

Caminitos Playschool Society Bylaws

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1 PREAMBLE

1.1 The name of the Society is Caminitos Playschool Society, hereafter referred to as the Society.

1.2 Caminitos Playschool Society is a non-profit organization, registered with the Societies Act of Alberta.

1.3 This document is the general Bylaws of the Caminitos Playschool Society. These Bylaws regulate the transactions of business and the affairs of the Society.

2 MEMBERS

A member is a parent or guardian of an enrolled child.

2.1 MEMBERSHIPS

Any family shall be eligible for a one-year membership in the Playschool, and shall become a member by:

- 2.1.1 Ensuring their child is a minimum of three years old and toilet trained by the time they start at the Playschool, as in accordance with the minimum staff member to children ratio of 1:12 for children 3 years and older, as stipulated in the Alberta Child Care Licensing Act, Child Care Licensing Regulations (i.e. if the child is registered to begin on November 1st, they must be 3 years old prior to that date).
- 2.1.2 Completing and signing the Playschool's registration forms.
- 2.1.3 Paying the Playschool registration fee and tuition for each month enrolled in the Playschool, as specified in the Parent Handbook.
- 2.1.4 Providing appropriate bonds and deposits, and forfeiting same if obligations are not met, as specified in the Parent Handbook.

2.2 MEMBERSHIP OBLIGATIONS

- 2.2.1 Members shall participate in the mandatory activities of the Playschool, as outlined in the Parent Handbook. This will include either:

- (a) Participating in cleaning and volunteering as outlined in the Parent Handbook,
or

- (b) Holding a Board position (see Article 3.0).

Members who fail to do so will promptly have bond cheques cashed as described in the Parent Handbook, or be subject to withdrawal from the Playschool.

- 2.2.2 Members shall comply with the Playschool Bylaws and the Policies and Guidelines as set out in the current Parent Handbook, or be subject to the fines or procedures described therein.

2.3 TERMINATION OF MEMBERSHIP

- 2.3.1 A membership may be terminated for failure to participate in mandatory activities of the Playschool, failure to comply with the Playschool Bylaws, the Policies and Guidelines as set out in the current Parent Handbook, or failure to pay fees or fines as required.

The Playschool Board will determine the appropriate action in these instances and act according to a majority vote.

- 2.3.2 A member may withdraw their membership upon giving one month's written notice to the Registrar. All uncashed cheques will be returned to the parents who follow this procedure.
- 2.3.3 The Playschool Board reserves the right to expel any student that it feels is not benefiting from, or is detrimental to the Playschool as a whole, or to the other children. The Board also reserves the right to terminate a membership should a parent or guardian be detrimental to the Playschool as a whole, or to other members of the Playschool. This shall be determined by a majority vote.
- 2.3.4 The Playschool Board will determine the appropriate action should a class not attain a fiscally viable enrollment.

3 CAMINITOS PLAYSCHOOL SOCIETY BOARD

3.1 DIRECTOR/OFFICER POSITIONS

The Directors of the Board shall be current or past members and consist of:

President

Vice-President

Treasurer

Registrar

Secretary

Webmaster

Fundraising & Volunteer Coordinator

- 3.1.1 In the event that there are insufficient volunteers for the Board, the Vice-President and Webmaster positions may be left vacant. The Vice President's duties will be divided amongst the Directors, and the Secretary will perform the Webmaster duties.

Thus, the Directors of the Board would consist of:

President

Treasurer

Registrar

Secretary

Fundraising & Volunteer Coordinator

3.2 GENERAL BOARD RESPONSIBILITIES

The Board responsibilities will include:

- 3.2.1 Developing or revising the conditions of employment for the Playschool Teachers as needed.
- 3.2.2 Annual review and revision of the Bylaws, Parent Handbook, and Board Handbook, with considered input from the Teacher, Teacher's Assistant, and the membership.
- 3.2.3 Any and all disciplinary action required, obtaining membership input where necessary.
- 3.2.4 Interpreting the Bylaws when their application to a particular situation is unclear.
- 3.2.5 The Board Members shall also perform all duties described in the current Board Handbook and shall be responsible for maintaining the general well-being of the Playschool, and promoting and furthering its aims and objectives.
All Board Members shall attend and assist with the Caminitos Open House and Orientation Night.

3.3 DIRECTOR/OFFICER APPOINTMENTS

- 3.3.1 Directors are appointed a position via a majority vote by the members of the Society at the Annual General Meeting.
- 3.3.2 Vacant Director positions are to be filled by a person who volunteers to the presiding Board for the position and:
 - 3.3.2.1 is voted in as per section 3.3.1, or
 - 3.3.2.2 is voted in at a Special Meeting as per section 4.2.
- 3.3.3 Should a position be in competition, the position will be filled by a majority vote as per section 3.3.1 or section 4.2.
- 3.3.4 The Annual General Meeting shall be considered the turnover point. Any departing members will turn their duties over to the new members. New Board Members will commence their duties as of this date. Past Board Members shall attend meetings and provide guidance to the end of November. The departing members will not have voting privileges.
- 3.3.5 No person shall hold office if he or she has not been a member within the last 3 years, and no member shall hold more than one Director position at any one time.
- 3.3.6 No person shall serve as paid staff of the Playschool and hold a Director position simultaneously.
- 3.3.7 All Directors of the Caminitos Playschool Society shall serve without remuneration.
- 3.3.8 Any Director who does not perform his or her duties or misses more than two Regular Director Meetings per year shall have bond cheques cashed, as described in the Parent Handbook and the Board Handbook.

3.3.9 A Board Member may be removed:

3.3.9.1 At a Special Meeting of the Board, if appropriate notice is given to all members (as per section 4.2.3), including the Board Member to be removed. There must be a special majority of three-fourths of the Board Members; or

3.3.9.2 At a Regular Director Meeting, if appropriate notice is given to all members (as per section 4.1.4), including the Board Member to be removed. A simple majority is required.

3.4 DUTIES

Detailed descriptions of each position are to be updated on an as needed basis in the Board Handbook.

3.4.1 President

- I. The President shall, when present, preside at all meetings of the Society, or designate a Board Member to do so. In their absence, the Vice-President will preside. In their absence, a chairperson may be elected at the meeting to preside.
- II. The President shall liaise with government/outside agencies, parents, teachers and other Board Members.
- III. The President shall oversee all areas of operation of the Playschool.
- IV. The President shall perform other duties as assigned by the Board and as necessary.

3.4.2 Vice-President

- I. The Vice-President shall have charge of all the correspondence of the Society including renewing license, lease, insurance, and teacher contracts.
- II. The Vice-President shall keep a record of all the members of the Society and their addresses, and send notices as required via e-mail, or delegate said task.
- III. The Vice-President shall perform other duties as assigned by the Board and as necessary.

3.4.3 Treasurer

- I. The Treasurer is responsible for preparing and keeping all financial records.
- II. The Treasurer shall prepare the annual operating budget.

- III. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
- IV. The Treasurer shall properly account for the funds of the Society and keep such books as may be directed.
- V. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting a duly audited statement of the financial position of the Society (as per section 6.1.2), and submit a copy of same to the Vice-President for the records of the Society.
- VI. The Treasurer shall prepare the monthly payroll or delegate the task to a qualified representative.
- VII. The Treasurer shall prepare and distribute tax receipts in December and June.
- VIII. The Treasurer shall perform other duties as assigned by the Board and as necessary.

3.4.4 Registrar

- I. The Registrar shall prepare yearly registration forms and related letters.
- II. The Registrar shall receive and finalize all registrations.
- III. The Registrar shall respond to registration requests.
- IV. The Registrar shall inform the President, Treasurer, and teachers of new registrations.
- V. The Registrar shall make sure all registrations received are in order.
- VI. The Registrar shall prepare sign in sheets and provide copies of all necessary student documentation for the classroom.
- VII. The Registrar shall perform other duties as assigned by the Board and as necessary.

3.4.5 Secretary

- I. The Secretary shall take minutes at all Society meetings.

- II. The Secretary is responsible for preparing and preserving the agendas and minutes of all meetings.
- III. The Secretary shall collect mail from school office and place in the mail files outside of the classroom.
- IV. The Secretary shall update and maintain the Parent Handbook, the Board Handbook, and the Employee Handbook, on and off line as relevant.
- V. The Secretary will coordinate school field trips and special events in conjunction with the appropriate parent volunteers and the Fundraising & Volunteer Coordinator.
- VI. The Secretary shall perform other duties as assigned by the Board and as necessary.

3.4.6 Webmaster

- I. The Webmaster shall be responsible for maintaining the Playschool website.
- II. The Webmaster shall maintain the executive contact list responsible for advertising.
- III. The Webmaster shall keep all Internet sites advertising Caminitos updated with current information.
- IV. The Webmaster shall place advertisements in various locations to promote the Playschool, Playschool events (i.e. Open House, etc.) and fundraising efforts.
- V. The Webmaster shall be responsible for producing advertising materials such as flyers for school and Board events.
- VI. The Webmaster shall perform other duties as assigned by the Board and as necessary.

3.4.7 Fundraising & Volunteer Coordinator

- I. The Fundraising & Volunteer Coordinator shall keep track of parents' volunteer commitments, ensuring all parents sign up for appropriate positions.
- II. The Fundraising & Volunteer Coordinator shall send reminders and updates to parents regarding their volunteer commitments.

- III. The Fundraising & Volunteer Coordinator shall oversee the volunteer committees.
- IV. The Fundraising & Volunteer Coordinator shall prepare, plan, and oversee all fundraising activities with the assistance of the fundraising volunteers.
- V. The Fundraising & Volunteer Coordinator shall report fundraising plans and earnings at Regular Director Meetings.
- VI. The Fundraising & Volunteer Coordinator shall track and report each family's fundraising efforts for both the Board and for individual families.
- VII. The Fundraising & Volunteer Coordinator shall perform other duties as assigned by the Board and as necessary.

3.5 PROTECTION AND INDEMNITY OF BOARD MEMBERS

- 3.5.1 Each Board Member holds office with protection from the Society. The Society indemnifies each Board Member against all costs or charges that result from any act done for their role for the Society. The Society does not protect any Board Member for acts of fraud, dishonesty, or bad faith.
- 3.5.2 No Board Member is liable for the acts of any other Board Member, member, or employee. No Board Member is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm, or corporation dealing with the Society. No Board Member is liable for any loss due to an oversight or error in judgment, or by an act in their role for the Society, unless the act is fraud, dishonesty, or bad faith.
- 3.5.3 Board Members can rely on the accuracy of any statement or report prepared by the Society's auditor. Board Members are not held liable for any loss or damage as a result of acting on that statement or report.

4 DIRECTOR MEETINGS

4.1 REGULAR DIRECTOR MEETINGS

- 4.1.1 The Directors shall hold Regular Director Meetings each month of the school year, and as deemed necessary over the summer months.
- 4.1.2 All Regular Director Meeting dates shall be determined at the Annual General Meeting, for example, the first Tuesday of each month, and shall be posted on the Playschool website calendar, and in the Caminitos Playschool newsletter.

- 4.1.3 All members of the Caminitos Playschool Society are invited to attend the parent portion of the Regular Director Meetings, with RSVP. The Directors reserve the right to limit the number of non-Board members at Regular Director Meetings.
- 4.1.4 The Board must provide 7 days' notice to all members of the Playschool of any changes to the time, date, and place of any Regular Director Meeting. The notification shall be made by e-mail.

4.2 SPECIAL MEETINGS

- 4.2.1 The President will call the Annual General Meeting at the beginning of the school year.
- 4.2.2 Other Special Meetings may be called by:
 - (a) Any Director, or
 - (b) A group comprising 25% of the Caminitos Playschool Society membership, provided that a written request is submitted to the President, or
 - (c) The teaching staff, provided that a written request is submitted to the President.
- 4.2.3 The President must provide 7 days' notice to all members of the Playschool of time, date, place, and purpose of the Special Meeting. The notification shall be made by e-mail.
- 4.2.4 No business other than that pertaining to the subject of the Special Meeting shall be transacted.
- 4.2.5 Annual General Meeting:
 - (a) Will be held in or before September.
 - (b) Members shall be advised of the date of the Annual General Meeting by e-mail.
 - (c) AGM Agenda will be available on the website a minimum of 21 days prior to the meeting. A brief biography of any known potential incoming Board Members will also be posted.
 - (d) The membership will vote in the incoming Board.
 - (e) The outgoing Treasurer will present the Society's Annual Return.

4.3 QUORUM

- 4.3.1 Attendance by 20% of the members at the Annual General Meeting shall be a Quorum.
- 4.3.2 For all remaining meetings of the members, including Regular Director Meetings and other Special Meetings, Quorum shall be a simple majority of the Board Members.
- 4.3.3 If a Quorum is not present at any such meeting, another meeting shall be called.

4.4 VOTING AND MEETING ATTENDANCE

- 4.4.1 Any Playschool Society member may attend and vote at Regular Director Meetings, with RSVP to the Board Members. The Board reserves the right to limit the number of non-Board members at Regular Director Meetings.
- 4.4.2 The Annual General Meeting is open to all Playschool Society members and staff, though only members may vote.
 - 4.4.2.1 If a member is also staff, they must recuse themselves for any vote that might be construed as a conflict of interest, including but not limited to salary determination.
- 4.4.3 Special Meeting attendance and voting is at the discretion of the Board.
- 4.4.4 Non-Board member voting must be done in person.
- 4.4.5 Board Members may vote in person or in writing via e-mail.

4.5 MINUTES, BOOKS, AND RECORDS

- 4.5.1 The Secretary is responsible for preparing and preserving the minutes of all meetings. Should the Secretary be unable to attend, another Director will volunteer and take all responsibilities for preparing and preserving the minutes of the meeting.

5 BYLAWS

5.1 AMENDMENTS

- 5.1.1 Bylaws can only be changed by a Special Resolution of the members. Special Resolution is defined in section 1 (d) of the Societies Act.
- 5.1.2 These Bylaws may be cancelled, altered, or added to by Special Resolution at any Annual General Meeting or Special Meeting of the Society.
- 5.1.3 There shall be 21 days notice of this meeting, which must include details of the proposed resolution to change the Bylaws.
- 5.1.4 75% of the members must vote in favour of the Special Resolution.

- 5.1.5 The amended Bylaws take effect after approval of the Special Resolution at the Annual General Meeting or Special Meeting and acceptance by the Corporate Registry of Alberta.

6 FINANCES

6.1 REVIEW OF THE PLAYSCHOOL FINANCIAL ACCOUNTS

- 6.1.1 The fiscal year of the Society shall be September 1.
- 6.1.2 The Board will appoint two members (generally President and Treasurer) to approve the Financial Statement prior to filing the Annual Return.
- 6.1.3 The financial accounts will be audited annually by a duly qualified financial professional or by two members of the Society elected for that purpose at the Annual General Meeting.
- 6.1.4 The Society's members shall have the right to inspect all books and records of the Caminitos Playschool Society at any monthly meeting, provided no laws of privacy are contravened.

6.2 BORROWING MONEY

For the purpose of carrying out its objects, the Society may borrow or raise or secure the payment of money in such a 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 Society, and in no case shall debentures be issued without the sanction of a Special Resolution of the Society.

6.3 CHEQUE SIGNING

- 6.3.1 Cheque signing shall be executed by the Treasurer, or by the President in the Treasurer's absence.
- 6.3.2 The President and Treasurer shall have signing authority.
- 6.3.3 Additional members of the Board may be granted signing authority at the discretion of the Board.
- 6.3.4 Contracted financial representatives, such as book-keepers, may be granted signing authority at the discretion of the Board.

6.4 REMUNERATION

Unless authorized at any meeting and after notice for same shall have been given, no officer/Director or member of the association shall receive any remuneration for their services.

6.5 PLAYSCHOOL PROPERTY

The property and assets of the Playschool shall belong to the Playschool as a corporate entity, and shall not constitute the property of any individual member. No person shall have claim upon the property and assets of the Playschool on ceasing to be a member, or at any time thereafter.

6.6 AUDITS

All books must be audited once per year.

6.7 INSPECTING BOOKS AND RECORDS

The Society's members shall have the right to inspect all books and records of Caminitos Playschool Society at any monthly meeting.

7 DISSOLUTION

In the event the Society is dissolved, all assets of the Playschool which are remaining after the payment of any just debts and obligations will be distributed to such educational or charitable organizations as may be decided by the Board.

8 MISCELLANEOUS

8.1 SOCIETY SEAL

Caminitos Playschool Society does not have and will not be adopting a Society Seal.

8.2 KEYS

The President and Teacher shall have keys. These are to be transferred to each subsequent President and Teacher as required.

Dated at the City of Edmonton, in the Province of Alberta this 31st day of August, 2017.

Signature:	Address		
Print Name:	City	Province	Postal Code

Signature:	Address		
Print Name:	City	Province	Postal Code

Signature:	Address		
Print Name:	City	Province	Postal Code

Signature:	Address		
Print Name:	City	Province	Postal Code

Signature:	Address		
Print Name:	City	Province	Postal Code

Witness

Signature:	Address		
Print Name:	City	Province	Postal Code