

Society Bylaws

Name of Society: Mother Margaret Mary Catholic School Fundraising Association

MEMBERSHIP

1. The membership of the school council shall consist of the parents/guardians of all the students enrolled in Mother Margaret Mary Catholic School. All parents/guardians are automatically admitted as members of the Society. There is no fee to become a member. All members are welcome to attend regular meetings of the Society as well as the AGM. All members are allowed to vote when present in a meeting. Parents/guardians will automatically be withdrawn from membership when their student is no longer enrolled in the school.

BOARD OF DIRECTORS

2. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
4. The Board 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 society, and meetings of the Board shall be held as often as may be required. A special meeting may be called on the instructions of any two members provided they request the Chair in writing to call such meetings and state the business to be brought before the meeting. Meetings of the Board shall be called by 3 days notice in writing e-mailed to each member or by telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise, they shall be null and void.
5. 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.
6. Any director or officer, upon a majority vote of all members in good standing who are present at the meeting where this is discussed, may be removed from office for any cause which the society may deem reasonable.

CHAIR

7. The Chair shall be an ex-officio member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. 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.

SECRETARY

8. It shall be the duty of the secretary to attend all meetings of the society and of the Board 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 Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the Chair and the Board.
9. The Secretary shall also send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the

Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required. Mother Margaret Mary Catholic High School will keep a record of all the members of the society and their addresses.

TREASURER

10. 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 Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she 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 of the financial position of the society and submit a copy of same to the Secretary for the records of the society. 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

11. 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 society 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 Meeting of the society. The fiscal year-end of the society in each year shall be August 31.
12. The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

MEETINGS

13. This society shall hold an Annual General Meeting on or before November 30 each year. The meeting will be advertised through the Mother Margaret Mary Catholic High School website, newsletter and/or emails. Notice to parents shall be given at least 21 days prior to the meeting date. At this meeting, there shall be elected a Chair, Vice-Chair, Secretary, Treasurer, (or Secretary/Treasurer), and three directors. The officers and directors so elected shall form a Board, 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 society.
14. All members of the society are welcome to attend regular meetings. The first meeting of the society is held within two months after the annual general meeting. The society will meet a minimum of five times during the school year for regular meetings apart from the AGM (no meetings will be held during the months of July and August). Regular meeting dates are chosen at the AGM.
15. Special meetings of the society may be called by the board.
16. 4 members in good standing shall constitute a quorum at any meeting. A minimum of two of these members shall belong to the board.

VOTING

17. 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 society. Such votes must be made in person and not by proxy or

otherwise. If a decision is made by a vote, the motion must be moved, and seconded and passed by the majority (greater than 50%) of the members of the society who are present at the meeting.

REMUNERATION

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

BORROWING POWERS

19. 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 society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

INDEMNIFICATION

20. Except as otherwise hereinafter provided every member of the Board of Directors and every officer of the society shall be indemnified by the society against all losses and expenses which any such person shall incur or become liable to by reason of any act or thing done by him as a member of the Board or an officer in the discharge of his duties as provided for under there By-laws. Any person made a party to any action, suit or proceedings, by reason of the fact that he is or was a member of the Board or officer of the society, shall be indemnified by the society against the reasonable expenses, including solicitor fees, actually and necessarily incurred by him in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such person is liable for gross negligence or misconduct in the performance of his duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such person may be entitled at law.

DISSOLUTION

21. The society shall not be dissolved except by a "Special Resolution" at a general meeting of which not less than twenty-one (21) calendar days' notice specifying the intention to propose the resolution has been given and passed by the vote of not less than seventy-five (75%) percent of those members entitled to do so vote in person or by proxy. When the Registrar has accepted the surrender of the certificate of incorporation and cancelled it, and fixed a date from which the society shall be dissolved, any assets remaining at such date shall be distributed to another charitable or religious organization.

BYLAWS

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

Date: _____ .

Signature Print Name:	Address (including Postal Code):
Signature Print Name:	Address (including Postal Code):
Signature Print Name:	Address (including Postal Code):
Signature Print Name:	Address (including Postal Code):
Signature Print Name:	Address (including Postal Code):
WITNESS Signature	Address (including Postal Code):

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