

Bylaws

DEFINITIONS

1. In these bylaws:
 - a. **Association** or **Society** means the duly incorporated Our Lady of Victories School Association (OLOVSA)
 - b. **Member** means a member of the Association
 - c. **School** means Our Lady of Victories Catholic School
 - d. **Parent** includes a custodial parent, access parent or guardian, as defined by the School Act, of a pupil enrolled in the School
 - e. **Principal** includes Principal and Assistant Principal.

MEMBERSHIP

2. Membership in the Association shall consist of parents of children who are currently enrolled in Our Lady of Victories Catholic School.
3. Every member of the Association shall be entitled to attend and vote at any meeting of the Association, and to hold any office.
4. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary.
5. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.
6. The Principal shall be an ex-officio member of the Association for so long as he or she is employed at the School.

CHAIR

7. The Chair shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the Association and of the Executive. In his/her absence, the Vice-Chair shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

EXECUTIVE

8. Board of Directors, Executive Committee or Executive, shall mean the Executive Directors of the Association.
9. The Executive shall consist of persons filling the offices of Chair, Vice-Chair, Secretary, Treasurer and Fundraiser.
10. The Executive shall, subject to the bylaws 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 Executive shall be held as often as may be required and shall be called by the Chair. A special meeting of the Executive may be called on the instructions of any two members provided they request the Chair to call such meeting, and state the business to be brought before the meeting. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Executive is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Association; otherwise they shall be null and void.
11. A person appointed or elected to the Executive 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.
12. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the Association may deem reasonable.

SECRETARY

13. It shall be the duty of the secretary to attend all meetings of the Association and of the Executive, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the Chair, or, in the case of the death or inability of either to act, by the Vice-Chair. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Executive. The Secretary shall have charge of all the

correspondence of the Association and be under the direction of the Chair and the Executive.

14. The Secretary shall also keep a record of all the members of the Association and their addresses, send all notices of the various meetings as required.

TREASURER

15. The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Executive may order. He/she shall properly account for the funds of the Association and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Executive whenever requested and shall prepare for submission to the Annual 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 Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

AUDITING

16. 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 elected for that purpose at the Annual 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 Meeting of the Association. The fiscal year of the Association in each year shall be **August 29**.
17. The books and records of the society may be inspected by any member of the Association at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Executive shall at all times have access to such books and records.

FUNDRAISER

18. The Fundraiser facilitates communication and coordinates fundraising activities between the Our Lady of Victories Catholic School Council (OLOVCSC)

and the Association. This person maintains a position on both OLOVCSC and the Association.

MEETINGS

19. This society shall hold an annual meeting within 60 days following the 1st instructional day of each school year. At this meeting there shall be elected a Chair, Vice-Chair, Secretary, Treasurer, (or Secretary-Treasurer), and Fundraiser. The officers and directors so elected shall form a Executive, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the Association.
20. The date, time and place of general meetings of the Association shall be set by the chair at the Annual General Meeting. Members will be notified of the dates and times of all general meetings for the rest of that calendar year at the AGM. The school community will also be reminded of dates and times of each general meeting by the first of each month through the school newsletter and website.
21. A Special Meeting shall be called by the Chair or Secretary upon receipt of a petition signed by one-quarter of the members in good standing, setting forth a reason for calling such meeting. Members will be notified of such special meeting through the school website and notice letter posted at the school's front entrance five days prior to the meeting.
22. 50% of Executive and a minimum of 4 other members in good standing shall constitute a quorum at any meeting of the Association.

VOTING

23. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the Association. Such votes must be made in person and not by proxy or otherwise.

REMUNERATION

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

BORROWING POWERS

25. For the purpose of carrying out its objects, the 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, and in no case shall debentures be issued without the sanction of a special resolution of the Association.

BYLAWS

26. The Bylaws may be rescinded, altered or added to by a "Special Resolution".