

Dr. Gordon Higgins School Parents Association  
Corporate Access Number 504046491  
AGLC number 60605

1. **Membership**

- Membership consists of all parents and/or legal guardians of children attending Dr. Gordon Higgins School or any interested community member.
- Membership will be renewed annually; no membership fees will be charged.
- Any member wishing to withdraw from membership may do so upon giving notice in writing or verbally to the Board through any Executive Officer on the Board of Directors.
- Any Member may be suspended or expelled from membership for any cause that the Association may deem reasonable upon a majority vote of members of the Association.
- Membership is automatically terminated when the member no longer has a student attending Dr. Gordon Higgins School.
- Members have the ability to vote on anything that an Executive Member may vote on
- Members must abide by all bylaws and objectives of the Association

2. **Associate Membership**

- The Principal and other staff members of Dr. Gordon Higgins School will have an Associate Membership
- As Associate Members, the Principal and all other staff members shall serve as resource people and in an advisory capacity. They will not have voting rights at any meeting of the Membership or meeting of the Board.
- 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**

“Board of Directors,” “Executive,” or “Board” shall mean the Board of Directors of the Association.

The Executive will consist of the following Officers and Directors.

- Executive Officers: President, Vice President, Secretary, Treasurer, Bingo Chairperson, Casino Chairperson or Secretary-Treasurer and Bingo-Casino Chairperson.
- If possible, all executive positions shall be held by a parent and/or legal guardian members.



- The Executive will be elected for a one-year term at the Annual General Meeting of each year
- No member may hold more than two executive positions during any term
- The Executive of the Association shall, subject to the bylaws, have full control and management of the affairs of the Association.
- An Executive Officer may resign their position at any time by providing written notice to any board member.
- An Executive officer may be removed from the board at any meeting, with cause, by a majority vote of the Board. Removal of an Executive requires that such Members be notified seven days in advance of the meeting and is afforded the opportunity to be heard at the meeting. The final decision regarding removal is decided by a majority vote of the remaining Executive officers at this meeting.

#### 4. Duties of the Executive

##### A. President

- Chairs all Association meetings during the year.
- Prepares, in consultation with the Principal an agenda for the Association meeting
- Works to assist the various members in their duties where needed
- Submits Association forms with AGLC and Alberta Registries
- Acts as a Liaison with the School Council

##### B. Vice President

- Chairs any meeting that the Chair is unable to attend
- Steps in to take over the Chairs duties should they be unable to complete their term of office
- Records the minutes in the absence of the Secretary

##### C. Treasurer

- Maintains a set of books for the Association in accordance with the bylaws of the Association
- Issues Cheques approved by the Association and deposits all funds to the bank accounts of the Association
- Maintains separate accounting for all bank accounts of the Association
- Provides necessary documents for auditing purposes and prepares yearly financial statements
- Provides reports to the Association members as to the current standing of the Association's bank accounts at all meetings
- Provides information on the financial matters affecting the Association
- Responsible for the remittance of all government forms

##### D. Secretary

- Records minutes at the meetings of the Association

- Types correspondence as requested
- Provides minutes from the previous meeting for adoption at the next meeting
- Keep an accurate list of names and addresses of the Society Officers
- Maintains files at the school including minutes and financial statements for seven years in accordance with Government regulations.
- Files may be destroyed after seven years by any two (2) Executive Members of the Association. Records of who destroyed files will be recorded at the Annual General Meeting.

**E. Bingo Chairperson**

- Ensure each Bingo is adequately staffed with the required number of volunteers
- Ensure that the Bingo License Application is complete and submitted to the proper Government Authority for approval as directed by Bingo Hall
- Attend Bingo Association meetings or provide a delegate

**F. Casino Chairperson**

- Ensure each Casino is adequately staffed with the required number of volunteers
- Ensure Casino License Application is complete and submitted to the proper Government Authority for Approval
- Ensure Casino Reports are completed by the Treasurer as regulated by Government

**5. Vacancies**

- A position will be considered vacant after two consecutive months of inactivity or no contact. After the two months the position holder will be contacted requesting resignation and informed that their position will be terminated unless they attend the next meeting.
- If an executive position is considered vacant the President may approve a qualified person to fill the vacancy until the position can be elected at the next Annual General Meeting.

**6. Meetings**

- Annual General Meetings will be held in Dr. Gordon Higgins School on or before October 31st of each year
- The AGM will be advertised to the school community by way of the current home and school communication system(s) by June of the previous school term.
- General meetings will be held a minimum of six (6) times per school year with notice by the current home and school communication systems.
- Special Meetings will be held if needed with notice by the current home and school communication systems.

- Business from the floor, not already approved and included on the agenda, can be brought forward and voted on at any meeting
- In times of school vacation, labour strikes, school closures, or situations beyond our control, the Association reserves the right to call a meeting in a forum outside the confines of Dr. Gordon Higgins School, including an AGM.

## 7. Quorum

- A quorum for the Annual General Meeting will consist of 3 members and must include a minimum of 2 executive members of the board.
- A quorum for the General and Special meetings will consist of 3 members and must include a minimum of 2 executive members of the board.

## 8. Voting procedures

### Annual General Meeting

- Voting rights are established as one vote per member and the member must be in attendance to vote
- Voting by proxy is not permitted
- All items must be motioned, seconded, and passed by a majority vote of members in attendance

### General Meetings

- Voting rights are established as one vote per member and the member must be in attendance to vote
- Voting by proxy is not permitted
- All items must be motioned, seconded, and passed by a majority vote of members in attendance

## 9. Elections Process

- Board members are elected by the voting members at an AGM held annually on or before October 31st
- Candidates must be voting members in good standing
- Board members may be nominated during the AGM

## 10. Audit of Accounts

- The books, accounts and records shall be audited once each year by a duly qualified accountant or by two members of the Association that have been appointed or elected 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
- The Fiscal Year of the Association in each year shall be September 1st to August 31st

- A minimum of two Executive members will hold signing authority. The two members may not be associated with the same child(ren).
- Cheques must have two signatures
- Members and the Executive have no legal right to borrow funds in the name of the Association unless for express purpose of running a Casino or Bingo

11. **Conflict resolution**

- Any internal conflicts that might arise among the Association members, between the Association and the community or between the Association and the school must be brought to the principal or the Association chair. A conflict requiring mediation will be discussed at a prearranged date and time with the parties involved and the principal and the chair of the Association. If a resolution cannot be reached, then outside mediation should be brought in to settle the conflict.

12. **Bylaws**

- The bylaws remain in force from year to year
- Bylaws will be made available to any interested parties at any time, either electronically via email or school website or by providing a physical paper copy.
- Bylaws may be amended by a 75% majority vote of members present at any meeting
- A Special resolution may be amended or passed by a 75% majority vote of members present at any meeting
- Notice of intent to amend bylaws must be circulated a minimum of 21 days in advance of the vote
- Changes to the Bylaws do not come into effect until registered at Corporate Registries. Bylaws must be sent to Corporate Registries within twenty-one (21) days of ratification.
- 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 a majority vote of members.

13. **Security Protocol**

- The Association shall at all times strive to adhere to all current personal privacy acts
- The registered office of the Association is located within the school
- The mailing address for communication or correspondence shall be the registered office of the Association
- Minute books and financial records will be securely stored at the registered office of the Association and made available to any Member either at the registered office or electronically by email or school website

14. **Insurance and Indemnity**

- A. Insurance: 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 or School Board
- B. Indemnity: Provided appropriate insurance is in place, each Member holds office with protection from the Association
  - The Association indemnifies each member against all costs or charges that result from any act done in their role for the Association
  - The Association does not protect any Member for acts of fraud, dishonesty, or bad faith
  - No member is liable for the acts of any other member
  - No member is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Association
  - No member is liable for any loss due to an oversight or error in judgment, or by an act in their role for the Association unless the act is a fraud, dishonesty, or bad faith

15. **Remunerations Of Directors/Officers**

- Directors/Officers will not receive any remunerations

16. **Keeping and Using the Society Seal**

- There will no be Society Seal

Approved by majority of Association voting members present at AGM held on September 21, 2021

Updated and revised April 2021 - June 2021

Ratified - Annual General Meeting September 21, 2021