

CARSTAIRS PLAYSCHOOL SOCIETY BYLAWS

ARTICLE I - NAME

The name of the organization shall be "Carstairs Playschool Society", which shall be referred to as "the Playschool".

ARTICLE II – DEFINITIONS

- i. ORDINARY RESOLUTION – a resolution passed by simple majority at a regular meeting of the Societies
- ii. SPECIAL RESOLUTION - as defined in the Societies Act and for the purposes of the Society shall mean
 - a. A resolution passed
 - i. At a general meeting of which not less than 21 day's notice specifying the intention to propose the resolutions has been given, and
 - ii. By the vole of not less than 75% of those members who, if entitles to do so, vote in person or by proxy.
 - b. A resolution proposed and passed as a special resolution at a general meeting of which less than 21 day's notice has been given, if all members entitle to attend and vote at the general meeting so agree or
 - c. A resolution consented to in writing by all members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

ARTICLE III – MEMBERSHIP AND DUES

- i. EXECUTIVE MEMBERSHIP – Any person or couple who has a child registered in the Playschool and is elected to hold a seat on the Board of Directors. All executive members must provide an up to date criminal check.
- ii. ASSOCIATED MEMBERSHIP – Any person or couple without a child registered in the Playschool who wish to contribute to the aims and objectives of the society. All associated memberships must be approved by special resolution. All associated membership must provide an up to date criminal check and sign a confidentiality agreement
- iii. ACTIVE MEMBERSHIP – Any person or couple who has a child registered to attend the Playschool and behaves in accordance to the guidelines, bylaws and objectives of the Playschool
- iv. TERMINATION OF MEMBERSHIP
 - a. All memberships for the current year shall terminate upon completion of school year.
 - b. Any EXECUTIVE and/or ASSOCIATED MEMBERSHIP wishing to withdraw from membership may do so upon a notice in writing to the Board of Directors.

- c. Any EXECUTIVE MEMBERSHIP and/or ACTIVE MEMBERSHIP shall be cancelled for failure to pay the registration/fundraising/program fees as set out by the Board of Directors.
- d. Any EXECUTIVE, ASSOCIATED OR ACTIVE MEMEBERSHIP may be removed by special resolution of the society.

ARTICLE IV – BOARD OF DIRECTORS

- i. The executive shall consist of Chair, Vice Chair, Secretary, Registrar/Subsidy, Scholastic Organizer, Fundraising/Grants Coordinator, 3 Year Old Class Representative and 4 Year Old Representative, who are elected at the annual meeting every year or appointed as herein after set out.
- ii. Each member of the executive shall be a director of the society.
- iii. The Board of Directors shall be elected by a majority of those present at the annual general meeting.
- iv. The Board of Directors shall, subject to the bylaws or directions given by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Playschool.
- v. Directors shall be elected for the term or one (1) year and may not serve more than three (3) successive years in any particular position.
- vi. Members can/shall be expelled from the Board of Directors due to breach of confidentiality, criminal record or activity, non-completion of duties assigned to position held, and/or behaviour deemed unacceptable or not in the best interest of the Playschool by majority vote of the remaining Board of Directors. The member expelled will receive written notification of the expulsion.
- vii. If a member of the directors resigns, dies or is expelled from position held, or otherwise is unable to carry out his/her duties, the remaining directors may appoint any other active member to replace such director until the completion of the year.
- viii. No paid staff of the society may be a member of the directors.

ARTICLE V – DUTIES AND POWERS OF DIRECTORS

- i. Duties of the directors shall be set out by the directors and approved by directors
- ii. No director shall be paid for services other than reimbursement for reasonable disbursements as determined by the directors.
- iii. The Board of Directors have the power to administer the affairs of the Playschool in all things and make for the society in its name, any kind of contract which the Playschool may lawfully enter into if in the best interest of the society.
- iv. The Chair shall:
 - a. Preside at all meetings.
 - b. Be the liaison between teachers, bookkeeper and membership.
 - c. Ensure the playschool is operating within Alberta Health Services, Alberta Government, Canada Revenue Agency, and Municipal guidelines and regulations.
 - d. Have signing authority.

- e. Monitor and liaison with third party bookkeeper to ensure all obligations are being met
 - f. Represent and make decisions on the day to day operations that are in the best interest of the Playschool and membership.
 - g. Prepare and present an annual report to the executive membership.
 - h. Ensure all meeting minutes and documents relating to the playschool are maintained, organized. All documents will be kept at the playschool or on external drive which will be assemble upon request.
 - i. Ensure all staff and directors have proper safety documents and criminal checks
- v. The Vice Chair shall:
 - a. Preside over meetings in the absence of the Chair
 - b. Familiarize with all day to day operations of the playschool in the case of absence of the Chair
 - c. Having signing authority
- vi. The Secretary shall:
 - a. Document all meeting minutes and distribute to the Chair with in the seven (7) days preceding the meeting
 - b. In the absence of the secretary, she/he is responsible for appointing temporary replacement.
 - c. Ensure all meeting minutes and documents relating to the playschool are maintained, organized. All documents will be kept at the playschool or on an external drive which will be accessible upon request.
- vii. The Registrar/Subsidy Coordinator shall:
 - a. Accept registrations, ensure accuracy and correspond with new enrollments
 - b. Assist families in the Subsidy process as needed
 - c. Enter required subsidy information into Alberta Government program on a monthly basis
 - d. Advise directors, teachers and bookkeeper of any amendments to the enrollment lists
 - e. Ensure Alberta Health Services requirements for enrollment is accurate and complete, this includes class lists, sign in sheets, allergy/medical documents, emergency contacts, enrollment binders
 - f. Shall have signing authority in the absence of Vice Chair
- viii. Fundraising/Grant Coordinator shall:
 - a. Be responsible for researching and presenting potential fundraisers/grants to the directors
 - b. Organize, advertise and coordinate all fundraisers
 - c. Liaison with bookkeeper on fundraiser income/expenses
 - d. Work with Chair and Bookkeeper on the application of grants
- ix. Scholastic Coordinator:
 - a. Order, collect and distribute Scholastic materials
- x. 3 Year Old Class Representative shall:
 - a. Assist with organization of offsite activities.
 - b. Be responsible for creation, and coordinating of snack signup sheets
 - c. Ensure all other materials are present as needed for class events

- d. In the event of unexpected school closure contact all parents/guardians of 3 year old program.
- xi. 4 Year Old Class Representative shall:
 - a. Assist with organization of offsite activities.
 - b. Be responsible for creation, and coordinating of snack signup sheets
 - c. Ensure all other materials are present as needed for class events
 - d. In the event of unexpected school closure contact all parents/guardians of 4 year old program.

ARTICLE VI – MEETINGS

- i. General monthly meeting, once a month unless otherwise agreed upon by Directors, shall be held during the months of regular playschool operation.
- ii. The agenda for the general monthly meeting shall be provided via email seven days (7) prior by the Chair or designate.
- iii. Notification of unexpected meeting changes shall be provided to directors 48 hours prior to meeting via email.
- iv. Notification of a Special meeting shall be provided 24 hours prior, via email or telephone.
- v. A quorum at general/special meetings shall be twenty per cent (20%) of executive membership.
- vi. All general meetings are open to active and associated membership.
- vii. Meeting of the Directors can be called by any member of the executive upon notice given personally, email or telephone at least two days prior to the meeting, or on shorter notice if agreed to by all directors.
- viii. An Annual General Meeting shall be held during the month of September and shall include, but not be restricted to, as agenda items:
 - a. An enrollment and operational update presented by the Chair or delegate
 - b. Status of all governmental obligations: Canada Revenue Agency, Alberta Health Services, Alberta Government, municipalities
 - c. Present audited fiscal year end finances
 - d. Nomination and election of directors
- ix. Notification of the Annual General Meeting shall be given thirty (30) days prior via local newspaper, email notification, bulletin and social media.
- x. Unless a secret ballot is directed by the directors, all votes shall be by show of hands or proxy.
- xi. All members may vote at any meeting provided that there shall be only one vote per family.

ARTICLE VII – FINANCES

- i. The Board of Directors shall have the power to transact banking with any charter bank in Canada, on behalf and in the best interest of the Playschool.
- ii. The Board of Directors shall employ a third party bookkeeper to draw, accept or endorse bills of exchange, promissory notes, cheques or orders for the payment of money as per their direction.
- iii. The Directors shall request the presence of bookkeeper at general monthly meetings for updates and review of finances; bookkeeper holds no voting authority.

- iv. Fiscal Year End Finances shall be audited by third party bookkeeper or accountant, other than employed bookkeeper, within 60 days of fiscal year end.
- v. The financial records shall be kept at the location of the Playschool or with the bookkeeper and shall be available for inspection by director.
- vi. The Playschool may borrow, raise or secure the payment of money in such manner as it deems fit, and in particular by the issue of debentures but this power shall be exercised only under the authority of the directors, and special resolution of the society.

ARTICLE VIII – OTHER

- i. These bylaws shall not be altered, amended, varied or added to except by Special Resolution of the members. No amendment shall be made at the annual general meeting, as the new members would not have had time to become aware of the issues related to any proposed change to the bylaws.
- ii. The society seal shall be kept at the playschool and its use shall be authenticated by the signature of the Chair.

INDEMNITY: Subject to the limitations contained in the Act, the society shall indemnify a Director or Bookkeeper, or a person who acts or acted at the Playschool request as a Director of the body corporate of which the society is or was a shareholder or creditor (or a person who undertakes or has undertaken any liability on behalf of the society or any such body corporate) and his or hers heirs and legal representatives against all costs, charges and expense, including and amount paid to settle an action or satisfy a judgement, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason or being or having been a Director of the Playschool or such body corporate (or undertaking or having undertaken any liability on behalf of the Playschool of any such body corporate), if;

- a) he or she acted honestly and in good faith with view to the best interests of the society; and
- b) in the case of the criminal or administrative action or proceeding that is enforced that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.