

On behalf of the Board of Directors of The Sylvan Lake School Aged Care Society's (SLSACS), we would like to remind parents the Annual General Meeting (AGM) will be held this Thursday, November 19 from 7:00 pm – 8:30 pm at the Sylvan Lake Family and Community Centre, 4725 – 43 Street. In addition to the financial and program updates, the following positions will be up for election: Vice-president, Secretary, a Member at Large for Our Lady of the Rosary, a Member at Large for C.P. Blakely, and a Member at Large for Steffie Woima. The duties of each position are noted in Part 3 of the attached Bylaws. Monthly board meetings are held September through June on the 3rd Monday of each month.

As the SLSACS is a non-profit organization overseen by a Board of Directors, it is important the vacant positions are filled. Without a Board of Directors, the program cannot operate.

At the meeting, the following AHS guidelines will be in place:

- If you have a fever, cough, sore throat, runny nose, shortness of breath, or are a close contact of a person who tested positive for COVID-19, please do not attend.
- All attendees will be required to wash their hands or use sanitizer (provided) upon entry.
- All attendees will be required to maintain physical distancing of 2 meters.
- All attendees will read and answer the “COVID-19 Alberta Health Daily Checklist” questions. If you answer yes to any of the questions, you will need not be allowed to attend.
- The SLSACS will have a sign in sheet for meeting attendance records and contact tracing.

If you have any questions, please feel free to contact me at 403-391-0430 or tanyaskot@gmail.com.

Tanya Thompson
SLSACS President

Sylvan Lake School Aged Care Society Bylaws

Part 1 – Title

- 1.1 This list of Bylaws will govern the Sylvan Lake School Aged Care Society.

Part 2 – Definitions

- 2.1 **Board** shall mean and include all members of the Sylvan Lake School Aged Care Society's elected executive.
- 2.2 **Society** shall mean the Sylvan Lake School Aged Care Society.
- 2.3 **Director** shall mean the hired staff member in the role of Program Director.
- 2.4 **Member** shall mean a member of the Program with a child enrolled and in good standing.
- 2.5 **Regular Program** shall mean the Kidz Club Program running September through June.
- 2.6 **Summer Program** shall mean the Kidz Club Program running July and August.

Part 3 – Board, Elected Executive

3.1 President

- 3.1.1 Shall be ex-officio a member of all committees. He/she shall, when present, preside at all meetings of the Board. In his/her absence the Vice-President shall preside at any such meetings. In the absence of both a chairperson can be selected at the meeting to preside.
- 3.1.2 Is a member of the Society.
- 3.1.3 Acts as the Board liaison with the Director.
- 3.1.4 Holds Signing Authority.
- 3.1.5 Ensures that Board has the information needed to do their jobs.

3.2 Vice-President

- 3.2.1 Shall preside at meetings in the absence of the President.
- 3.2.2 Is a member of the Society.
- 3.2.3 Participates closely with the President to develop and implement plans as outlined by the Board.
- 3.2.4 May hold signing authority.
- 3.2.5 Assists the President in liaising with the Director.

3.3 Secretary

- 3.3.1 Is a member of the Society.
- 3.3.2 Maintain administrative duties of the Board. Including but not limited to: notifying members of meetings, preparing agendas, preparing minutes, maintaining records and facilitating the administrative actions of the Board.
- 3.3.3 May hold signing authority.
- 3.3.4 Keeps accurate minutes and ensures they are distributed to members shortly after each meeting.

3.4 **Treasurer**

- 3.4.1 Is a member of the Society.
- 3.4.2 Supports the Director in managing and administering the fiscal matters of the Society
- 3.4.3 Holds signing authority.
- 3.4.4 Provides annual budget to the Board for members' approval.
- 3.4.5 Presents each month's financial report at Board meetings.
- 3.4.6 Liaises with the Boards hired accountant or bookkeeper.

3.5 **Participation Coordinator**

- 3.5.1 Is a member of the Society.
- 3.5.2 Liaises with the Director in participation and community events.
- 3.5.3 Monitors and maintains parent volunteer hours for credit towards participation fee.
- 3.5.4 May hold signing authority.

3.6 **Accreditation Coordinator**

- 3.6.1 Is a member of the Society.
- 3.6.2 Liaises with the Director and staff regarding accreditation
- 3.6.3 Works with the Director to ensure accreditation standards are adhered to in all programs.

3.6 **Board Member At Large**

- 3.6.1 Is a member of the Society.
- 3.6.2 Assists and advises the Board as assigned.

Part 4 - Term

- 4.1 The term of any member to any elected position will be 2 years to a maximum of 3 terms.
- 4.2 An appointed member ceases to be a member of the Board when:
 - 4.2.1 He or she fails to attend three (3) consecutive regular meetings of the Board or one third (1/3) or more of the regular meetings of the Board scheduled in a year, unless otherwise excused by the Board.
 - 4.2.2 His or her term expires.
 - 4.2.3 He or she is removed from office by resolution of the Board.
 - 4.2.4 His or her child or children no longer attend the Program unless deemed necessary and approved at the Boards discretion.

Part 5 – Auditing

- 5.1 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Board 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 such auditor at the Annual Meeting of the Society. The fiscal year of the Society in each year shall be Sept – August 31.

- 5.2 The books and records of the Board may be inspected by any member of the Board at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the members having charge of same. Each member of the Society shall at all times have access to such books and records.

Part 6 – Meetings

- 6.1 The Board shall hold an annual meeting on or before the first week of October. In each year, of which notice will be posted at the program and emails shall be sent to the general membership a minimum of one (1) week prior to the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, and Members at Large. The officers and directors so elected shall form a Board and shall serve until they finish their term or are removed from office. Any vacancy occurring during the year shall be filled as required. Any member in good standing shall be eligible to any office in the society.
- 6.2 General meetings of the Board may be called at any time by the Secretary upon the instructions of the President or Board by contacting all members of the Board via email, phone call or text message, receiving confirmation of message receipt, one (1) week prior to the date of such meeting.
- 6.3 Special meetings of the Board may be called at any time by the President or by special request of any members of the Board.
- 6.4 A majority of the members of the Board constitutes a quorum.
- 6.5 Each member present at a meeting of the Board shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 6.6 Email voting is allowed when, all 3 conditions are fulfilled:
- 6.6.1 Quorum is not met at the scheduled meeting
 - 6.6.2 The required decision cannot wait until the next meeting
 - 6.6.3 If additional information is required in order to make a decision

Part 7 – Bylaws

7.1 The Bylaws may be rescinded, altered or added to by a ‘Special Resolution’.

7.2 Special Resolution Format

Subject to matters requiring a special resolution, this bylaw shall be effective when made by the board.

CERTIFIED to be the bylaw of the Sylvan Lake School Aged Care Society, as enacted by the directors of the Sylvan Lake School Aged Care Society by resolution on the _____ day of _____, 20____ and confirmed by the members of the Sylvan Lake School Aged Care Society by special resolution on the _____ day of _____, 20____.

Dated as of the _____ day of _____, 20____.

[Indicate name of Board Executive]

Part 8 – Assets

8.1 Dedication of Assets

The property of the Society is dedicated to the purposes of facilitating the Kids Club program and no part of the income or assets of the Society shall ever inure to the benefit of any member of the Society thereof or to the benefit of any private individual other than reimbursements made to members or staff for any expenses incurred on behalf of the Society.

8.2 Distribution of Assets

Upon the dissolution or winding-up of the Society, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Society shall be distributed to a nonprofit fund, foundation, or entity which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of subsequent federal tax laws.

Dated: _____

Signature:	Address:
Printed Name:	

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