, by virtue of the School 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 Association.

3. Board of Directors

- A. "Board of Directors", "Executive Committee" or "Board", shall mean the Board of Directors of the Association.

COMPOSITION OF THE BOARD

The Board will be composed of the following Officers and Directors:

- 1. Officers: President; Vice President(s); Secretary, Treasurer, or Secretary-Treasurer – These positions are mandatory. The Office of the Secretary and Treasurer may be filled by one person if the membership at any Annual General Meeting for the election of officers shall so decide.
- 2. Directors: A maximum of Three (3) Directors at Large – These positions are optional, and will be filled provided there are members willing to do so.



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President

The President shall have general knowledge of all activities of the Association. He/she will be an ex officio member of all Committees as defined by Robert's Rules of Order. The President shall be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the Vice President in same. The President will carry out other duties assigned by the Association. He/she shall, when present, preside at all meetings of the Association and of the Board. The President will be the chief spokesperson for the Association, unless otherwise delegated. The President shall have a vote at any meeting. In the case of a tie, the motion is defeated. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

Vice President

The Vice President shall assist the President in all Association activities. He/she will preside at meetings in the President's absence and will replace the President at various functions when asked to do so by the President. He/she will be copied on all Association communications and will review any communications to the parent body, school community or public prior to distribution and shall include the President in same. The Vice President will carry out other duties assigned by the Association, and, in the event of resignation, incapacity or extended leave of absence of the President, shall fulfill the President's responsibilities.

Secretary

It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes. In case of the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence and/or documentation of the Association and be under the direction of the President and the Board.

The Secretary shall also keep a Record of Members of the Association and their contact information, and shall send all Association correspondence/notices as required.

Treasurer

The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the Association and keep such books as may be directed and disburse funds as required. He/she 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 a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The signing authorities of the financial accounts will be any two of the elected Officers of the Association.

B. 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 the Association, and meetings of the Board shall be held as often as may be required, and shall be called by the President.



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- C. Any Director or Officer may resign his/her position by providing written notice to the Board members.
- D. Any Director or Officer 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 Association will be served.

4. Auditing

- A. 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 Association without signing authority, elected or appointed 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 such auditor at the Annual General Meeting of the Association. The fiscal year of the Association in each year shall be September 1st to August 31st.

5. 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.

6. Meetings

- A. A **Regular Meeting of the Board** shall be called at the frequency determined by the Board which will permit their duties to be accomplished. Regular Meetings of the Board will be announced to all Board Members by providing no less than ten (10) days' notice in writing or three (3) days' notice by telephone or email. Four (4) Board Members, two (2) of whom must be elected Officers of the Association shall constitute a quorum at any Regular Meeting of the Board. Regular Meetings of the Board may be held without notice if a quorum of the Board is present provided, however, that any business transactions shall be ratified at the next Regular Meeting of the Board; otherwise they shall be null and void. A topic to be discussed at a Regular Meeting of the Board may be deemed to be "in camera", or closed to all but elected Officers/Directors if the Board determines, by a majority vote of those present, the topic to be of a personal, sensitive or confidential nature.
- B. A **Special Meeting of the Board** shall be called by the Secretary upon the instructions of any two (2) Board Members, by providing no less than ten (10) days' notice in writing or three (3) days' notice, by telephone or email, to all Board Members setting forth the reasons for calling such meeting. Any three (3) Board Members shall constitute a quorum at a Special Meeting of the Board. A Special Meeting of the Board may be deemed to be "in camera", or closed to all but elected Officers/Directors if the Board determines, by a majority vote of those present, the content of the meeting to be of a personal, sensitive or confidential nature.

- C. There will be an **Annual General Meeting of the Association (AGM)** on or before October 15st in each year, by providing fourteen (14) days' notice in writing in the school newsletter, website, by telephone or email. If a Special Resolution will be proposed, twenty-one (21) days' notice will be required. Only



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the matters set out in the notice for the AGM are considered at the AGM. At this meeting there shall be elected a President, Vice-Presidents(s), Secretary, Treasurer, (or Secretary-Treasurer), and optionally up to three (3) Directors. The Officers and Directors so elected shall form a Board, and shall serve until their successors are elected and installed. Four (4) members, three (3) of whom must be voting members, shall constitute a quorum at an Annual General Meeting. If quorum cannot be attained at the meeting, whoever attends the next regularly scheduled meeting of the Association, will constitute quorum for the purposes of conducting Annual General Meeting business such as election of officers and approval of financial statements.

- D. A **Special General Meeting of the Association (SGM)** shall be called if a Special Resolution is proposed at a time other than the Annual General Meeting (AGM). Special General Meetings of the Association may be called at any time by the Secretary upon the instructions of the President or Board by providing twenty-one (21) days' notice in writing in the school newsletter or website, or, by telephone or email, specifying the intention of the Special Resolution. Only the matters set out in the notice for the SGM are considered at the SGM. Seven (7) members, four (4) of whom must be voting members and two (2) of whom must be elected Officers of the Association, shall constitute quorum at a Special General Meeting of the Association.
- E. A **Regular Meeting of the Association** may be called at the discretion of the Board. Regular Meetings of the Association shall be announced to all members in good standing by providing ten (10) days' notice in writing in the school newsletter, website, or by telephone or email. Seven (7) members, five (5) of whom must be voting members, excluding the Principal and designated Staff member, two (2) of whom must be elected Officers of the Association, shall constitute a quorum at a Regular Meeting of the Association.
- F. A **Special Meeting of the Association** shall be called by the Secretary upon the instructions of the President or Board, by providing ten (10) days' notice in writing in the school newsletter, website, by telephone or email, setting forth the reasons for calling such meeting. Any seven (7) members, five (5) of whom must be voting members, shall constitute a quorum at a Special Meeting of the Association.

Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Association or 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.

7. Election Process

- A. Board members are elected by the voting members at an AGM held annually on or before October 15th. Candidates must be voting members in good standing. Notification of the nomination procedure will be included with the notice of the election.
- B. The term of office shall be from time of election to the next AGM unless written notice of resignation is submitted to the Board. The maximum number of consecutive terms, in the same Officer or Director Position on the Board, shall be five (5) consecutive terms. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting.

8. Voting



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- A. Any voting member who has not withdrawn from membership nor has been neither suspended nor expelled shall have the right to vote at any regular, general or special meeting of the Association. Such votes must be made in person and not by proxy or otherwise. Members will vote by show of hands or by secret ballot where fifty-one percent (51%) and greater than, will be considered the majority, except in the case of a Special Resolution where not less than seventy-five percent (75%) vote in favour is required.

9. General Management

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

10. Out of School Care

- A. The Woodbridge Farms Parents' Association (WBFPA) are the owners and operators of the Out of School Care (OSC).
- B. The executive board is responsible for the hiring of the OSC Coordinator. The OSC Coordinator is hired to manage the day to day operations of the OSC. The executive board oversees all decisions and finances for the OSC.
- C. At the AGM, there will be an appointed OSC liaison. This person(s), maximum of two (2), will be a parent of a child(ren) attending the OSC program. The liaison will be appointed for one year.
- D. A Policy and Procedure Manual for the OSC will be located in the OSC. The OSC liaison(s) will review this manual yearly with the coordinator.

E. The executive board is responsible for the hiring of the OSC Book Keeper

11. Remuneration

A. Unless authorized at any meeting and after notice for same shall have been given, no Officer, Director or member of the Association shall receive any remuneration for his/her services.

12. Borrowing Powers

A. For the purpose of carrying out its objectives, the Association 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 Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.



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13. Association Seal

A. The Association has not adopted an Association Seal.

14. Insurance

A. For the purpose of carrying out its objectives, the Association will annually review and carry liability insurance as deemed necessary by the Board, or if required by the policies of the school. This includes insurance for the OSC.

15. Privacy

A. The Association shall not collect, use, share or store personal information for purposes other than those of Association business, and shall destroy it appropriately once it is no longer needed.

16. Special Resolution

A. Special Resolution will mean a resolution passed at a General Meeting of which not less than twenty one (21) days' notice in the school newsletter, on the school website, by telephone or email specifying the intention to propose the resolution has been duly given, and by the approval of not less than seventy five percent (75%) of those members, entitled to vote, in attendance.

17. Conflict Resolution

A. If at any time, ten (10) members, or greater than fifty per cent (50%) of the Board members of the

Association are of the opinion that the Association is in a state of conflict such that its operation is significantly impaired, they may deliver a written "Special Meeting of the Association" request signed by them to all Executive members. The President will call a Special Meeting of the Association, providing due notice as stated, and members in attendance will have an opportunity to hear and discuss the issues causing conflict. On motion, seconded by any Association member in attendance at the Special Meeting, 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 Association will immediately act upon the resolution, as directed by the assembly.

18. Bylaws

- A. The Association bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to its operation and objectives.
- B. The By-Laws may be rescinded, altered or added to by a "Special Resolution" of the members. Changes to the bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registries. A Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a



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person authorized by the Association. All members are responsible for behaving in accordance with the bylaws and objectives of the Association.

- C. Any question regarding the proper application and interpretation of these bylaws shall be determined by the chair of any Association meeting. The chair's decision may be appealed by a voting member and can be overturned by not less than seventy-five (75) percent majority vote at any Special Meeting called in accordance with the Conflict Resolution clause in these bylaws.

19. Policies and Procedures

- A. A Policy and Procedure Manual may be created, maintained and reviewed annually by the Board. Members in good standing may put forward policies to the Board for consideration and/or implementation.

20. Dissolution of the Association

- A. In the event of the dissolution (closing) of the Association, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Woodbridge Farms School with the exception of gaming proceeds. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming and Liquor Commission regulations.

Approved by Special Resolution by not less than seventy-five percent (75%) of Association voting members

present at a General Meeting held on October 21, 2015.

President

Printed Name Signature Date

Vice President

Printed Name Signature Date

Secretary

Printed Name Signature Date

Treasurer

Printed Name Signature Date

