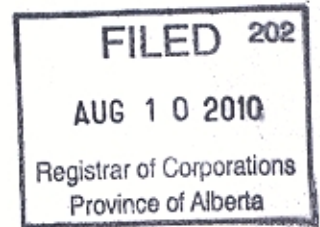
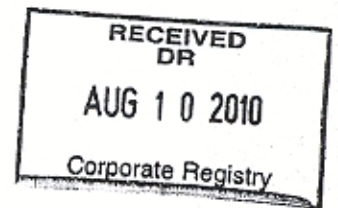


*West Springs School*  
Development Association

Society Bylaws

Corporate Access Number



**1. DEFINITIONS**

- 1.1 **Director(s)** means Member(s) of the Board.
- 1.2 **AGM** means Annual General Meeting.
- 1.3 **General Meeting** means a meeting of the Members of the Society, for which proper notice have been given to the membership. This includes Annual General Meetings (AGM) and Special Meetings.
- 1.4 **Majority** means a simple majority of the votes cast by Members eligible to vote.
- 1.5 **Quorum** means a minimum of 5 voting members in attendance at the meeting.
- 1.6 **Special Resolution** means a motion to change or amend the Bylaws or to borrow money on behalf of the Society, and for which proper notice has been given to the membership.
- 1.7 **Parent(s)** means a parent, legal guardian or extended family member of a student in attendance or registered for attendance at West Springs School.
- 1.8 **Committee** means a group of society members working together on a common fund-raising goal.
- 1.9 **School Council** means a collective association of parents, teachers, principals, staff, students and community representatives established under the School Act that seeks to work together to promote the well-being and effectiveness of the entire school community, to enhance student learning and to facilitate cooperation among the concerned participants in the local school.
- 1.10 **School/Parent Societies** means "societies for the benefit of schools or students formed by five or more people who share a common recreational, cultural, scientific, or charitable interest." (Calgary Board of Education May 1, 2008 5001 - School Councils and School/Parent Societies)

## **2. MEMBERSHIP**

- 2.1 Any person being a parent of a student registered with West Springs School, being the full age of 18 years, is a voting member of the Society. No fee is charged. Withdrawal from the Society occurs automatically when said student leaves West Springs School, or at any time by the member giving written notice to the board through the secretary.
- 2.2 Any member may be expelled from membership for any cause, which the Society may deem reasonable, upon a majority vote of all members of the Society in good standing present at a special meeting called for the purpose of discussing said expulsion.
- 2.3 No member of the Society is, in the member's capacity, liable for a debt or liability of the Society.

## **3. SOCIETY ORGANIZATION**

### **3.1 BOARD OF DIRECTORS**

- 3.1.1 Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Society. It includes all directors and the officers of the Society. The founding society members shall fill the directors roles, until such time as there is an AGM and the directors positions are determined by members' vote. The Board of Directors includes President, Vice-President, Secretary, Treasurer.
- 3.1.2 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 the society, and meetings of the Board shall be held as often as may be required, but at least once a year, and shall be called by the President. A special meeting may be called on the instructions of any two members thereof provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by at least 7 days notice in writing by email.
- 3.1.3 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, or if they acted as a director pursuant to the appointment or election.
- 3.1.4 Any director/officer may resign from office by giving written notice to the Board through the Secretary. Any director/officer may be removed from office for any cause, which the society may deem reasonable, upon a majority vote of all members of the society in good standing present at a special meeting called for the purpose of discussing said removal.

### **3.2 PRESIDENT**

- 3.2.1 The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the Society and of the Board. The president shall be the reporting member to Council for all committees. The president can be a director/member of Parent Council.

### **3.3 VICE PRESIDENT**

3.3.1 In the absence of the President the Vice-President shall preside at all meetings of the Society and of the Board. The Vice-President may also be a director/member of Parent Council.

### **3.4 SECRETARY**

3.4.1 It shall be the duty of the secretary to attend all meetings of the society, and to keep accurate minutes of the same. The secretary shall have charge of the Seal of Society (if any), which seal 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. In case of the absence of the Secretary, these duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board. The secretary can be a director/member of Parent Council.

3.4.2 The Secretary shall also keep a record of all members of the society board and their email addresses and will send all notices of the various meetings as required.

### **3.5 TREASURER**

3.5.1 The Treasurer shall receive all monies paid to the society and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. She/He shall properly account for the funds of the Society and keep such books as may be directed. She/He shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the society and submit a copy of same to the Secretary for the records of the society.

### **3.6 COMMITTEES**

#### **3.6.1 Forming of Committees**

Each fund-raising project will be organized by a committee of WSSDA members. It is the responsibility of the WSSDA members to form committees. Each specific committee will determine a fund-raising goal, a means to raise the funds for a specific education objective and conduct such fund-raising. Upon completion of the fund raising project, the WSSDA Treasurer will disburse funds. Members' participation on a Committee is voluntary, and members may serve on more than one committee concurrently. The President shall be ex-officio a member of all Committees.

#### **3.6.2 Committee Objectives**

Funds raised by the society will be designated for a specific educational objective in advance of the fund raising project. A specific fund raising objective (Educational Needs) may come from, but not limit to, the School Council, School Principal, and Society members. Each committee must have a name, specific to the fund-raising initiative. For example, names of the committees can be, not limited to, playground development committee, grounds naturalization committee, classroom materials committee, etc.