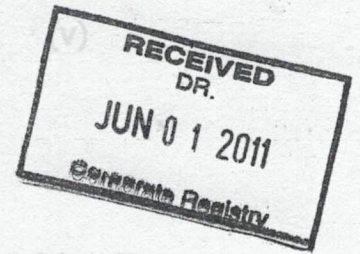


Bylaws of the Hay Lakes ECS

Hereinafter referred to as the Society

Article 1: Membership



A. Membership Criteria

- (i) One Parent/Guardian of each child registered in the current term of the ECS Program shall automatically be registered members of the Society. Parents/Guardians have the right to one vote per child registered in the ECS Program.
- (ii) Parents/Guardians of children eligible to be registered in future terms of the ECS Program shall be eligible to become members of the Society on request.
- (iii) Interested members of the community may, upon letter of application and ratification of membership at a general meeting and upon payment of a membership fee of \$1.00 per annum, become members of the Society.

B. Rights and Obligations of Membership

- (i) Members of the Society shall have the right to attend all meetings of the Society.
- (ii) Members shall have the right to vote at any general meeting of the Society. Ordinarily all votes shall be cast in person; no proxy votes shall be accepted as valid. Under conditions of particular hardship a proxy vote may be accepted if such is approved by a Special Resolution of a joint meeting of the Executive Committee and the Local Advisory Committee.
- (iii) Members shall be obligated to support the aims and purposes of the Society by attending meetings and contributing their efforts toward special projects which are undertaken by the Society from time to time.
- (iv) No member of the Society shall be, in his/her individual capacity, liable for a debt or liability of the Society.

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- (v) If a Parent/Guardian has a grievance or problem with the Society, a meeting must be arranged between the concerned parties and the Coordinator to discuss same. In the event of failure of coming to satisfactory terms, a written notice must be given two weeks in advance of withdrawal of the program.

C. Expulsion of a Member

- i) 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. This may include, but is not limited to, inappropriate social networking, misrepresentation of the society, etc.

Article 2: Conditions of Membership Withdrawal

- A. Members may withdraw from membership in the Society voluntarily at any time, upon giving notice to the currently elected President.
- B. Following a meeting with the interested party and the Coordinator of the Society, failure to come to satisfactory terms, regarding the above (Article 1-B-v), could result in the expulsion of their child from the ECS Program.

Article 3: Meetings of the Society

- A. The Annual meeting shall be held in conjunction with the last monthly meeting of the Society. The specific time and place of the meeting shall be advertised at least one month in advance.
- B. Regular General meetings of the Society shall be held at least bi-monthly during operational months at the Hay Lakes School or another appropriate place.
- C. Special General Meetings of the Society shall be called by the currently elected President as the need arises. Notice of such meetings shall be given by telephone or letter to all members.
- D. The quorum for all General meetings of the Society shall be 25% of its voting members.
- E. Executive Committee meetings of the Society shall take place prior to each general meeting at a time and place mutually agreed upon by the currently elected Executive Committee members.

- F. The quorum for Executive Committee meetings shall be three (3) members of the currently elected Executive Committee.

Article 4: Committees

A. Executive Committee

- (i) The Executive committee of the Society shall be made up of the following positions: President, Vice-President, Secretary, Treasurer, Coordinator and LAC Chairperson.
- (ii) Executive Committee members shall be elected from the general membership at a general meeting of the Society, with the exception of the Coordinator.
- (iii) Duties and powers of the President shall be to ensure the orderly conduct of the business of the Society, conduct all Executive and General Meetings of the Society and cast a deciding vote in the event of a tie vote.
- (iv) Duties and powers of the Vice-President shall be to assume the duties of the President in his/her absence.
- (v) Duties and powers of the Secretary shall be to prepare and maintain minutes, records and correspondence of the Society.
- (vi) Duties and powers of the Treasurer shall be to receive monies of the Society and prepare cheques to pay debts of the Society; to ensure that all financial records of the Society are prepared and maintained; to assist in the preparation of an annual budget and financial statement.
- (vii) Executive Committee members, with the exception of the Coordinator, shall receive no remuneration for their services.
- (viii) The Coordinator shall serve a term of a minimum of two (2) years. Each Executive term of office shall be of one (1) year duration. An exception will be made when a person is a member of the ECS for two consecutive terms, they may volunteer for the same Executive position they held the previous year, and if no other member volunteers for the same position, then this person will be allowed to let their name stand for that Executive position.
- (ix) There will be no board of directors in this society.

B. Standing Committees

A Local Advisory Committee of no less than two (2) and no more than four (4) members shall be elected annually from the general membership at a general meeting of the Society. The Local Advisory Committee shall serve as a standing committee to assist in the planning and execution of the business of the Society. Local Advisory Committee members shall receive no remuneration for their services.

C. Ad Hoc Committees

Ad Hoc Committees may be formed from time to time to deal with specific issues and/or projects of the Society. Such committees shall consist of members who volunteer or are elected to serve at a General meeting of the Society. Members of Ad Hoc Committees shall receive no remuneration for their services.

D. Removal of Officers

Any officer, upon a majority vote of all members of the society in good standing, may be removed from office for any cause which the society may deem reasonable. This may include, but is not limited to, breaching oath of confidentiality, misrepresentation of the society, or not fulfilling their listed duties.

Article 5: Acquisition of Funding

- A. The Society shall be a non-profit organization. Membership in the Society shall not result in monetary gain for any person.
- B. Operational revenue of the Society shall be accessed primarily through municipal and/or provincial grants.
- C. Operational revenue of the Society shall also be accessed through tuition fees in an amount adopted annually by the general membership at a General Meeting of the Society.
- D. Special fund raising projects may be initiated from time to time as necessary, upon a motion of the general membership.
- E. The Society or its' Executive officers shall not engage in borrowing funds on behalf of the Society.

Article 6: Custody and Use of the Seal of the Society

- A. The Seal of the Society shall be lodged with the currently elected President.
- B. The Seal of the Society shall be affixed to official documents of the Society in conjunction with the signature of the currently elected President.

Article 7: Audit of Accounts

- A. An annual audit of accounts or review engagement report as required by the Minister of Education of the Province of Alberta shall be completed and a financial statement shall be prepared before November 30th annually.
- B. The annual audit of accounts shall be completed either by a Chartered Accountant or a person approved by the Minister of Education of the Province of Alberta.

Article 8: Banking Procedures

- A. Signing authority for cheques shall require the signature of any two (2) of the following four members of the Society: President, Secretary, Treasurer or Vice President.

Article 9: Making, Altering and Rescinding Bylaws of the Society

- A. The original Bylaws and all subsequent amendments thereto shall be approved by three-quarters (3/4) majority vote at a General meeting of the Society where a minimum of twenty-one (21) days notice of a Special Resolution has been given.
- B. Written copies of all Bylaws and amendments thereto shall be lodged at the registered office of the Society and at the office of the Corporate Registry Department of Consumer and Corporate Affairs of the Province of Alberta.

Article 10: Preparation and Custody of Minutes and Records of the Society

- A. The registered office of the Society shall be at the Hay Lakes School, Hay Lakes, Alberta.
- B. Minutes of the General and Executive meetings of the Society shall be prepared by the currently elected Secretary of the Society.

- C. Originals of all Society minutes shall be lodged at the registered office of the Society. Current minutes will be kept in the custody of the Society's Secretary and transferred to the registered office at the end of his/her term.
- D. Copies of all correspondence issued by the Society and/or an Executive Member, on behalf of the Society, shall be lodged at the registered office of the Society.
- E. All documents, papers and correspondence pertaining to the Society, shall be lodged at the registered office of the Society.
- F. Current financial records of the Society shall be prepared by the currently elected Treasurer and shall be kept in his/her custody. Financial records will be transferred to the registered office once the year end audit is complete (see Article 7A).
- G. All Society minutes, books and records shall be available for the inspection of members of the Society at the registered office of the Society.

Article 11: Facility Use (Classroom Use)

- A. As recommended by the ECS Consultant, that if a classroom is available on a year to year basis for the ECS Program, in the Hay Lakes School, it would be advisable to use this facility; that is, another location would only be used if the Hay Lakes School classroom is unavailable. "We as the Society, and part of the ECS Program, must encourage and recognize that this program must be integrated into the educational system.

Article 12: ECS Coordinator

- A. A person will be contracted to be an ECS Coordinator. Their function will be to act as a liaison between government agencies, the Executive Committee, the LAC, the Society members and community resource persons. The position will be held for a minimum of two (2) years, with a 1 year probationary period.