



HUMBLE BEGINNINGS
PLAYSCHOOL ASSOCIATION
BYLAWS



JUNE 10, 2021

ARTICLE I - NAME

The name of the organization shall be “Humble Beginnings Playschool”, which shall be referred to as “the Playschool”.

ARTICLE II – DEFINITIONS

- i. ORDINARY RESOLUTION – a resolution passed by simple majority at a regular meeting of the Societies
- ii. SPECIAL RESOLUTION - as defined in the Societies Act and for the purposes of the Society shall mean
 - a. A resolution passed at a general meeting of which not less than 21 days’ notice specifying the intention to propose the resolutions has been given, and
 - b. By the vote of not less than 75% of those members who, if entitles to do so, vote in person or by proxy.
 - c. A resolution proposed and passed as a special resolution at a general meeting of which less than 21 days’ notice has been given, if all members entitle to attend and vote at the general meeting so agree or
 - d. A resolution consented to in writing by all members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

ARTICLE III – MEMBERSHIP AND DUES

- i. **EXECUTIVE MEMBERSHIP** – Any person or couple who has a child registered in the Playschool and is elected to hold a seat on the Board of Directors. A person who has a child attending Playschool the following year is eligible to be elected to hold a seat on the Board of Directors. All executive members must provide an up to date criminal check.
- ii. **ASSOCIATED MEMBERSHIP** – Any person or couple without a child registered in the Playschool who wish to contribute to the aims and objectives of the society. All associated memberships must be approved by special resolution. All associated membership must provide an up to date criminal check and sign a confidentiality agreement
- iii. **ACTIVE MEMBERSHIP** – Any person or couple who has a child registered to attend the Playschool and behaves in accordance to the guidelines, bylaws and objectives of the Playschool
- iv. **TERMINATION OF MEMBERSHIP**
 - a. All memberships for the current year shall terminate upon completion of school year.
 - b. Any EXECUTIVE and/or ASSOCIATED MEMBERSHIP wishing to withdraw from membership may do so upon a notice in writing to the Board of Directors.

- c. Any EXECUTIVE MEMBERSHIP and/or ACTIVE MEMBERSHIP shall be cancelled for failure to pay the registration/fundraising/program fees as set out by the Board of Directors.
- d. Any EXECUTIVE, ASSOCIATED OR ACTIVE MEMEBERSHIP may be removed by special resolution of the society.

ARTICLE IV – BOARD OF DIRECTORS

- i. The executive shall consist of Chair, Vice Chair, Secretary, Treasurer, Registrar, Fundraising/Grants Coordinator, Media Coordinator, Volunteer Coordinator are elected at the annual meeting every year or appointed as herein after set out.
- ii. Each member of the executive shall be a director of the society.
- iii. The Board of Directors shall be elected by a majority of those present at the annual general meeting.
- iv. The Board of Directors shall, subject to the bylaws or directions given by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Playschool.
- v. Each member of the Board of Directors must attend all Board Meetings and miss no more than two Board meetings within the Fiscal Year. Failure to follow this policy may result in the termination of your term at the discretion of the society's Chair and Vice Chair.
- vi. Directors shall be elected for the term or one (1) year and may not serve more than two (2) successive years in any particular position.
- vii. Members can/shall be expelled from the Board of Directors due to breach of confidentiality, criminal record or activity, non-completion of duties assigned to position held, and/or behavior deemed unacceptable or not in the best interest of the Playschool by majority vote of the remaining Board of Directors. The member expelled will receive written notification of the expulsion.
- viii. If a member of the directors resigns, dies or is expelled from position held, or otherwise is unable to carry out his/her duties, the remaining directors may appoint any other active member to replace such director until the completion of the year.
- ix. No paid staff of the society may be a member of the directors.

ARTICLE V – DUTIES AND POWERS OF DIRECTORS

- i. Duties of the directors shall be set out by the directors and approved by directors
- ii. No director shall be paid for services other than reimbursement for reasonable disbursements as determined by the directors.
- iii. The Board of Directors have the power to administer the affairs of the Playschool in all things and make for the society in its name, any kind of contract which the Playschool may lawfully enter into if in the best interest of the society.

iv. The Humble Beginnings Playschool Association Officer Code of Conduct governs the executive. All officers are expected to acknowledge and sign the code of conduct document prior to the first executive board meeting.

v. The Chair shall:

- a. Preside at all meetings.
- b. Create all agendas for board meetings.
- c. Be the liaison between teachers, bookkeeper and membership.
- d. Ensure the playschool is operating within Alberta Health Services, Alberta Government, Canada Revenue Agency, and Municipal guidelines and regulations.
- e. Have signing authority.
- f. Represent and make decisions on the day to day operations that are in the best interest of the Playschool and membership.
- g. Prepare and present an annual report to the executive membership.
- h. Ensure all meeting minutes and documents relating to the playschool are maintained, organized. All documents will be kept at the playschool or on external drive which will be accessible upon request.

vi. The Vice Chair shall:

- a. Preside over meetings in the absence of the Chair.
- b. Familiarize with all day to day operations of the playschool in the case of absence of the Chair.
- c. Have signing authority.
- d. Be in charge of all rostering schedule and collection of all roster cheques.

vii. The Secretary shall:

- a. Document all meeting minutes and distribute to the Chair a minimum of seven (7) days preceding the meeting.
- b. In the absence of the secretary, she/he is responsible for appointing temporary replacement.
- c. Ensure all meeting minutes and documents relating to the playschool are maintained, organized. All documents will be kept at the playschool or on an external drive which will be accessible upon request.
- d. Ensure all staff and directors have proper safety documents and criminal checks.

viii. The Treasurer shall:

- a. Properly account for the funds of the society and keep such books as may be directed.
- b. Present all a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the AGM a statement duly audited as hereinafter set forth of the financial position of the society and submit a copy of the same to the secretary for the records of the society.

ix. The Registrar Coordinator shall:

- a. Accept registrations, ensure accuracy and correspond with new enrollments.
- b. Advise directors, teachers and bookkeeper of any amendments to the enrollment lists
- c. Ensure Alberta Health Services requirements for enrollment is accurate and complete, this includes class lists, sign in sheets, allergy/medical documents, emergency contacts, enrollment binders

x. Fundraising/Grant Coordinator shall:

- a. Be responsible for researching and presenting potential fundraisers/grants to the directors
- b. Organize, advertise and coordinate all fundraisers
- c. Liaison with bookkeeper on fundraiser income/expenses
- d. Work with Chair and Bookkeeper on the application of grants
- e. Order, collect and distribute Scholastic material

xi. Media Coordinator shall:

- a. Be in charge of all social media promotions, and communications to the public and with the members of the society.
- b. Assist with set up, maintenance and updates required for the playschool website
- c. Be called upon by the Board to aid and assist in the organization of special events and such activities.

xii. Volunteer Coordinator shall:

- a. Coordinate and distribute any required rostering schedules
- b. Create and communicate any snack party lists to the members of the society
- c. Coordinate all toy cleaning and any additional fundraising volunteer sign up forms and schedules
- d. Ensure parents comply with their volunteer roles throughout the year

ARTICLE VI – MEETINGS

- i. General monthly meeting, once a month unless otherwise agreed upon by Directors, shall be held during the months of regular playschool operation on the second Monday of every month and may be subject to change or cancellation by Directors.
- ii. The agenda for the general monthly meeting shall be provided via email seven days (7) prior by the Chair or designate.
- iii. Notification of unexpected meeting changes shall be provided to directors 48 hours prior to meeting via email.
- iv. Notification of a Special meeting shall be provided 24 hours prior, via email.
- v. A quorum at general/special meetings shall be seventy per cent (70%) of executive membership.
- vi. All general meetings are open to active and associated membership.
- vii. Meeting of the Directors can be called by any member of the executive upon notice given personally, email or telephone at least two days prior to the meeting, or on shorter notice if agreed to by all directors.
- viii. An Annual General Meeting shall be held during the month of September and shall include, but not be restricted to, as agenda items:
 - a. An enrollment and operational update presented by the Chair or delegate
 - b. A Financial Review will be given by the treasurer or delegate, reviewing the year
 - c. Nomination and election of directors
- ix. Notification of the Annual General Meeting shall be given thirty (30) days prior via email notification, bulletin and social media.
- x. Unless a secret ballot is directed by the directors, all votes shall be by show of hands or proxy.
- xi. All members may vote at any meeting provided that there shall be only one vote per family.

ARTICLE VII – FINANCES & OTHER MANAGEMENT MATTERS

- i. The Board of Directors shall have the power to transact banking with any charter bank in Canada, on behalf and in the best interest of the Playschool.
- ii. The Fiscal Year End is June 30.
- iv. Fiscal Year End Finances shall be audited by third party bookkeeper or accountant within 60 days of fiscal year end.
- v. The financial records shall be kept at the location of the Playschool or with the bookkeeper and shall be available for inspection by members.

vi. The Playschool may borrow, raise or secure the payment of money in such manner as it deems fit, and in particular by the issue of debentures but this power shall be exercised only under the authority of the directors, and special resolution of the society.

ARTICLE VIII – OTHER

i. These bylaws shall not be altered, amended, varied or added to except by Special Resolution of the members. No amendment shall be made at the annual general meeting, as the new members would not have had time to become aware of the issues related to any proposed change to the bylaws.

ii. The amended bylaws take effect after approval of the special resolution and after being accepted by the Corporate Registry of Alberta

INDEMNITY: Subject to the limitations contained in the Act, the society shall indemnify a Director or Bookkeeper, or a person who acts or acted at the Playschool request as a Director of the body corporate of which the society is or was a shareholder or creditor (or a person who undertakes or has undertaken any liability on behalf of the society or any such body corporate) and his or hers heirs and legal representatives against all costs, charges and expense, including and amount paid to settle an action or satisfy a judgement, reasonably incurred by him or her in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason or being or having been a Director of the Playschool or such body corporate (or undertaking or having undertaken any liability on behalf of the Playschool of any such body corporate), if;

a) he or she acted honestly and in good faith with view to the best interests of the society; and

b) in the case of the criminal or administrative action or proceeding that is enforced that is enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.

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