

Association/Society Bylaws

This document is the general bylaws of the Penhold Waskasoo Middle School Parent Society. These bylaws regulate the operations and affairs of the Penhold Waskasoo Middle School Parent Society.

1. Mission Statement

Penhold Waskasoo Middle School Parent Society is a registered non-profit charity made up primarily by parent volunteers who support our Penhold Waskasoo Middle School and community. We aid our students and school staff with many initiatives, whether through financial support or by volunteering. We strive for an environment that will foster our students' health, academic and creative success. We value our whole school community and work to assist and show appreciation to them when and where we can.

2. Membership

All members are welcome and encouraged to participate in all discussions regarding the Society's business.

- A. Terms of membership are from the close of the Annual General Meeting to the close of the following Annual General Meeting.

2.1. General Membership (Voting Member)

- A. Any person having a vested interest in the educational well-being of students enrolled in Penhold ~~Elementary~~ **Waskasoo Middle School**, residing in Alberta, being ~~of the full age of 18 years of age~~, who has completed the membership requirements, ~~and is in good standing, and in compliance with the Association Society's Code of Ethics~~, is eligible to become a **General** Member of the ~~Association~~ **Society** with voting privileges at any General Meeting of the ~~Association~~ Membership.
- B. The majority of the **General** Members of the ~~Association-Society~~ **will shall** be parents or guardians of students currently enrolled in Penhold ~~Elementary~~ **Waskasoo Middle School**.
- C. Membership must be renewed annually ~~by filling out a membership form at any General Meeting of the Membership, as required by the Society's Act of Alberta, which must be kept at the registered office of the Society. Membership fees, if any, in the Association shall be determined from time to time by the Members at an Annual General Meeting.~~
- D. Any Member wishing to withdraw from membership may do so upon giving notice in writing ~~or verbally~~ to the Board ~~through its Secretary~~.
- E. Any **General** Member, upon a majority vote of all **General** Members of the ~~Association~~ **Society** in good standing and present at a Special General Meeting of the Membership called for that purpose, may be suspended or expelled from membership for any cause that the ~~Association~~ **Society** may deem reasonable. **See Code of Ethics (Clause 16).**

1. — 2.2 Associate Membership (Non-voting Members)

- A. The Principal and staff members of Penhold ~~Elementary~~ **Waskasoo Middle School** **are only eligible to become Associate Members of the Society** ~~can choose to have an Associate Membership only~~. If they are

~~Association/~~Society Bylaws

~~also a parent of a student(s) attending the school, they will still be considered~~ **their membership status shall remain that of** an Associate Member.

- B. Associate Membership must be renewed annually by filling out a membership form at any General Meeting of the Membership, as required by the *Society's Act* of Alberta, which must be kept at the registered office of the Society.
- C. Any Associate Member wishing to withdraw from membership may do so upon giving notice in writing to the Board.
- D. As Associate Members, the Principal and all other staff members shall serve as resource people and in an advisory capacity; however, they will not have voting rights at any General Meeting of the Membership or Meeting of the Board.
- E. Neither the Principal nor any staff member shall have signing authority for the ~~Association~~ **Society**.
- F. The Principal, by virtue of the *Education Act*, shall have the power of veto relating to actions directly affecting the School building, staff, or students, but not **those** relating to financial expenditures, revenues, or investments of the ~~Association~~ **Society**.

~~1.~~ **2.3. Board of Directors**

"Board of Directors," "Executive," or "Board" shall mean the Board of Directors of the ~~Association~~ **Society**.

A. COMPOSITION OF THE BOARD

The Board ~~will~~ **shall** be composed of the following Officers and Directors.

- 1. Officers: President, Vice-President, Secretary, **and** Treasurer or Secretary-Treasurer ~~and Fundraising Co-Ordinator~~ – These positions are mandatory. The **Offices** of the Secretary and Treasurer may be filled by one person if the membership at any General Meeting of the Membership for the election of Officers shall so decide.
- 2. Directors: There will be no minimum or maximum number of directors. These positions are optional; and will be filled provided there are Members willing to do so.

B. BOARD POSITIONS

a. **President**

The President shall have general knowledge of all activities of the ~~Association~~ **Society** and will carry out duties assigned by the ~~Association~~ **Society**.

- i. The President shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.
- ii. The President will be the chief spokesperson for the ~~Association~~ **Society**, unless otherwise delegated.

Association/Society Bylaws

- iii. The President shall be copied on all ~~Association~~ **Society** communications and will review, **as required**, any communications to the Membership, parent body, school community or public ~~prior to~~ **before** distribution and shall include the Vice-President in ~~the~~ same.
- iv. The President shall have a vote at any meeting.
- v. The President will be an ex-officio member of all committees.
- vi. **The President shall have signing authority for the financial accounts of the Society.**
- vii. **In the event of absence, resignation, incapacity, or extended leave of absence of the President, the President's position remains vacant. The Vice-President shall fulfil the responsibilities of the President until the elections at the subsequent AGM.**

b. Vice-President

- i. The Vice-President shall assist the President in all ~~Association~~ **Society** activities and will carry out other duties assigned by the President.
- ii. In the event of absence, resignation, incapacity, or extended leave of absence of the President, the Vice-President shall ~~fulfill~~ **fulfil** the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.
- iii. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
- iv. The Vice-President ~~will~~ **shall** be copied on all ~~Association~~ **Society** communications and will review, **as required**, any communications to the Membership, parent body, school community or public ~~prior to~~ **before** distribution **and shall include the President in the same.**

c. Secretary

- i. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
- ii. In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
- iii. The Secretary shall have charge of all the correspondence and/or documentation, **including Minutes not located at the registered office** of the ~~Association~~ **Society** and be under the direction of the President and the Board.
- iv. The Secretary shall keep a Register of Members of the ~~Association~~ **Society** and their contact information, as required by the *Societies Act*, and shall send ~~all Association~~ **Society** correspondence ~~and~~ **and** notices, as required.

d. Treasurer

- i. The Treasurer shall receive all monies paid to the ~~Association~~ **Society** and be responsible for the deposit of ~~the~~ same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
- ii. The Treasurer shall properly account for the funds of the ~~Association~~ **Society**, keep such books as may be directed and disburse funds as required.
- iii. **The Treasurer shall have charge of the financial records of the Society**
- iv. The Treasurer 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 of the Membership a duly audited statement of the financial position of the ~~Association~~ **Society** and shall submit a copy of same to the Secretary for the records of the ~~Association~~ **Society**.

Association/Society Bylaws

- v. The Treasurer will prepare and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
 - ~~vi. The signing authorities of the financial accounts will be a minimum of two elected Officers of the Association~~
 - vii. The Treasurer shall have signing authority for the financial accounts of the Society.
- e. **Officers and Directors at Large**
- i. Directors shall prepare for, attend and actively participate in any Meetings of Membership.
 - ii. Directors shall prepare for, attend and actively participate in any Meetings of the Board.
 - iii. Directors shall prepare for, attend and actively participate in meetings of assigned committees.
 - iv. Directors shall prepare for, attend and actively support special events of the Society, such as fundraisers.
- f. All Members of the Board ~~will~~ shall:
- i. Attend Annual, Regular and Special General Meetings of the Membership.
 - ii. Be prepared for, attend, and actively participate in all Meetings of the Board.
 - iii. Actively support the initiatives and actions of the ~~Association~~ Society.
 - iv. Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
 - v. ~~Review the Bylaws and recommend Board-approved Bylaw changes to the membership.~~
Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
 - vi. ~~Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.~~
Review the Bylaws and recommend Member presented Bylaw changes to the membership.
 - vii. Participate in the development of the ~~Association~~ Society's plan and annual review.
 - viii. Review the annual budget for the ~~Association~~ Society and submit to the membership for approval.
 - ix. Assist in developing and maintaining positive working relations among the Board, Members, committees, School and School Council to support and enhance education in the school community.
 - x. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
 - xi. Act as a leader and an ambassador of the ~~Association~~ Society.
 - xii. Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept and adhere to the majority decision of the ~~Board~~ General Members, or, where required, the majority decision of the Board (such as financial spending).
 - xiii. Address operational concerns openly and with input from ~~Board~~ Members.
 - xiv. Address personal concerns relating to Board Members' roles privately, constructively, respectfully, and in a timely manner.
 - xv. Adhere to the Society's Code of Ethics (Clause 16.).
- C. The Board shall, subject to the Bylaws ~~or~~ and directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the ~~Association~~ Society.
- D. Any Director or Officer may resign his/her position by providing written notice to the Board.
- E. In the event of absence, resignation, incapacity, or extended leave of absence of both the President and the Vice-President, the Board shall call a Special General Meeting of the Membership. That Special

Association/Society Bylaws

General Meeting of the Membership shall include the election or appointment of an acting President, from among the Membership, to fulfil the responsibilities of the President until the elections at the next AGM.

- F. ~~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.~~ Any Board Member, upon a majority vote of all Board Members of the Society in good standing and present at a Special General Meeting of the Board, may be suspended or expelled from the Board for any cause that the Society may deem reasonable. See Code of Ethics (Clause 16.).

2.—3. 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~~ **Society** without signing authority, elected or appointed for that purpose at the **preceding** Annual General Meeting of the Membership.
- B. An alternative auditor(s) may be elected or appointed at a later date by the Board if the prior auditor(s) will no longer be able to fulfil the role.
- C. A complete and proper statement of the standing of the books for the previous **fiscal** year shall be submitted by such auditor for presentation at the Annual General Meeting of the Membership.
- D. The fiscal year of the ~~Association~~ **Society** in each year shall ~~be September 1st to August 31st~~ **July 1st to June 30th**.
- E. The anniversary month of the Society is August, as per its incorporation and registration within the province of Alberta. The Annual Return of the Society shall be submitted as required by September 30th.

3.—4. Standing and Ad Hoc Committees

- A. Standing and ad hoc committees will be formed as necessary by the **General Membership or** Board and will operate on an ongoing basis with specified lengths of terms ~~for Members~~. **Any standing or adHoc committee without a specified length of term shall automatically be dissolved at the next Annual General Meeting of the Membership.**
- B. Committees will meet outside of Meetings of the Board or General Meetings of the Membership to complete their assigned tasks as per the direction of the **General Membership or** Board and present a report of their activities at meetings as requested.

4.—5. Meetings

- A. Meetings are run by a Town Hall operating style and/or model of Governance unless otherwise announced in the notice of meeting.

Association/Society Bylaws

- B. Irregularities or errors done in good faith do not invalidate acts done by any General Meeting of the Membership or Meeting of the 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.

- C. Meetings shall be considered Regular General Meetings of the Membership unless otherwise designated.

5.1 General Meetings of the Membership

A. Annual General Meeting of the Membership (AGM)

- i. An **Annual General Meeting of the Membership (AGM)** ~~will~~ **shall** take place on or before ~~October 31st~~ **September 30th** in each year, by providing no less than 14 days' notice in writing using a newsletter, website, email, text, and/or social media. If a Special Resolution will be proposed, no less than 21 days' notice will be required.
- ii. Only the matters set out in the notice for the AGM may be considered at the AGM.
- iii. At this meeting, there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary-Treasurer), ~~Fundraising Co-Ordinator~~ and optionally any number of Directors. The Officers and Directors so elected shall form a Board, and shall serve until the end of the ~~meeting~~ **subsequent AGM** at which their successors are elected.
- iv. **At this meeting, a President must be elected; otherwise, the prior Board cannot be dissolved, and the AGM agenda matters and election must halt, and a new General Meeting of the Membership must be scheduled within 31 days of the AGM.**
- v. Quorum at an Annual General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members.
- vi. If quorum cannot be attained at the ~~meeting~~ **initial AGM**, a General Meeting ~~(GM)~~ of the Membership will be scheduled ~~for the same day, time and location the following week~~ **within 14 days**. The **quorum for this subsequent meeting shall be the** voting Members in attendance, **provided that at least two (2) voting members are present,** ~~at that General Meeting will constitute quorum for the purposes of conducting to conduct~~ Annual General Meeting business such as election of Officers, determining signing authority, and approval of financial statements.

B. Regular General Meeting of the Membership (RGM)

- i. A **Regular General Meeting of the Membership (RGM)** may be scheduled at the request of the membership at an Annual General Meeting of the Membership. **If a Special Resolution will be proposed, no less than 21 days' notice will be required, specifying the intention of the Special Resolution.**
- ii. Regular General Meetings of the Membership shall be announced to all Members in good standing by providing no less than 10 days' notice in writing using a newsletter, website, email, text, and/or social media.
- iii. Quorum at a Regular General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members and 2 of whom must be elected Officers of the ~~Association~~ **Society**.

C. Special General Meeting of the Membership (SGM)

- i. A **Special General Meeting of the Membership (SGM)** may be called at any time by the Secretary upon the instructions of the President or Board by providing no less than 14 days' notice in writing using a newsletter, website, email, text, and/or social media. If a Special Resolution will be proposed, no less than 21 days' notice will be required, specifying the intention of the Special Resolution.
- ii. Only the matters set out in the notice for the SGM may be considered at the SGM.

Association/Society Bylaws

- iii. Quorum at a Special General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members and 2 of whom must be elected Officers of the ~~Association~~ **Society**.

5.2. Meetings of the Board

~~D.~~ A. Regular Meeting of the Board (RMB)

- i. A **Regular Meeting of the Board** shall be called at the frequency determined by the Board that will permit ~~their~~ **its** duties to be accomplished. All Members of the ~~Association~~ **Society** are allowed to attend and observe Regular Meetings of the Board. At the discretion of the President, Members may participate in discussions and ask questions, but shall not be permitted to make, second, or vote on a motion.
- ii. Regular Meetings of the Board will be announced to all ~~Board~~ Members **of the Society** by providing no less than 10 days' notice in writing using a newsletter, website, email, text, and/or social media or 3 days' notice verbally by telephone or in person.
- iii. Quorum at any Regular Meeting of the Board shall be 4 Board Members, 2 of whom must be elected Officers.
- iv. ~~Regular Meetings of the Board may be held without notice if a quorum of the Board is present, provided that~~ Any business transactions **occurring at a Regular Meeting of the Board** shall be ratified **(acknowledged and formally confirmed)** at the next Regular Meeting of the **Membership; Board**; otherwise, they shall be null and void.
- v. **A portion of** ~~A topic to be discussed at~~ a Regular Meeting of the Board may be deemed to be "in camera" or closed to **to individuals whose presence** ~~anyone~~ the Board ~~chooses should the Board deems~~ **determine**, by a majority vote of those present, ~~that the topic is of a personal, sensitive or confidential nature~~ **would compromise the personal, sensitive or confidential nature of the topic.**

~~E.~~ B. Special Meeting of the Board (SMB)

- i. A **Special Meeting of the Board** shall be called by **the President, or** the Secretary upon the instructions of any 2 Board Members, by providing **24 hours' notice with a minimum of 1 hours' notice in special circumstances that require it** ~~no less than 3 days' notice in writing using a newsletter, website, email, text, and/or social media or 24 hours notice verbally by telephone or in person, to all Board Members setting forth the reasons for calling such meeting~~ **and may be held in person or conducted virtually.**
- ii. **Quorum of the Board must be present; any decision of the Board made during a Special Meeting of the Board must be accompanied by a copy of the vote in writing and read into the minutes at the next General Meeting of the Membership or they shall be null and void. I.e. Email votes for any business that cannot wait for the next scheduled Regular Meeting of the Membership.**
- iii. Quorum at a Special Meeting of the Board shall be any 4 Board Members **or 60% of the Board (whichever is higher).**
- iv. All or any portion of a Special Meeting of the Board may be deemed to be "in camera" or closed to ~~anyone~~ **individuals whose presence** the Board ~~deems chooses should the Board determine~~, by a majority vote of those present, ~~would compromise the that the content of the meeting or agenda item is of a personal, sensitive or confidential nature~~ **of the topic.**

~~5.~~ 6. Special Resolution

Special Resolution will mean a resolution passed at a General Meeting of the Membership of which not less than 21 days' notice in writing using a newsletter, website, email, text, and/or social media, or provided verbally by telephone or in person, specifying the intention to propose the resolution has been duly given. ~~and by the approval of not less than 75% of those Members entitled to vote in attendance.~~

Association/Society Bylaws

- A. A Special Resolution shall be presented through newsletter, website, email, text, and/or social media, or provided verbally by telephone or in person, not less than 21 days prior to the General Meeting of Membership at which the Special Resolution will be voted upon.
- B. A Special Resolution is passed by the approval of not less than 75% of those Members entitled to vote in attendance at the General Meeting of Membership at which the Special Resolution will be voted upon.

6.—7. Election Process

- A. Board Members are elected by the **General Members** (voting Members) at an AGM held annually on or before ~~October 31st~~ **September 30th**.
- B. Candidates must be **General Members** (voting Members) in good standing.
- C. Notification of the nomination procedure will be included with the notice of the election.
- D. In the event a candidate cannot be in attendance for the Annual General Meeting, intent to be nominated must be given in writing to the President and Secretary. The candidate will not have a vote.
- E. The term of office shall be from the close of the AGM to **the** close of the following AGM unless **a** written notice of resignation is submitted to the Board.
- F. There is to be no maximum number of consecutive terms, in the same Officer or Director position on the Board.
- G. Any vacancy **after the AGM**, occurring ~~during~~ **throughout** the year may, be filled at the next **General Meeting of the Membership**, provided it is so stated in the notice calling such meeting, ~~with the exception of~~ **except for** the position of President (~~see~~ Clause 2.3.B.a.vii.).
- H. The term of any vacant position(s) filled throughout the year is effective starting from the end of the meeting at which they are elected/appointed to the close of the subsequent AGM.
- I. In the event of a tie during the election process, all voting members shall cast their vote a second time. If the second set of votes also results in a tie, the final decision will be made by way of **a** coin toss conducted by ~~an non-voting~~ **Associate Member (Non-voting Member)**.

7.—8. Voting

- A. **General Meetings of the Membership**
 - i. Any voting Member, including each Member of the Board, who has not withdrawn from membership and who has been neither suspended nor expelled shall have the right to vote at any Annual, Regular or Special General Meeting of the Membership, **except for motions specifically related to the approval of the annual budget or financial expenditures, which are the purview of the Board (Clause 8.A.iv).**
 - ii. Such votes must be made in person and not by proxy or otherwise.

Association/Society Bylaws

- iii. Members ~~will~~ **shall** vote by show of hands or by secret ballot, where 50% + 1 will be considered the majority, except in the case of a Special Resolution (~~See Clause #7~~ **6**).
- iv. **Financial spending shall be voted upon by Board Members only.**

B. Meetings of the Board

- i. ~~Only~~ **Each** Member of the Board ~~shall~~ **will** have 1 vote, including the President, at all Meetings of the Board.
- ii. Such votes must be made in person and not by proxy or otherwise.
- iii. Members ~~will~~ **shall** vote by show of hands, where 50% + 1 will be considered the majority.
- iv. The President may authorize an electronic vote **or motion** by email if a situation needs to be acted upon by the Board between physical meetings. In the case of an electronic vote, a quorum shall be constituted when at least 60% of the Members of the Board cast a vote by email. **Email votes must be received within 48 hours of the official motion.** Any motion taken electronically will be formally recorded ~~into~~ **in** the minutes of the next ~~Board~~ **General Meeting of the Membership.**

C. In the case of a tie, the **vote or** motion is defeated.

D. Any Member having a personal pecuniary gain or conflict of interest in any matter being discussed by the membership or the Board is required to declare such and absent himself/herself from any discussion or vote on such matter.

~~8.~~ 9. General Management

- A. The registered office of the ~~Association~~ **Society** is located within ~~the~~ **Penhold Waskasoo Middle** School.
- B. The mailing address for all communication or correspondence shall be the registered office of the ~~Association~~ **Society**.
- C. **The signing authorities for the financial accounts shall be a minimum of two, maximum of three, elected Officers of the Society and will include the President and the Treasurer (or Secretary-Treasurer). Signing authorities must not be a related party (defined as family members living at the same address) to another signing authority.**
- D. To maintain integrity, **the books and records, including Minutes, Register of Members** ~~books~~ **and Financial Records,** ~~will~~ **shall** be securely stored and may be inspected by any Member in good standing of the ~~Association~~ **Society** upon reasonable request, including the reason for inspection.
- E. **Other inspections by non-members of the books and records, including Minutes, Register of Members, and Financial Records, may be approved at any General Meeting of the Membership.**
- F. Such inspection may only take place at the registered office of the ~~Association~~ **Society**, in the presence of ~~a Board Member, and dual control (2 people present, 1 of whom is a Board Member)~~ **two additional Members in good standing, 1 of whom is a Board Member. This dual control must** ~~will~~ be maintained at all times.

~~Association/~~Society Bylaws

- G. The books and records, including Minutes, Register of Members and Financial Records, will be securely stored and maintained for at least six years from the end of the last fiscal year to which they relate. After this time, they may be destroyed with approval at any General Meeting of the Membership.

~~9.~~**10. Remuneration**

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

~~10.~~**11. Borrowing Powers**

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

~~11.~~**12. Association**Society Seal

- A. The ~~Association~~ **Society** has not adopted an ~~Association~~ **Society** Seal.

~~12.~~**13. Insurance and Indemnity**

- A. **Insurance:** For the purpose of carrying out its objectives, the ~~Association~~ **Society** will annually review **with the Membership** and carry liability insurance as deemed necessary by the Board, or if required by the policies of ~~the Penhold Waskasoo Middle School or School Board~~ **Chinook's Edge School Division**.
- B. **Indemnity:** Provided appropriate insurance is in place, each Officer and Director holds office with protection from the ~~Association~~ **Society**.
- The ~~Association~~ **Society** indemnifies each Officer and Director against all costs or charges that result from any act done in ~~her/his~~ **their** role for the ~~Association~~ **Society**.
 - The ~~Association~~ **Society** does not protect any Officer or Director for acts of fraud, dishonesty, or bad faith.
 - No Officer or Director is liable for the acts of any other Officer, Director, or Member.
 - No Officer or Director 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~~ **Society**.
 - No Officer or Director is liable for any loss due to an oversight or error in judgment, or by an act in his role for the ~~Association~~ **Society**, unless the act is fraud, dishonesty, or bad faith.

~~13.~~**14. Privacy**

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

Association/Society Bylaws

- B. The ~~Association~~ **Society** will adhere to *Personal Information Protection Act* (PIPA) guidelines as required by Alberta legislation, and voluntarily where appropriate.

14-15. Conflict Resolution

- A. If at any time 10 Members, or 5 Members and greater than 50% of the Board Members, of the ~~Association~~ **Society** are of the opinion that the ~~Association~~ **Society** is in a state of conflict such that its operation is significantly impaired, they may deliver a written "Special General Meeting of the Membership" request signed by them to all Board Members.
- B. Upon receipt of such, the President ~~will~~ **shall** call a Special General Meeting of the Membership, providing due notice as ~~stated~~, **required. At this meeting** and Members in attendance will have ~~an~~ **the** opportunity to hear and discuss the issues causing conflict.
- C. On motion, 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~~ **Society** will immediately act upon the resolution, as directed by the assembly.

15- 16. Code of Ethics

All Members of the Society shall:

- A. Abide by the legislation that governs them.
- B. Be guided by the mission and purpose of the Society (Clause 1.).
- C. Be familiar with and act in alignment with the mission, vision, and strategic goals of Penhold Waskasoo Middle School, and uphold the values and policies of both the School and Chinook's Edge School Division.
- D. Understand and follow the Society's policies and procedures (Clause 17.A.).
- E. Practice the highest standards of truth, integrity, accuracy, fairness, and respect.
- F. Recognize and respect the personal integrity and contributions of each Member of the Society.
- G. Declare any conflicts of interest and withdraw from any discussion or vote on such matters (Clause 8.D.).
- H. Apply democratic principles to all matters in the Society.
- I. Consider the best interests of all students in every decision.
- J. Encourage a positive atmosphere where individual contributions are encouraged and valued.
- K. Remain professional, courteous, and constructive in all forms of communication - verbal, written, or electronic.
- L. Use appropriate communication channels when raising questions or concerns.
- M. Exercise good judgment when using social media or other public platforms, and avoid misrepresenting the School or the Society.
- N. Respect the confidential nature of sensitive student, staff, and School information, and acknowledge any limitations this may place on the operations of the Society.
- O. Refrain from disclosing confidential information without proper authorization.
- P. Limit discussions at Society meetings to matters relevant to the Society's business.
- Q. Accept accountability for decisions and actions taken on behalf of the Society.
- R. Promote high ethical standards within the school community.

Association/Society Bylaws

- S. Be accountable for adhering to these ethical guidelines. Any breaches or infractions will be addressed fairly and transparently, by following the procedures outlined in the Society's Bylaws (Clauses 2.1.E & 15.).

16. Bylaws

- ~~A. All Members are responsible for behaving in accordance with the Bylaws and objectives of the Association.~~
- ~~B. The Association Bylaws and operations will be in accordance with the laws of Alberta, the Societies Act and any other governmental legislation relating to the Association's operation and objectives.~~
- ~~C. The Bylaws may be rescinded, altered or added to by a "Special Resolution." Changes to the Bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registry. Special Resolution(s) sent to the Corporate Registry shall be dated and verified by a person authorized by the Association.~~
- ~~D. 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 simple majority vote at a Special General Meeting of the Membership called in accordance with the Conflict Resolution clause in these Bylaws.~~

17. 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 **proposed** policies to the Board **or Membership** for consideration and/or implementation.
- B. All Members must adhere to the Code of Ethics (Clause 16).
- C. All Members are responsible for behaving in accordance with the Bylaws and objectives of the Society.
- D. The Society's Bylaws and operations shall be in accordance with the laws of Alberta, the *Societies Act* of Alberta, and any other governmental legislation relating to the Society's operation and objectives.
- E. The Bylaws may be rescinded, altered, or added to by a Special Resolution (Clause 6.). Changes to the Bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registry. Special Resolution(s) sent to the Corporate Registry shall be dated and verified by a person authorized by the Society.
- F. Any question regarding the proper application and interpretation of these Bylaws shall be determined by the Chair of any Society meeting. The Chair's decision may be appealed by a voting Member and overturned by a simple majority vote at a Special General Meeting of the Membership called in accordance with the Conflict Resolution clause in these Bylaws (Clause 15.).

18. Dissolution of the Association-Society

~~Association~~/Society Bylaws

- A. In the event of the dissolution (closing) of the ~~Association~~ **Society**, which shall require a Special Resolution ~~of from~~ the **Membership**, the assets remaining after payment of all debts and liabilities shall be transferred to ~~Penhold Elementary School~~ **Chinook's Edge School Division for the benefit of Penhold Waskasoo Middle School** with the exception of gaming proceeds.
- B. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups ~~or for~~ purposes ~~as per~~ **outlined in the** Alberta Gaming and Liquor Commission regulations.

Date: _____

President (clearly print name)

President's Signature

Vice-President (clearly print name)

Vice-President's Signature

Secretary (clearly print name)

Secretary's Signature

Treasurer (clearly print name)

Treasurer's Signature