

Society Bylaw Change - Proof of Filing

Alberta Amendment Date: 2016/02/23

The Bylaws are filed as of 2016/02/23

Service Request Number: 24706782

Corporate Access Number: 502927452

Legal Entity Name: WESTBORO PARENTS' GROUP

Legal Entity Status: Active

Annual returns are outstanding for the 2015 file year(s).

Annual Return

| File Year | Date Filed |
|-----------|------------|
| 2014 | 2015/01/07 |
| 2013 | 2014/01/17 |
| 2012 | 2013/01/02 |

Attachment

| Attachment Type | Microfilm Bar Code | Date Recorded |
|-----------------------------|--------------------|---------------|
| Annual Return Form | 10000199000309594 | 1999/12/01 |
| Audited Financial Statement | 10000700000380510 | 2000/12/04 |
| Annual Return Form | 10000900000380509 | 2000/12/04 |
| Annual Return Form | 10000601000330596 | 2002/04/12 |
| Audited Financial Statement | 10000801000330595 | 2002/04/12 |
| Annual Return Form | 10000202000334464 | 2003/01/27 |
| Audited Financial Statement | 10000902000334465 | 2003/01/27 |
| Audited Financial Statement | 10000004000221061 | 2004/06/30 |
| Annual Return Form | 10000204000221060 | 2004/06/30 |
| Audited Financial Statement | 10000106102356324 | 2007/01/19 |
| Audited Financial Statement | 10000606102356326 | 2007/01/19 |
| | | |

| | | |
|-----------------------------|-------------------|------------|
| Annual Return Form | 10000806102356325 | 2007/01/19 |
| Audited Financial Statement | 10000206102356328 | 2007/01/19 |
| Annual Return Form | 10000406102356327 | 2007/01/19 |
| Annual Return Form | 10000306102356323 | 2007/01/19 |
| Annual Return Form | 10000307103766173 | 2008/01/21 |
| Audited Financial Statement | 10000107103766174 | 2008/01/21 |
| Annual Return Form | 10000707104919088 | 2008/11/06 |
| Audited Financial Statement | 10000507104919089 | 2008/11/06 |
| Audited Financial Statement | 10000007107439833 | 2010/01/22 |
| Annual Return Form | 10000207107439832 | 2010/01/22 |
| Annual Return Form | 10000107109939606 | 2010/12/07 |
| Audited Financial Statement | 10000807109939603 | 2010/12/07 |
| Annual Return Form | 10000907112531380 | 2012/03/01 |
| Audited Financial Statement | 10000507112531377 | 2012/03/01 |
| Annual Return Form | 10000507114952115 | 2013/01/02 |
| Audited Financial Statement | 10000207114952112 | 2013/01/02 |
| Annual Return Form | 10000607117284413 | 2014/01/17 |
| Audited Financial Statement | 10000407117284414 | 2014/01/17 |
| Annual Return Form | 10000907121014859 | 2015/01/07 |
| Audited Financial Statement | 10000707121014860 | 2015/01/07 |
| Bylaws & Special Resolution | 10000307123020880 | 2016/02/23 |

Registration Authorized By: JACQUELINE SURGENOR
CHAIR

SPECIAL RESOLUTION

I hereby certify that the following special resolution was passed at a meeting of the members of

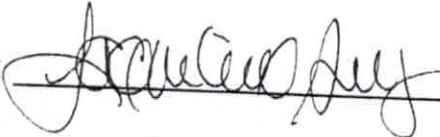
Westboro Parents Group

On February 17, 2016

The by-laws were changed as follows

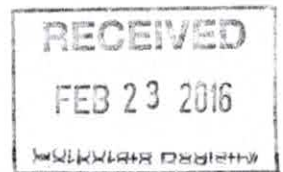
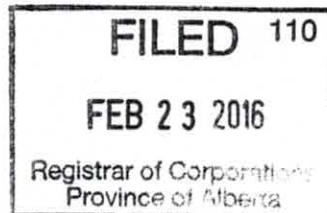
- The existing by-laws are repealed
- They are replaced by the attached by-laws

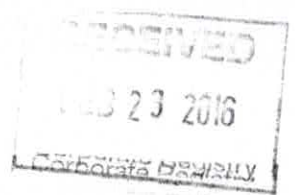
Date: Feb 23, 2016

Signature: 

Printed Name: Jacqueline Surgenor

Title: Chair





0880

Westboro Parents Group Bylaws

Article I Membership

A. Parents and guardians of the children attending Westboro School are members of the Westboro Parents' Group.

B. Subject to the withdrawal provisions contained in Article II

1. Parents shall become members upon their son or daughter becoming enrolled in the school and shall cease to be members when the student is no longer enrolled in the school;
2. The principal shall appoint one staff member to be the School Liaison Officer to represent the teaching and administrative viewpoint. The principal may appoint himself or a designate from the staff at Westboro Elementary. This shall be a non-voting position. The Principal is able to invite any other staff as well to attend as a non voting member.
3. Any other person may apply in writing to the WPG to be members. These applications would be approved or denied at a regular council meeting.

Article II Withdrawal of Members

A. Members may withdraw upon written notice to the WPG

B. Any member, upon a two-thirds vote of all members present at a regular meeting, and in good standing, may be expelled from membership for any cause which the society may deem reasonable

Article III Executive Committee

A. The Executive Committee shall consist of the elected officers.

B. The elected Officers of this association shall be: Chair, Vice-Chair, Secretary and Treasurer. Westboro Parents Group will not have any Directors at Large.

C. Elected Officers' Term of Office:

1. At the annual general meeting, officers shall be elected to a one-year term
2. Should a vacancy occur in any office, if a majority of the school year remains, the vacancy may be filled at a general meeting . Otherwise the Executive Committee shall have the power to appoint a member to fill the office for the unexpired term.
3. Following due process, an executive member may be removed from his/her position by 2/3 vote of regularly attending members at a general or special meeting. Removal may take place after an executive member has displayed gross misconduct, illegal activities, or other activities which contravene the purpose of the WPG.

D. Duties of the Executive Committee

1. Without limiting or restricting the generality of the powers conferred upon them, the Executive Committee shall have the power to carry on the business of the association and shall:

- a) conduct, manage and control the affairs and business of the association
- b) have custody and control of funds of the association. Expenditures in excess of \$100.00 must have the approval of the general membership; this does not include expenditures of a self-replenishing nature
- c) constitute and appoint committees, prescribe their functions and duties
- d) keep a record of the acts and proceedings of the Executive Committee and of the business of the association, and present a full statement thereof at the annual meeting of the association showing in detail the condition of the affairs and finances of the association
- e) approve, authorize and direct execution of all necessary documents, make arrangements and commitments and negotiate therefore and do everything necessary to carry out the purposes of the association pursuant to these by-laws.

2. Each elected officer, at the end of his term, shall ensure that all relevant material is forwarded to the incoming officer.

E. Duties of the Elected Officers:

1. The Chair shall:

- a) preside at all meetings of the association and the Executive Committee
- b) administrate and co-ordinate efforts of the association, call regular membership meetings and generally promote the association in the community
- c) perform other such duties as are normally incident to the office of Chair of such an association.

2. The Vice-Chair, in the absence or disability of the Chair, shall possess all the powers and perform all the duties of the office of Chair, and shall have powers and perform such duties as the Executive Committee shall prescribe.

3. The Secretary shall:

- a) record and maintain the minutes of the meetings of the Executive Committee and of the association.
- b) deal with correspondence
- c) give, or cause to be given, notice of all special meetings and of the annual general meeting

4. The Treasurer shall:

- a) have custody and be responsible for all the monies of the association
- b) keep complete and accurate records and accounts of the holdings of such monies

- c) see that all expenditures are duly authorized and are evidenced by proper receipts and vouchers
- d) maintain such bank accounts as may prove necessary
- e) pay for all materials and supplies of the association

Article IV Meetings

- A. There shall be a minimum of five general meetings of the association held between September 1st and June 30th of each school year
- B. An annual general meeting shall be held. At which time the annual reports shall be read and an election for the Executive Committee shall be held.
- C. A meeting of the Association may be called at any time by the Secretary upon the instructions of the Chair; members shall be notified by newsletter through the school, by telephone, by email, through the website or through other means deemed appropriate according to technology and best practises of the day, prior to the date of such meeting. A minimum of two different means of communication shall be used.
- D. A special meeting shall be called by the Chair or Secretary upon receipt of a petition signed by one-third of the membership. Members shall be notified by letter through the school, by telephone, by email, through the website or through other means deemed appropriate according to technology and best practises of the day, prior to the date of such meeting. A minimum of two different means of communication shall be used. 48 hours notice shall be given for all special meetings of the society.
- E. A quorum of an Executive Committee meeting shall consist of three members of the Executive. A quorum for a regular meeting shall consist of a five voting members which includes the executive.
- F. Unless otherwise provided, herein, all motions and resolutions put to a meeting shall be determined by a simple majority of the members who are in attendance and who are entitled to vote.
- G. Voting shall be by way of a show of hands or as the Chairman may direct.
- H. The Chairman of a meeting shall declare that a vote on a motion or resolution has been carried or lost. Any member present may call for a poll on any vote which shall be conducted by secret ballot.
- I. A motion or resolution put to a meeting of the Executive Committee shall be decided by majority vote of the members present. The Chair shall vote in the event of a tie.
- J. Meetings shall be conducted according to the Roberts Rules of Order

Article V Minute books and Records

- A. The executive Committee shall cause the minutes of all executive and general meeting to be entered in books designated for that purpose. Any such minutes, if signed by the Chair, shall be receivable as prima facie evidence of the matters stated in such minutes
- B. The books and records of the association may be inspected by the members at any annual, general or special meeting of the association or upon a member's request of the Chair

C. After each meeting of the Executive Committee or General Membership, the minutes of the same shall be shared.

D. The association will not keep or use a seal.

Article VI Banking

A. The association may open an account at a duly chartered financial institution under the Bank Act or Credit Union Act. The Chair, Vice Chair, Treasurer and Secretary shall have signing authority on the associations banking Account(s). Cheques must be signed by two officers who have signing authority.

B. The association shall not have the power to borrow money from a duly chartered bank under the Bank Act.

Article VII Audit

A. The books of the association shall be audited at the end of the school year and the audited financial statements shall be submitted to the next meeting. Audit of accounts shall be done by two non-signing members or by a Chartered Accountant.

Article VIII Remuneration

A. No officer or member of the association shall receive any remuneration for his services

Article IX Amendment of By-Laws

A. The by-laws may be rescinded, altered or added to by way of a special resolution passed by a majority of not less than three-fourths of such members entitled to vote as are present in person at a general meeting of which one month's resolution as a special resolution has been given.

B. The Secretary shall endorse each amendment, revision, deletion or addition to the by-laws of the association and shall file such amendment, revision, deletion or addition which the Registrar as required by the Societies Act

Article X Execution of Documents

A. Except as otherwise specifically provided, contracts, deeds, bills of exchange or other instruments and documents of the association in writing requiring signature of the association, shall be signed by the Chair, together with the Vice Chair, Secretary or Treasurer as required, and all such documents so signed shall be binding upon the association. The Chair may appoint a designate as required.

B. In the event of dissolution of the Association, all its remaining assets, after payment of liabilities, shall be donated to Westboro School.

1. The association may be dissolved in the manner provided in Section I under Amendment of By-Laws.

2. At the meeting at which the dissolution of the association is proposed, three-fourths of the votes cast shall be required to confirm such dissolution of the association