

Eagle Parents Including Community (CAN #518304054)

Society Bylaws

Membership

Any person residing in Alberta and having a vested interest in the educational wellbeing of Whitecourt Central School students and being the age of 18 years or older, can choose to become a member of the EPIC Society. Voting rights are given to any member in good standing, made in person not by proxy, must be present at a meeting. Every member shall read and behave in accordance with the by-laws and objectives of the society.

Withdraw of Membership: Any parent who withdraws their child(ren) from Whitecourt Central School shall no longer be a member of the EPIC Society Fundraising Committee, unless deemed otherwise by the EPIC Society as a whole. Any member of the Elected Board wishing to withdraw from their position may do so upon written notice to the board through the secretary. 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.

Associate Membership

The Principal and staff members of Whitecourt Central School will be considered to have an Associate Membership and shall serve as resource people and in an advisory capacity to the Society. As Associate Members, the Principal and the one designated staff member, and all other staff members will **not** have voting rights at any meeting of the society. The Principal, by virtue of the School Act, shall have the veto power relating to actions directly affecting the school building, staff or students, but not relating to financial expenditures, revenues or investments of the Society

Board of Directors

Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society. Composition of the Executive Committee will be President, Vice President, Secretary and Treasurer (Mandatory)

Directors (maximum of 3) (Optional.)

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.

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. Meetings of the Board shall be held as often as needed, but at least once a month, and shall be called by the President. Any director of office, upon a majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.

PCSS members and the EPIC Society Executive officers shall work in a cohesive manner for the best interests of the students and the school.

President

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

The President:

- Shall prepare the agenda for all meetings in consultation with the Principal of Whitecourt Central School
- Shall preside and maintain decorum at the meeting of the EPIC Society
- Shall oversee projects undertaken by the EPIC Society
- Shall assist the EPIC Society in reaching decisions.
- Shall promote a collaborative approach to decision making
- Ensure timely communication of all EPIC Society actions and Events
- Research and apply for Grants each year
- Work with the Treasurer to come up with a budget for each fiscal year and assist in keeping to approved budget
- Maintain regular communication with the school community, beyond those who attend meetings.
- Be the official spokesperson for the EPIC Society
- Ensure all Members are aware of their duties and expectations
- Attend meeting regularly
- Act as a signing authority for the EPIC Society

Vice President:

- Shall assist the President in any aspect needed for the Society
- Shall assume the duties of the President in their absence.
- Shall assist the EPIC Society in reaching decisions.
- Shall maintain and update the EPIC Society Facebook page and Gmail account.
- Promote teamwork and assist the President in running of the meetings.
- Act as a signing authority for the EPIC Society
- Attend meeting regularly

Secretary:

- Keep accurate minutes of each EPIC Society Meetings and proceedings
- Ensure copies of the minutes are maintained in school files and posted monthly on the school website.
- Shall keep a record of all elected members of the EPIC Society for the purposes of society registration each year.
- Shall assist the EPIC Society in making decisions
- Shall assist the President in maintaining order and decorum at meetings.

- Shall attend meetings regularly

Treasurer:

- Shall receive all the monies paid to the EPIC Society and be responsible for the deposit of the same, in whatever financial institution business is done.
- Shall prepare and present the proposed budget for the year to the EPIC Society at the September General meeting.
- Shall keep accurate financial records of all expenditures of the EPIC Society and shall keep the Society within the approved budget for the year.
- Shall make all bill payments incurred by the EPIC Society
- Shall provide a financial report for the purposes of the monthly meetings of the EPIC Society.
- Shall present a duly audited financial statement at the October Meeting, giving an analysis of revenue and expenditure, and shall submit a copy of the same to the Secretary
- Prepare and return Annual returns as requested by Corporate Registries
- Be a signing authority for the EPIC Society
- Assist the Chair and the School council
- Attend meetings regularly
- Shall present a full detailed account of receipts and disbursements to the Board whenever requested. Submit a copy of same to the Secretary for the records of the Society

Auditing

1. 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 September 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 October Meeting of the Society. The fiscal year of the Society in each year shall be September 1st to August 31st. The outgoing executive will be responsible for obtaining the audited financial statements to Whitecourt Central School Office and a copy to remain on file in the school.
2. 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 having charge of same. Each member of the Board shall at all times have access to such books and records.
3. All financial reports and minutes will be kept in the school, in a secure cabinet for 7 years. Any member may ask to see these records with reasonable notice given to make arrangements to view.

The signing signatures of the financial accounts will be any two of the elected Officers of the Society.

Meetings:

The Society shall hold an **Annual General Meeting** on or before September 30th of each year. Notice will be provided with 15 days' notice via school newsletter, school website, email or EPIC Society Facebook page. At this meeting there shall be elected a president, vice president, secretary and treasurer. The executive along with Committee Coordinators 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. Business of the Annual General Meeting shall include; a report for the current year from the Principal, The Treasurers report which shall include a financial statement for the previous year, Summaries from the standing committees, proposed by-law changes and Election of EPIC Society Board Members.

Meetings will be held on a regular basis at a time set annually, or as deemed necessary by the Board. Meetings will take place at the school. A quorum for regular meetings of the EPIC Society will be 5 five members of which 2 must be elected officials.

General meetings shall be called if a Special Resolution is proposed. A General meeting may be called at any time by the Secretary upon the instruction of the President or Board by notice in writing to the members via letter, or email (7) seven days prior to the date of such meeting. (7) Seven members, two of which must be elected Officers of the Society, excluding the Principal and designated Staff Member, shall constitute a quorum at General meetings

A **Special meeting** shall be called by the President or 2 other board members provided they request the President in writing to call such a meeting, and state the business to be brought before the meeting. No less than 7 days' notice in writing or 3 days' notice via website, email or telephone, must be provided to all board members. (4) Four Board members (2) two of which must be elected officers, shall constitute a quorum at a Special Board meeting. 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.

Voting

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. Votes must be made in person not by proxy. Members will vote by show of hands where fifty-one percent (51%) and greater than, will be considered the majority, except in the case of a Special resolution where seventy-five (75%) vote in favour is required. Members, who have special interests or may be in a conflict of interest, are required to leave the room during any discussion and voting. These members may rejoin the meeting once discussion and voting are complete. Any member present may bring this point to attention if necessary. The Society may accept a wish list of potential expenditures and make decisions over time. Funding requests will be taken into consideration in one meeting and may not be decided upon until the following meeting.

Procedures for Voting:

1. A motion is made.
2. The motion is seconded by a member
3. Discussion takes place, and the motion may be amended, withdrawn or tabled
4. The motion is read back to the members as needed.

5. A show of hands vote is required and the motion is carried or defeated based on the criteria outlined in the Meetings section
6. The secretary records all proceedings of the vote.

Remuneration

No officer, director or member of the society shall receive any remuneration for his/her services.

Bylaws

The Bylaws may be rescinded, altered or added to by a Special Resolution. Changes to the By-Laws do not come into effect until the Special Resolution(s) is registered at Corporate Registries. A Special Resolution(s) sent to the Corporate Registries as stated in 1(d) of the Societies act, shall be dated and verified by a person authorized by the Society. Approved by Special Resolution by seventy-five (75%) of Society members present at a General Meeting.

SPECIAL RESOLUTION

Special resolution will mean a resolution passed at a General Meeting of which not less than twenty-one (21) days’ notice in the school newsletter or website specifying the intention to propose the resolution has been duly given, and by the approval of not less than seventy-five percent (75%) of those members, entitled to vote, in attendance.

Dissolution of the Society

In the event of the dissolution of the Society, which shall require a Special Resolution of the membership, the assets of the Society will be distributed through donations to one or more charitable organizations with similar objectives related to supporting teaching and learning which is agreed upon by the board.

Borrowing Powers

For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money as it thinks fit. Debentures will not be issued without the sanction of a special resolution of the society.

I hereby certify that a special resolution was passed at the meeting of the EPIC Society on May 12, 2015.

The existing by-laws were repealed and replaced with the attached by-laws.

Date: _____

Signature of Secretary

Printed Name

Signature of President

Printed name

