

**THE SWIFT CURRENT
BAND PARENTS'
AUXILIARY INC.**

Bylaws

Revised 2016

Approved at AGM, _____

CONTENTS

INTRODUCTION	2
TITLE	2
INTERPRETATION.....	2
MEMBERSHIP.....	2
MEETINGS OF MEMBERS.....	3
VOTING	3
DIRECTORS	4
MEETINGS OF DIRECTORS	4
TASK GROUPS	5
SPECIAL COMMITTEES	6
DIRECTORS, OFFICERS AND THEIR DUTIES	6
FINANCIAL AFFAIRS.....	7
LIQUIDATION AND DISSOLUTION	8
AMENDMENT TO BYLAWS	8

INTRODUCTION

WHEREAS the Auxiliary was incorporated under the Non-profit Corporations Act on the 24th day of November AD, 1986;

WHEREAS the Auxiliary is empowered under the Act to make bylaws;

THEREFORE, the Auxiliary makes bylaws as follows:

TITLE

- 1 These bylaws may be cited as the Bylaws of The Swift Current Band Parents' Auxiliary Inc.

INTERPRETATION

- 2 In these bylaws:
 - a "Auxiliary" means The Swift Current Band Parents' Auxiliary Inc.
 - b The term "ex officio" means by virtue of his/**her** office and does not limit the rights, duties and capacity of any person who is, ex officio, a director, member of a committee or the holder of any other office.
 - c In these bylaws, any word or expression used but not defined has, unless the context otherwise requires, the same meaning as in the Act.
 - d **The term "band" can be interpreted as including, but not limited to, Choral, Jazz, and other musical groups as designated by the SCBPA.**

MEMBERSHIP

- 3 The membership of the Auxiliary shall consist of parents, guardians, **or relatives** of all band students attending schools located in Swift Current. No membership fee will be required.
- 4 A member is entitled to all privileges of membership including the right to vote at meetings of members.

MEETINGS OF MEMBERS

- 5 Meetings
- a An annual meeting of members shall be held in the first eight weeks of school at a time and place to be fixed by the Directors. Notice of the meeting is to be published in the ~~local newspaper~~ **local newspaper's public announcement section, SCBPA website and/or school newsletters.**
 - b The President may call a special general meeting of members at any time, but shall do so upon the written request of at least 5% of the regular membership.
 - c All business transacted at an annual meeting, except consideration of the financial statements, reviewer's report, committee reports, election of directors and appointment of the reviewer, and all business transacted at any other meeting of members is deemed to be special business.
 - d No special business may be transacted at a meeting of members unless the notice of meeting states the nature of the business in sufficient detail to permit members to form a reasoned judgment thereon.
 - e Any member may submit to the Auxiliary notice in any matter that it proposes to raise and discuss at the meeting and notice of the proposal shall be given with the notice of the next meeting of members.
- 6 Notice of the time and place of a meeting of members shall be sent, not less than 15 days or more than 50 days before the meeting, to each member entitled to attend the meeting and to the reviewer. Notice of the meeting published ~~in the local newspaper~~ **as per article 7(a)** may be used in place of individual notices.

VOTING

- 7 At every meeting of members, each regular member is entitled to one vote on each question.
- 8 Voting at a meeting of members shall be by show of hands except where ballot is demanded by a member, and approved by a majority of the members present, either before or after a vote by show of hands.
- 9 Twenty members personally present at the opening of a meeting shall constitute a quorum.

DIRECTORS

- 10 The Directors of the Auxiliary shall consist of:
- a President
 - a Vice President
 - a Treasurer
 - a Secretary
 - the Band Directors
 - three additional Directors
- a Each Director, other than the Band Director(s) who hold office ex officio, shall be elected at each annual meeting to hold office until the end of the annual meeting following his/**her** election.
- b Except for the ex officio Directors, a Director must be a member to qualify or hold office as a Director.
- c The Auxiliary may, by ordinary resolution, at a meeting called for the purposes of, remove any Director or Directors from office.
- d The Directors, or members in general meeting, may fill any vacancy among the Directors by appointing a Director to hold office for the unexpired term of the Director whom he/**she** is replacing.

MEETINGS OF DIRECTORS

- 11 Notice of meetings and quorum
- a Every Director shall be given by letter, telephone or otherwise at least five days' notice of every meeting of Directors.
- b The Directors may at any meeting decide to hold regularly scheduled meetings by adopting a resolution stating the day, hour and place of the regular meetings and no further notice of those meetings shall be required.
- c A Director may waive notice of a meeting by his/**her** attendance at a meeting or, if not in attendance, by so stating by letter, telephone or otherwise.
- d Quorum: A majority of Directors constitutes a quorum at a meeting of Directors.

TASK GROUPS

- 12 Administrative Task Groups shall be coordinated by a person or persons elected at the annual meeting. Vacancies may be filled for the unexpired portion of a term at a meeting of the Directors. Administrative Task Groups may be established or removed at the annual meeting of members as special business.
- a An Administrative Task Group will be in charge of each of the following:
- i Uniforms: Supervise the disbursement, care and storage of band uniforms, and shall aid in selection of new uniforms within the financial limitations of the Auxiliary. This group committee will **have share** the responsibility for the collection of annual rental fees if necessary.
 - ii Publicity: Publicize in the media, upcoming band events and band accomplishments as well as Auxiliary projects.
 - iii Newsletter: Composition and distribution of general newsletters as directed by the Executive.
 - iv **Phoning Communication:** Set up a **student family contact** list and **phoning network email/other contact**, including all schools with attending band students.
 - v Music Miles: Record and compile the Music Miles used and earned by each band student, calculate the value of Music Miles, and produce reports on final Music Miles summary from previous year's activities which shall be submitted to Treasurer by August 31.
- 13 Event Task Groups carry out activities related to fund raising or other activities approved by the Directors. Event Task Groups shall be coordinated by a person or persons appointed at a meeting of the Directors. A list of proposed events and the coordinators shall be announced at the annual meeting of members and published in the first newsletter. New events and their coordinators may be approved at any meeting of Directors. Task Group chairs will be required to present their report to the Executive within 21 days of the conclusion of the event.

SPECIAL COMMITTEES

- 14 The Directors may provide for special committees and may assign duties to them.
- a The committee chair shall be chosen from among the members by the President but every appointment shall be subject to confirmation by the Directors.
 - b The members of each committee shall be appointed from among the members by its chair.
 - c The number of members on a committee shall be determined by the chair of the committee.
 - d Committee members may meet, adjourn, and otherwise regulate their meetings as they may determine.

DIRECTORS, OFFICERS AND THEIR DUTIES

- 15 The Directors shall manage the activities and affairs of the Auxiliary.
- 16 Every Director and officer of the Auxiliary shall act honestly and in good faith with a view to the best interests of the Auxiliary and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 17 The officers of the Auxiliary shall consist of the President, Vice President, Secretary and Treasurer.
- a President:
 - i The President shall be the chief officer of the Auxiliary and it shall be his/her duty to be vigilant and active in promoting the objects of the Auxiliary.
 - ii The President shall call and preside at meetings of the Auxiliary and of the Directors.
 - iii The President shall liaise with the School Board, School Principals, the Superintendent of Music and the Band Director(s) in conducting his/her duties.

- b The Vice President shall assist the President in the performance of his/her duties and shall act in the absence or inability of the President.
- c The Secretary shall keep a well-organized record of all meetings of Directors, the Annual General Meeting, and meetings of members and all other records of the Parents' Auxiliary, and the records shall be maintained for a minimum of 10 years. It shall be the duty of the Secretary to take care of all correspondence. A copy of the approved minutes of each Executive and General Meeting will be forwarded to the Superintendent of Music and the Principals, for information purposes.
- d The Treasurer shall receive all money and deposit same to the credit of the Auxiliary, issue cheques as necessary, keep a record of transactions and prepare reports for the Auxiliary's regularly scheduled meeting.

FINANCIAL AFFAIRS

18 Financial Affairs

- a The fiscal year of the Auxiliary shall end on the 31st day of August of each year.
- b The Directors shall cause to be kept proper records and accounts of all transactions of the Auxiliary.
- c Each year, on or before the commencement of the new fiscal year, a budget setting forth details of the estimated revenues and expenditures of the Auxiliary for the ensuing fiscal year shall be prepared and submitted to the Directors.
- d The Directors shall place before the members at every annual meeting:
 - i Financial statements for the year ended not more than 4 months before the annual meeting,
 - ii The report of the reviewer,
 - iii Any further information respecting the financial affairs of the Auxiliary.
- e The Directors shall approve the annual financial statements and shall evidence their approval by the signature of one or more Directors.
- f No annual financial statement shall be released or circulated unless it has been approved by the Directors and is accompanied by the report of the **auditor reviewer**.

- g The Auxiliary shall publish a notice in the fall newsletter stating that the financial statements are available from any officer of the Auxiliary, and that any member may, upon request, obtain a copy free of charge from such officer.
- 19 All funds of the Auxiliary shall be deposited in one or more accounts in the name of the Auxiliary at a chartered bank, trust company or credit union, designated by the Directors.
 - a All cheques, promissory notes, bills of exchange or other negotiable instruments shall be executed in the name of the Auxiliary and signed by the Treasurer and one of either the President or the Vice President.
- 20 No remuneration shall be paid to the Directors other than compensation for travel and sustenance while on Auxiliary business at rates approved by the Directors and not to exceed rates paid by the School Division.

LIQUIDATION AND DISSOLUTION

- 21 The Swift Current Band Parents' Auxiliary Inc. shall be dissolved if school band programs are permanently discontinued in Swift Current or by resolution as outlined in "DIVISION XVI- LIQUIDATION AND DISSOLUTION," of The Non-profit Corporations Act, 1995.
- 22 The remaining property of the Auxiliary shall, in the course of liquidation and dissolution, be distributed in accordance with the articles of the Auxiliary as provided by Sec. 209(3) of The Non-Profit Corporations Act as follows:
 - a Upon dissolution of the organization and after payments of all debts and liabilities, its remaining assets shall be distributed to one or more qualified donees described in subsection 149.1(1) of the Income Tax Act (Canada), provided that the qualified donees also meet the requirements of Subsection 209(5) of The Non-profit Corporations Act of Saskatchewan, 1995.

AMENDMENT TO BYLAWS

- 23 The Directors may, by resolution, amend, repeal or make any bylaws that regulate the activities and affairs of the Auxiliary.
- 24 The Directors shall submit any bylaws, or any amendment or repeal thereof to the next meeting of members and the members may, by ordinary resolution, confirm, reject or amend the bylaws, amendment or repeal.

- 25 Any bylaws, or an amendment or repeal thereof is effective from the day of the resolution of Directors until confirmed, confirmed as amended, or rejected by the members.
- 26 If any bylaws, or any amendment or repeal thereof is rejected by the members or is not submitted to the next meeting of members, the bylaws, amendment or repeal having substantially the same purpose or effect shall cease to be effective until confirmed or confirmed as amended by the members.
- 27 Except in the case of first bylaws made by the Directors, every bylaw, amendment or repeal thereof shall state an effective date which shall not be more than 30 days from the day on which the bylaw, amendment or repeal is made.
- 28 Every bylaw and every amendment or repeal thereof shall be distributed to the membership before its effective date.

Effective Date:
Upon Incorporation

Rewritten then approved at AGM on October 5th, 2004 as Constitution until final approval at the AGM in fall of 2005.
Revised 2010. Approved at AGM on October 5th, 2010.
Revised 2015. Approved at AGM on May 6th, 2015.

Board Members of the Swift Current Band Parents' Auxiliary:

(Name and Position)	(Signature)
(Name and Position)	(Signature)
(Name and Position)	(Signature)

Dated this _____ day of _____, 2016.