

ARBOUR LAKE SCHOOL FUNDRAISING SOCIETY

Bylaws

The name of the Society is Arbour Lake School Fundraising Society.

MEMBERSHIP

1. Any person being a parent or legal guardian of a student attending Arbour Lake 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 Arbour Lake School, or at any time by the member giving written notice to the board through the secretary.
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.
3. No member of the society is in the member's capacity, liable for a debt or liability of the society.

MEETINGS

4. This society shall hold an annual general meeting called by the Board on or before Sept 30th in each year, of which notice can be posted in the school newsletter or via email or by letter delivered through each student at least 7 days prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, and Treasurer. The Fund Raising Coordinator shall be the director. The officers and director so elected shall form a Board, and shall serve until the 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.
5. The Secretary upon the instructions of the President or Board may call general meetings of the society at any time with notice given by notice in the school newsletter or in writing via email at least 7 days prior to the date of such meeting.
6. A meeting shall be called by the Board upon a majority vote of the Board, or upon receipt of a petition signed by one-third of the members of good standing, setting forth the reasons for calling such meeting, with notice given in the school newsletter or in writing via email or letter sent home by student at least 7 days prior to the meeting.
7. Three members in good standing shall constitute a quorum at any meeting.

VOTING

8. Any member who has not withdrawn from membership nor has been neither suspended nor expelled as herein provided shall have the right to vote at any meeting of the society.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. Votes are taken by show of hands. A simple majority vote carries a motion unless it is a special resolution as called for by the Societies Act when a 75% majority of votes cast is required.

BOARD OF DIRECTORS

9. 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.
10. 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,

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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 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 or telephone. Any three members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided, however, 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.

11. 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.
12. 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.

PRESIDENT

13. 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 is the same person as the Chair of Arbour Lake School Council.

VICE PRESIDENT

14. In the absence of the President the Vice-President shall preside at all meetings of the society and of the Board. The Vice-President is the same person as the Co-Chair of Arbour Lake School Council.

SECRETARY

15. 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. The secretary shall have charge of the Seal of society 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 is the same person as the Secretary of Arbour Lake School Council.
16. The Secretary shall also keep a record of all the members of the society board and their addresses, send all notices of the various meetings as required.

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TREASURER

17. 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. The Treasurer is the same person as the Treasurer of Arbour Lake School Council.

AUDITING AND FINANCIAL MANAGEMENT

18. 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 Meeting. Such auditor(s) at the Annual Meeting of the society shall submit a complete and proper statement of the standing of the books for the previous year. The fiscal year end of the society in each year shall be August 31.
19. The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein 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 Board shall at all times have access to such books and records.
20. The Board shall assign three of the Board's members to be signing authorities.
21. The Board shall by majority vote choose who will sign contracts for the Society.
22. No officer, director, or member of the association shall receive any remuneration for his services.

BORROWING POWERS

23. The Society may not borrow money under any circumstances.

RESPONSIBILITY FOR LOSS

24. Upon becoming a member of the Society, each member shall be conclusively deemed to have agreed that neither the society nor any director, officer, employee, agent or manager thereof shall be responsible in any way whatsoever for any loss of any property of any member or any of his/her guests nor for any damage or loss whatsoever sustained by any member or his/her guests in or about the facilities of the Society arising directly or indirectly from the use or occupation of the facilities of the Society.

INDEMNITY

25. Except in respect of an action by or on behalf of the Society to obtain a judgment in its favour, the Society shall indemnify and save harmless any director or former director of the Society, his/her heirs, executors, administrators, successors and assigns against all liabilities, costs, damages, charges and expenses incurred while acting in good faith on behalf of the Society, unless the same were sustained or incurred as a result of his/her own fraud, dishonesty, willful neglect, or willful default.

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BYLAWS

26. The bylaws may be rescinded, altered or added to by a “Special Resolution” as defined by the Societies Act.

DISSOLUTION

27. Upon dissolution of the Society, accumulated funds held by the Society shall be given to a charitable organization.