

FRIENDS OF THE CHESTERMERE LAKE MIDDLE SCHOOL  
SOCIETY  
SOCIETY BY-LAWS 10-001

1. MEMBERSHIP

Membership fee, if any, in the society shall be determined, from time to time, by the members at a general meeting. Any person residing within the boundaries of Chestermere Lake Middle School or having a child attending Chestermere Lake Middle School, and being the full age of 18 years, may become a member.

Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

PRESIDENT

The president shall be ex-officio a member of all Committees. He/She shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both a chairperson may be elected at the meeting to preside.

BOARD OF DIRECTORS

Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Society.

The Board, shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every year, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice provided to each member or by three days notice by fax or telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

A person appointed or elected a director becomes a director if they were present at the meeting being appointed or elected, and did not refuse the appointment. They may also

become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

Any director or officer, upon a majority vote of all members in good standing and in attendance, may be removed from office for any cause which the society may deem reasonable.

#### SECRETARY

It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. He/She shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the Society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

#### TREASURER

The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/She shall properly account for the funds of the society and keep such books as may be directed. He/She shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly reviewed of the financial position of the society and submit a copy of the same to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of the officers shall so decide.

#### AUDITING

The books, accounts and records of the Secretary and Treasurer shall be reviewed at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by the person(s) conducting the review at the Annual Meeting of the society. The fiscal year of the society in each year shall be July 1 to June 30.

The books and records of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time

satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

#### MEETINGS

This society shall hold an annual meeting on or before June 15 in each year, of which notice in writing to each member shall be provided 10 days prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary-Treasurer), and three directors. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.

General meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to each member, provided eight days prior to the date of such meeting. A special meeting shall be called by the President or Secretary setting forth the reasons for calling such meeting, which shall be by notice in writing to each member, eight days prior to the meeting.

Five (5) members in good standing shall constitute a quorum at any meeting.

#### VOTING

Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise.

#### REMUNERATION

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

#### BORROWING POWERS

For the purpose of carrying out its objects, the society shall not be allowed to borrow or raise or secure the payment of money.

#### BY-LAWS

The By-Laws may be rescinded, altered or added to by a "Special Resolution".

DATED November 15, 2017 \_\_\_\_\_