



BYLAWS

Approved: October 17th, 2023

MOUNT VIEW HOME & SCHOOL ASSOCIATION

ARTICLE 1 - PURPOSE

The purpose of the Mount View Home & School Association shall be:

- To coordinate fundraising activities to raise money, which will be used to provide equipment, supplies or programs to educate the students of Mount View School.
- To coordinate activities which provide for the recreation of Mount View School students and promote and afford opportunities for friendly, social activities.
- The Mount View School Council must approve any fundraising and other activities of our School that are undertaken by the Mount View Home & School Association. While recognizing that the Mount View Home & School Association is a separate Society, every effort will be made to ensure that the Association and the School Council work cohesively.

ARTICLE 2 - MEMBERSHIP

- Any person having a vested interest in the educational well-being of students enrolled in Mount View School, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Association, is eligible to become a Member of the Association with voting privileges at any Meeting (Annual General, Regular or Special) and is entitled to one (1) vote.
- The majority of the Members of the Association will be parents or guardians of students currently enrolled in Mount View School.
- Membership must be renewed annually. There are no membership fees.
- Any member wishing to withdraw from membership may do so upon a notice in writing to the Executive Committee through its Secretary.
- Any member, upon a majority vote of all Members of the Association in good standing and present at a Special Meeting of the Membership called for that purpose, may be suspended or expelled from membership for any cause that the Association may deem reasonable.

ASSOCIATE MEMBERSHIP

- The Principal and Mount View School staff members can choose to have an Associate Membership only.
- With Associate Membership, the Principal and all other staff members shall serve as resource people in an advisory capacity; however, they will not have voting rights at any Meeting of the Association or Meeting of the Executive Committee.



- Neither the Principal nor any staff member shall have signing authority for the Association.
- The Principal, under the Education Act, shall have the power of veto relating to actions directly affecting the School building, staff or students but not relating to financial expenditures, revenues or investments of the Association.

ARTICLE 3 - EXECUTIVE COMMITTEE

- The Executive Committee will comprise the following Officer and Director roles elected by members at the Annual General Meeting. Only Members of the Association can fill the following positions:
 - Chair
 - Vice-Chair
 - Treasurer
 - Secretary
 - Director (1)
 - Director (2)
- The Executive Committee shall, subject to the bylaws or directions given it by majority vote at any Meeting adequately called and constituted, have complete control and management of the affairs of the Association.
- The Executive Committee shall meet at least three times during the school year or as deemed necessary by the Executive Committee members.
- A Special Meeting may be called on the instructions of any two Members of the Association provided they request the Chair in writing to call such Meeting and state the business to be brought before the Meeting.
- Whenever possible, Meetings of the Executive Committee shall be called by seven (7) days notice.
- Two Members of the Executive Committee shall constitute a quorum.
- Meetings shall be held without notice if a quorum of the Executive Committee is present, provided that any business transactions at such Meeting shall be ratified at the next regularly called Meeting of the Executive Committee; otherwise, they shall be null and void.
- Members of the Executive Committee shall remain on the Executive Committee for a one-year term ending at the next Annual General Meeting.
- Any Member of the Executive Committee may stand for re-election so long as such person remains qualified.



ARTICLE 4 - OFFICERS

- The Officers of the Association shall consist of the following:
 - Chair
 - Vice-Chair
 - Treasurer
 - Secretary
- Only Members of the Association elected to the Executive Committee are eligible to be elected as an Officer of the Association.
- The Officers will be elected for a one-year term.
- Any Officer may stand for re-election if such person remains qualified.
- The terms of office shall run from Annual General Meeting to Annual General Meeting.

ARTICLE 5 - DUTIES OF THE OFFICERS

THE CHAIR

- The Chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the Association, and generally supervising the Association.

THE VICE-CHAIR

- The Vice-Chair shall assist the Chair with duties as assigned and, in the absence of the Chair, assume the duties of the Chair.

THE SECRETARY

- The Secretary shall be responsible for attending all Meetings of the Association, including Meetings of the Executive Committee, and keeping accurate minutes. In case of the absence of the Secretary, their duties shall be discharged by such member as may be appointed by the Executive Committee.
- The Secretary shall have charge of all the correspondence of the Association and be under the direction of the Chair and the Executive Committee.
- The Secretary shall also keep an accurate list of names and addresses of the Executive Committee members.

THE TREASURER

- The Treasurer shall be responsible for keeping all financial transactions of the Association, presenting an account of the funds to the members and preparing the accounts for auditing.



ARTICLE 6 - REMOVAL OF OFFICERS / DIRECTORS

- Any Officer or Director, upon a majority vote of all members in good standing, may be removed from the Executive Committee for any cause which the Association may deem reasonable.

ARTICLE 7 - VACANCIES

- The Executive Committee may elect or appoint qualified persons to fill vacancies until the next Annual General Meeting.

ARTICLE 8 – AUDITING

- 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 Association elected for that purpose at a Regular Meeting.
- A complete and proper statement of the standing of the books for the previous school year shall be submitted by such auditor at the Annual General Meeting of the Association.
- The fiscal year of the Association shall be August 1st to July 31st.
- The books and records of the Association may be inspected by any Member of the Association at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Officer(s).
- Each Member of the Executive Committee shall at all times have access to such books and records.

ARTICLE 9 - COMMITTEES

- The Executive Committee may appoint committees of members and others from our School community with delegated or advisory responsibilities.

ARTICLE 10 - MEETINGS

- All Meetings shall take place in-person, hybrid or virtually.
- All Meetings of the Association, including Meetings of the Executive Committee, are open to our School community. Speaking to an item at a Meeting of the Association is permitted unless, at the Chair's discretion, communication disrupts the Meeting.
- All Members of the Association are entitled to vote at any Meeting of the Association, including Meetings of the Executive Committee.



- The quorum for all meetings of the Association shall be two (2) Members of the Executive Committee.

ANNUAL GENERAL MEETING (AGM)

- The Annual General Meeting (AGM) of the Association shall be held not later than ninety (90) days after the first instructional day of the new school year. For example: the AGM for the 2022/2023 school year shall be held not later than ninety (90) days after the start of the 2023/2024 year school.
- Notice of the AGM, including time and place, shall be communicated to the members either by school newsletter or special notice, sent home with the students, at least twenty-one (21) days in advance of the meeting.
- At the AGM there shall be elected a Chair, Vice-Chair, Secretary, Treasurer, and Directors (up to two).
- The Officers and Directors so elected shall form the Executive Committee and shall serve until their successors are elected and installed.
- Any Member of the Association, in good standing, shall be eligible to become an Officer or Director of the Association.

REGULAR MEETINGS

- Regular Meetings of the Association may be held as deemed necessary by the Executive Committee.
- Whenever possible, notice of the Regular Meeting, including time and place, shall be communicated to the members either by school newsletter or special notice, sent home with the students, at least seven (7) days in advance of the meeting.

SPECIAL MEETINGS

- A Special Meeting may be called on the instructions of any two members provided they request the Chair in writing to call such Meeting, and state the business to be brought before the Meeting.
- Whenever possible, notice of the Special Meeting, including time and place, shall be communicated to the members either by school newsletter or special notice, sent home with the students, at least seven (7) days in advance of the meeting.

ARTICLE 11 - VOTING

- Decisions at Meetings of the Association, including Meetings of the Executive Committee, will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded in the minutes of the Meeting.
- Every Member of the Association is entitled to one (1) vote, excluding the Chair of the Association. If a vote is taken, the motion must be moved, seconded and passed by a fifty-one (51) percent majority. In the case of an equality of votes, the Chair of the Association shall cast the deciding vote.



ARTICLE 12 - REMUNERATION

- Unless authorized at any Meeting and after notice has been given, no Officer, Director, or Member of the Association shall receive any remuneration for their services.

ARTICLE 13 - BORROWING POWERS

- For the purpose of carrying out its objectives, the Association 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 Association, and in no case shall debentures be issued without the sanction of a special resolution of the Association.

ARTICLE 14 - SIGNING AUTHORITY

- Any two (2) Officers are authorized to sign cheques or execute agreements and the Association may appoint additional signing authorities, if required, from the elected Executive Committee.

ARTICLE 15 - AMENDMENTS TO THE BYLAWS

- The bylaws may be rescinded, altered or added to by a "Special Resolution" of the members.

APPROVED:

ELIZABETH CAREY

Chair's Name


Chair's Signature

OCT. 17, 2023

Date

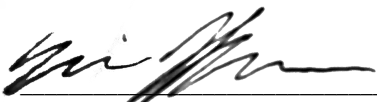
Vice-Chair's Name

Vice-Chair's Signature

Date

ERIC HEPLER

Treasurer's Name


Treasurer's Signature

OCT. 17, 2023

Date



MELISSA CAVANAGH

Secretary's Name

A handwritten signature in blue ink, appearing to read "Melissa Cavanagh", written over a horizontal line.

Secretary's Signature

OCT. 17, 2023

Date

Director's Name

Director's Signature

Date

Director's Name

Director's Signature

Date