

Bylaws

SOCIÉTÉ DE PARENTS DE L'ÉCOLE LA TRINITÉ

Adopted at the Special Meeting of May 7, 2025

Definition

A " **Parent** " means the father, mother or any other person who has obtained legal custody of a student enrolled at École La Trinité, including pre-kindergarten.

The " **Society** " means: The Society of Parents of École La Trinité.

An " **Assembly** " is a meeting of the Parents. The Annual General Meeting is the meeting held annually, according to the bylaw. A Special Meeting is a meeting that is not scheduled in the calendar.

A " **Meeting** " means a meeting of the elected members of the Society. A Special Meeting is a meeting that is not scheduled in the calendar.

A " **Meeting** " is an informal interview between Parents and/or an elected member of the Society. A " Day " means a calendar day.

Gender terms are used interchangeably to refer to all people.

ARTICLE I – NAME

1.01 The Society will be called: Société de Parents de L'École La Trinité. It will be a not-for-profit corporation incorporated under the "*The Societies Act*, R.S.A., 2000".

ARTICLE II – REGISTERED OFFICE

2.01 The office will be in Stony Plain, Alberta.

ARTICLE III – OBJECTIFS

3.01 The objectives of the Society will be to raise the funds necessary to achieve the goals of the Conseil d'école de l'École La Trinité (School Council) and to support the École La Trinité (the school) in its mission.

ARTICLE IV – MEMBERSHIP

4.01 Membership Categories

(a) Parents

(i) Parents who have a child enrolled in the school will automatically be members of the Society

(ii) Membership ends when the member no longer has a child enrolled in the school

(b) Community

- (i) Members of the community adhering to the Society's mission and wishing to become members may do so by paying a fixed annual membership fee at the Annual General Meeting
 - (ii) No membership may be purchased within thirty (30) days of the Annual General Meeting
- 4.02 Members are not entitled to any remuneration and will not be required to pay dues unless a special resolution to that effect is passed by the Society.
- 4.03 A member may withdraw from the Society by giving written notice to the President.
- 4.04 A member may be expelled from the Society. However, no member shall be removed from the Society without having been heard by the members of the Society and by the members of the Society and without having been informed of the reason for the dismissal. The decision shall be made by the members of the Society and the Executive by a secret ballot and two-thirds (2/3) of the vote of all members of the Society and the Executive shall have voted in favour of the motion.

ARTICLE V – ASSEMBLY

- 5.01 Assemblies will be held at the school or other location chosen by the Executive in the Stony Plain or Spruce Grove area and will be conducted in French. The virtual meeting option can be offered if the situation requires it. In the event this is not possible, the Assemblies will be held by means deemed good by the Society.
- 5.02 The Annual General Meeting will be held within thirty (30) days of the start of the school year. Written notice of the meeting will be sent to all members at least fourteen (14) days prior to the scheduled date.
- 5.03 Notice of a Meeting may be given in writing in the Circular Letter, by mail, by email and/or through social media. If by mistake or chance a member does not receive written notice for an Assembly, the Assembly may proceed anyway, notwithstanding that omission. This notice must indicate the time, place and day of the meeting, and in the case of a special meeting, the nature of the debates on the agenda.
- 5.04 A Special Meeting shall be called in writing at least fourteen (14) days before the scheduled date.
- 5.05 If fifteen (15) members make a written request for a Special Meeting, the Executive will hold a Meeting with Members to determine the legitimacy of the request. If it proves legitimate, the Society will have to call a special meeting of members.
- 5.06 A quorum for the Annual General Meeting or a Special Meeting shall be ten (10) members. If a quorum is not present at the beginning of the meeting, there will be an

adjournment of fifteen (15) minutes. After the fifteen (15) minute adjournment, a quorum will be present for the members present.

- 5.07 Each member present will be entitled to one vote.
- 5.08 Voting will take place by show of hands, unless a member requests to proceed by ballot.
- 5.09 Only members have the right to speak in the Assembly, however an external person may speak at the invitation of the President.
- 5.10 In the event of a virtual meeting, each person will have to identify themselves through their camera.
- 5.11 The agenda for the Annual General Meeting must include:
 - (a) President's Report
 - (b) Treasurer's Report
 - (c) Adoption of the financial statements
 - (d) Adoption of the minutes of the previous year's Annual General Meeting
- 5.12 Vote on the annual membership fee for community members.

ARTICLE VI – COMPOSITION AND ELECTION OF THE BOARD OF DIRECTORS OF THE PARENTS' SOCIETY

- 6.01 The Board of Directors (BOD) will be composed of Five (5) to Twelve (12) members
- 6.02 The election of the members of the Board of Directors will take place during the Annual General Meeting
- 6.03 The Principle does not have the right to vote.
- 6.04 The Principal and staff members of Ecole La Trinite can choose to have an Associate Membership only.
- 6.05 As Associate Members, the Principal and all other staff members shall serve as resource people and in an advisory capacity; however, they will not have voting rights at any General Meeting of the Membership or Meeting of the Board.
- 6.06 Neither the Principal nor any staff member shall have signing authority for the Association.

- 6.07 The Principal, by virtue of 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.
- 6.08 The election of the Executive will take place during the first Meeting of the Society.
- 6.09 Elections will be held by ballot, unless the candidates are elected by acclamation.
- 6.10 The majority of the members of the Board of Directors must be made up of Parents.
- 6.11 The number of members of the Board of Directors is determined at the end of the election period.

ARTICLE VII – FONCTIONNEMENT ET DURÉE DU MANDAT DU CONSEIL D'ADMINISTRATION DE LA SOCIÉTÉ DES PARENTS

- 7.01 Each member of the Board will have a term ending at the end of the next Annual General Meeting. This mandate will be renewable.
- 7.02 A member of the Board of Directors shall notify the President of his or her absence from a Meeting.
- 7.03 Any member of the Board who is absent from three (3) Meetings without notice or justification will automatically lose his or her place on the Board.
- 7.04 Any member of the Board of Directors, including the Executive, may be stripped of his or her position. However, no person may be removed from the Board or the Executive without having been heard by the members of the Board.
- 7.05 A parent will no longer be a member of the Society's Board of Directors if they no longer have children enrolled in school.
- 7.06 A member of the Board who wishes to resign from his or her position must notify the President in writing.
- 7.07 If a person leaves his or her position before the end of his or her term and five (5) members are still serving on the Board, the position will be abolished. Otherwise, the Board will have the authority to appoint a replacement member. However, such a member shall not be eligible to be a member of the Executive.
- 7.08 Each member of the Board of Directors will be responsible for informing himself or herself of the Society's by-laws and for updating them.
- 7.09 A member of the Board may not make a commitment on behalf of the Organisation without the approval of the Board members.

7.10 The Society may not borrow money.

ARTICLE VIII – EXECUTIVE OF THE PARENTS' SOCIETY

8.01 Only members of the Board of Directors are eligible for Executive positions.

8.02 The Executive will be composed of the following members:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer

8.03 The election of the Executive will take place during the first meeting of the Society.

8.04 The President:

- (a) chair all Meetings or designate a replacement
- (b) propose a Chair for the Annual General Meeting and Special Meetings, for which they are not excluded
- (c) represent the Organisation when necessary
- (d) prepare and distribute the agenda for Assemblies and Meetings in collaboration with all members of the Society and arrange for its distribution at least seven (7) days prior to the Assembly or Meeting
- (e) will see to the distribution and enforcement of the by-laws of the Society and the resolutions adopted by the Board of Directors.
- (f) appoint a secretary if they are unable to attend a meeting
- (g) will take care of the correspondence of the Society
- (h) prepare a report of the Board Meetings for the Annual General Meeting
- (i) will have to sign the minutes
- (j) submit an annual report, such as required by the Societies Act Corporate Registry
- (k) perform any other duties as assigned by the Board

8.05 The Vice-President:

- (a) replace the President in their absence
- (b) will assume the interim position of the President if the President leaves office. A selection for a new president from the elected members of the Board of Directors may then be made by consensus.
- (c) will assist the President in their duties
- (d) perform any other duties as assigned by the Board

8.06 The Secretary:

- (a) Prepare the minutes of each Meeting, distribute them to the Board of Directors at least seven (7) days prior to the next Meeting and make them available to the members
- (b) make available to members of the Society the Society's email address to stay connected with Parents
- (c) distribute to all Board members at the beginning of the school year the list of Board members and their contact information
- (d) maintain the Society's records (file agendas, minutes, correspondence and any other documents deemed relevant by the Society)
- (e) will communicate with any member of the Board who is absent without notice at two (2) Meetings
- (f) perform any other duties as assigned by the Board

8.07 Treasurer:

- (a) will be responsible for the financial management of the Organisation
- (b) will actively participate in the proper management of the Organisation's finances
- (c) maintain accurate accounts of all assets, liabilities, revenues and expenses of the Corporation
- (d) maintain two (2) bank accounts in the name of the Organisation (general account and casino account) and will ensure that there are at least two (2) co-signatories designated by the Board.
- (e) ensure the transfer of the signing members to the Society's banking institutions at the beginning of each school year
- (f) deposit all funds received to the credit of the Organisation

- (g) submit and retain supporting documentation for any expenses
 - (h) present a report of any financial transaction of the Society at each Meeting
 - (i) ensure that expenses incurred are authorized under the bylaws in effect at the time of the expenditure
 - (j) Prepare an annual budget
 - (k) Present a financial report to the Annual General Meeting
 - (l) will be responsible for the preparation of any reports required under the Income Tax Act and the Alberta Gaming and Liquor Cannabis Commission regulations
 - (m) perform any other task assigned by the Board (e.g. Casino)
 - (n) must keep up to date with the regulations of the Alberta Gaming and Liquor Cannabis Commission
- 8.08 Le C.A. devra pourvoir à un poste de l'Exécutif qui deviendra vacant par un des membres du C.A. élu à l'Assemblée générale annuelle.

ARTICLE IX – MEETINGS OF THE BOARD OF DIRECTORS OF THE PARENTS' SOCIETY

- 9.01 Fifty percent plus one (50% + 1) of the members of the Board of Directors shall constitute a quorum. If a quorum is not present at the beginning of the meeting, there will be an adjournment of fifteen (15) minutes. After this fifteen (15) minute adjournment, if there is still no quorum, the meeting will be adjourned to a later date, depending on the availability of the Board members at the same time and place. At this postponed Meeting, the members of the Board present will constitute a quorum.
- 9.02 The Board will meet at least eight (8) times during the school calendar, or more often as necessary.
- 9.03 The date and time of the next Meeting will be confirmed at the end of each meeting.
- 9.04 Notice of the meeting will be sent seven (7) days prior to the Meeting.
- 9.05 Meetings will be held at the school or such other location as may be chosen by the Executive in Stony Plain or Spruce Grove area and will be conducted in French. The virtual meeting option can be offered if the situation requires it. In the event of this not being possible, the Meetings shall be held by such means as the Executive deems fit.
- 9.06 The President or Vice-President must be present for the Meeting to take place.
- 9.07 All relevant correspondence will be presented to the Meetings.

- 9.08 Proposals or decisions will be adopted by majority, preferably by consensus. In the event of a tie, the proposal will be rejected.
- 9.09 Board decisions may also be made by written resolution, approved by signature by a majority of the Board members (by email if the amount is less than \$500.00)
- 9.10 Voting will take place by show of hands, unless a member requests to proceed by ballot.
- 9.11 Members of the Society will be invited to attend the Board Meetings. If they wish to raise a particular issue at the meeting, they should notify the President at least ten (10) days in advance, so that he can put this item on the agenda. Members of the Society will be able to speak at the Meeting, with the permission of the Board. They will not have the right to vote.
- 9.12 Discussions will be limited to the proper functioning of the Organisation.
- 9.13 If five (5) members of the Society make a written request for a Special Meeting, at least two (2) members of the Executive shall hold a Meeting with those members. These Executive members will choose a course of action from the following options:
- (a) hold a Special Meeting
 - (b) postpone discussion to a future meeting
 - (c) forward the suggestion to a subcommittee that can consider it

ARTICLE X – SIGNATORIES

- 10.01 Any bank document, contract or other official document will have to be signed by two (2) persons to be designated for this purpose from among the members of the Executive.

ARTICLE XI – VERIFICATION OF BOOKS

- 11.01 Two (2) persons appointed by the Board (without designation of signatories) shall audit the annual financial statements prepared by the Treasurer and shall report the audit to the Board.
- 11.02 Members may inspect the records and records of the Society at the Annual General Meeting or at any time when reasonable notice is given.

ARTICLE XII – FISCAL YEAR

- 12.01 The fiscal year will end on July 31.

ARTICLE XIII – AMENDMENTS TO THE STATUTES AND BY-LAWS

- 13.01 The articles and by-laws of the Society remain in effect from one year to the next unless they are:
- (a) amended by a special resolution to a special meeting of the Board of Directors called expressly for that purpose
 - (b) approved by seventy-five percent (75%) of the members voting at the Special Meeting called specifically for that purpose
- 13.02 Any amendments to these By-Laws and Regulations shall be sent to the members at least twenty-one (21) days prior to the Special Meeting to amend them.

ARTICLE XIV – COMMITTEES

- 14.01 The Board may appoint committees composed of its members and persons from the school community and assign them responsibilities or advisory functions.

ARTICLE XV – RELATIONS WITH THE SCHOOL COUNCIL

- 15.01 The Société de Parents de L'École La Trinité will be a separate organization from the Conseil d'école de l'École La Trinité.

ARTICLE XVI – DISSOLUTION OF THE PARENTS' SOCIETY

- 16.01 In the event of the dissolution of the Society, the assets remaining after the payment of the Society's debts and liabilities will be transferred to an organization that supports Franco-Albertan education in Alberta.

ARTICLE XVII – INTERNAL CONFLICT RESOLUTION

- 17.01 In the event of a disagreement between the Society and the school administration, the Society will refer to the internal conflict resolution policy of the Conseil Scolaire Centre-Nord.

ARTICLE XVIII – VARIA

- 18.01 For any other regulations not contained herein, the Organisation will refer to The Societies Act (R.S.A., 2000).
- 18.02 For situations not covered by these statutes and by-laws, the Code Morin will apply.