



**2024-2025**

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# ***CAPILANO PLAYSCHOOL ASSOCIATION POLICY HANDBOOK & BYLAWS***

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## **INTRODUCTION**

Capilano Playschool Association (CPA) is a parent-owned co-operative, operating as a sub-committee of the Capilano Community League. We are a non-profit organization, meaning ALL funds are used for the operation and administration of the Playschool. All families who have a child registered in Capilano Playschool must read and comply with the policies and procedures outlined in this handbook.

## **MISSION STATEMENT**

Our “learn through play” philosophy provides children with a fun and supportive early learning environment. Our program promotes social, emotional, physical, and intellectual development while nurturing the child’s desire to learn.

We believe that play is central to a child’s learning, and we encourage play activities in all areas of the room. We provide time for action songs, physical nature awareness, outdoor activities, and physical development. We believe that children should be free to explore art materials and to express themselves without adult restrictions and expectations placed on their work.

## **GOALS AND OBJECTIVES**

We aim to be a fun and happy place for your child, where we hope that you and your child will make good friends through your association with Capilano Playschool. Our objectives are to encourage development of the child’s physical and intellectual abilities, to contribute to the development of a positive self-concept, and to encourage the desire to learn.

# Capilano Playschool Association

## Policy Handbook

### 1. PARENT INVOLVEMENT

As parents of a child registered at Capilano Playschool, you are members of a parent-led cooperative playschool. This means that the existence of the Playschool depends on your commitment and dedication throughout the school year. The parent body works together toward common goals, the most important of which is to provide a happy and satisfying experience for our children. Your annual duties in the cooperative include:

#### 1.1. MANDATORY PARENT MEETINGS

- 1.1.1. All families are required to attend two meetings throughout the year at Hardisty School. The meetings are held in September and in the spring.

#### 1.2. FUNDRAISING

- 1.2.1. Capilano Playschool raises the majority of its funding for field trips, enrichment exercises, classroom supplies, toys, etc. through fundraising. Our large annual fundraiser this year is going to be a St. Patrick's Day raffle.
- 1.2.2. Your family is required to purchase 40 tickets for each child attending by providing two Fundraising Cheques (\$200 each), dated for November 1 and February 1. Each family will be given their # of raffle tickets once the Fundraiser Coordinator has received the ticket order. Your fundraising cheques will be cashed regardless, therefore it is YOUR CHOICE as to whether or not you sell your tickets to make back your \$\$.
- 1.2.3. Depending on the number of students enrolled, there will always be a certain number of tickets remaining. The Fundraising Coordinator(s) for the Playschool are responsible for trying to sell the remaining tickets; however if you have a knack for selling, please do not hesitate to help us reach the fundraising goal.
- 1.2.4. Members who register their child/ren after the date of the annual fundraiser, will be required to raise \$200 in a smaller, secondary fundraiser.

#### 1.3. CLASSROOM VOLUNTEER DAYS

- 1.3.1. An adult volunteer in the classroom is required to maintain a minimum ratio of seven children to one adult. In addition to fostering more direct

interaction with the children, parents bring new and interesting perspectives to the class every day. Volunteering in the classroom also allows you to spend time with your child(ren) in a relaxed classroom environment and share in their learning experience. The following points outline the requirements of each family and the responsibilities of a Classroom Volunteer.

- 1.3.2. Every family is required to participate in Classroom Volunteer days.
- 1.3.3. The number of Classroom Volunteers days/month will vary depending on how many students are enrolled in the class and how many days/weeks the class is.
- 1.3.4. Your volunteer days will be assigned randomly by the Secretary; however, you will have the opportunity to indicate dates you may/may not work for you.
- 1.3.5. If you cannot attend on your assigned day, you must find an adult to replace you (another parent, grandparent, neighbor, etc.) If you cannot find a replacement, contact the Ghost Parent (see class list) for your class, who is aware that their volunteer position requires last minute availability. **IT MUST BE STRESSED THAT USE OF THE GHOST PARENT IS A LAST RESORT OR EMERGENCY SITUATION. IF IT IS POSSIBLE TO FIND A PARENT (COULD EVEN HAPPEN TO BE THE GHOST PARENT) AT THE LAST MINUTE (EVEN IN CLASS) WHO IS WILLING TO TAKE YOUR CLASSROOM VOLUNTEER DAY, THEN YOUR \$100 CHEQUE WILL NOT BE CASHED.**
  - 1.3.5.1. Your \$100 'participation fee' cheque will be cashed if you use a Ghost Parent.
- 1.3.6. Your \$100 'participation fee' cheque will be cashed if you fail to attend or secure an adult for your classroom volunteer day.
- 1.3.7. If you fail to attend or secure an adult for your Classroom Volunteer day, then class must be cancelled (Alberta Youth and Child Services requires 1 adult: 7 children).
- 1.3.8. Failure to attend two assigned classroom volunteer days will result in the review of your continued membership. At the discretion of the executive, you may be asked to withdraw from the school.
- 1.3.9. The Classroom Volunteer must arrive a minimum of 10 minutes before the start of class (8:35 AM). The Classroom Volunteer must also remain after class is over until all of the children are picked up and the classroom is cleaned as directed by the teacher.
- 1.3.10. Classroom Volunteer Buy Out Program - Capilano Playschool facilitates a program where families who are not able to provide classroom volunteers, work together with families who are able to take on additional classroom volunteer days. If you sign up to provide classroom volunteer days for another

family, you will be scheduled to volunteer for your own child's days and another family's days during each schedule rotation.

1.3.10.1. Families wanting to opt out of classroom volunteer days, pay an annual fee of \$250 for the 2 day a week programs, \$350 for 3 day a week programs or \$600 for the 5 day a week program. This fee is due on September 1 and is paid to the Playschool. Families wanting to provide classroom volunteer days for another family will receive an honorarium of \$125 for a 2 day a week program, \$175 for a 3 day a week program or \$300 for the 5 day a week program on January 1 and June 1 for each family assisted. The program is not a guarantee and is on a first come first served basis.

#### **1.4. TOY CLEANING and VOLUNTEER POSITION**

- 1.4.1. Families will be required to assist in 2 - 4 toy cleans over the year in addition to taking on a Volunteer Position.
- 1.4.2. Your \$100 'Participation Fee' Cheque will be cashed if you do not participate in the toy clean date for which you are signed-up for.
- 1.4.3. Due to the nature of cleaning products used during toy cleans as well as the length of toy cleans, it is not recommended that children attend.
- 1.4.4. All members will perform at least one Volunteer Position (floater, laundry, etc.). If necessary, duties that are less demanding will be doubled up.
- 1.4.5. Returning and Alumni Families will have the opportunity to volunteer to serve on the Executive when contacted by the Chairperson or Administration Assistant in the spring prior to the Spring AGM Elections for the Executive.
- 1.4.6. New Families will have the opportunity to volunteer to serve on the Executive when filling out the registration form; otherwise, they will be required to sign-up for a Volunteer Positions at the September Parent Meeting, from a list of remaining open Volunteer Positions.

#### **1.5. EXECUTIVE POSITION**

- 1.5.1. Capilano Playschool operates as a parent cooperative, which means that each family is recommended to take on a Volunteer Position or an Executive Position.

## **2. CLASSROOM ETIQUETTE**

- 2.1. **If a member is more than 10 minutes late picking up their child, the Administration Assistant will cash the \$25.00 Late Fee Cheque. The \$25.00 will be donated to the Playschool. If the first two late fee cheques are deposited, two**

**additional cheques will be requested of the family and must be given to the administrative assistant before the child is permitted to attend the school. After these two additional late-fee cheques are requested, the executive board will be informed of the situation to discuss if any further action is needed, up to and including possible expulsion from the program. Please arrive between 8:45-9:00am and pick up your child at 11:15am.**

- 2.2. If a Classroom Volunteer shows up later than 8:40 AM, the Administration Assistant will cash the \$25.00 Late Fee Cheque. The \$25.00 will be donated to the Playschool.
- 2.3. Members shall promptly pay outstanding balances as prescribed by the Executive. The Administration Assistant will notify the member as to the date of the cheque being cashed via email, and if the member has not assured that the funds are available, the child will be suspended from attending until the balance has been cleared.
- 2.4. One month written notice is required before leaving the program. This notice begins on the 1<sup>st</sup> day of the next month. All Classroom Volunteer days and parent duty obligations must be fulfilled by the Parents and/or Legal Guardians until the last day of withdrawal.
- 2.5. **NON-SUFFICIENT FUNDS (NSF) POLICY**  
Each time there is an NSF cheque the family will be required to pay a \$20.00 fee. After the third NSF cheque, you will be asked by the executive to withdraw.
- 2.6. **CHILDCARE SUBSIDY**  
The Alberta Government Child Services offers a preschool subsidy for families with both parents working who make below \$180,000. Capilano Playschool is approved for the subsidy. Please notify our Administration Assistant if you apply and when you receive updates. More information can be found at <https://www.alberta.ca/child-care-subsidy>

## **2.7. DISCIPLINE**

- 2.7.1. Focus is on the positive behavior. An explanation of the desired behavior will be given, and choices will be offered as an attempt to create positive behavior. The children will be encouraged to use words to solve conflicts, and

to listen carefully to others. If the negative behavior continues, the child/children will be given specific choices: to play cooperatively or to play alone. When a child is disruptive during circle time or story time, an example of the desired behavior will be expressed. If the negative behavior continues, an attempt to ignore the child will be made until the behavior disrupts the other children and the activity. At this time, a specific choice will be offered to the child/children (either share your time quietly and co-operatively or sit alone).

- 2.7.2. If the behavior may cause physical injury, the child/children will be asked to leave the center. Choices will be offered. If the behavior reoccurs the child/children will lose all privileges and be redirected to a calm down space. Parents and teachers will also conference privately about negative behaviors that reoccur in a disruptive manner. The focus will be, at all times, on positive behavior, responsible decisions, and choices.

## **2.8. ILLNESS POLICY**

- 2.8.1. Children exhibiting the symptoms/illnesses below may not participate in the program until they receive a note from the child's physician OR the child has been symptom free for at least 24 hours: *Fever (a temperature greater than 38°C); persistent abdominal pain; vomiting; diarrhea; new or unexplained rash; varicella; strep throat; flu (high fever, body aches, chills); red measles; scarlet fever; mumps; conjunctivitis (pink eye); impetigo; other illness symptoms the teacher knows or believes may indicate the child poses a health risk to the person on the program premises; child requiring greater care and attention than can be provided without comprising the other children in the program.*
- 2.8.2. Until 24 hours after treatment has been initiated for: *head lice: until after the first treatment; scabies: until after treatment has been given.*
- 2.8.3. If your child has a cold, the following need to be taken into consideration before your child attend: *discharge from their nose must be manageable in a group care setting (child is able to take care of their nose to a certain degree); coughing and sneezing is infrequent; child is aware they must cough into their forearm or elbow).*
- 2.8.4. If your child is sick and brought to school, the teacher will decide if your child should be sent home. If your child should become ill while at the program, staff will call you at the numbers listed on the registration form to come and pick him/her up. The staff will make the decision to call you based on the best interests of both your child and the other children in the program. For this reason and for emergencies, it is important that your phone numbers and the alternate EMS contact information be kept up to date.

- 2.8.5. If your child contracts a communicable disease such as FLU, STREP THROAT, LICE, RED MEASLES, SCARLET FEVER, MUMPS or CHICKEN POX, please contact the teacher (despite that your child will be at home), as Alberta Health Services needs to be made aware. Notification to parents via letter will be made if a child with a communicable disease attended class. If an ambulance needs to be called in the event of an emergency and an ambulance is called for your child; payment for the service will be the responsibility of the parent or guardian.
- 2.8.6. COVID-19 We will be following EPSB and AHS regarding if we have to close at any given time and what to do if someone in our class is positive. If we have to close temporarily, no fee refunds will be given as we have to pay rent & the teacher for her time. If we have to shut down permanently, refunds will only be given after we have paid the teacher, rent, insurance etc. if you have paid fees yearly or bi-yearly in advance, monthly payments won't be cashed after the month of closure.

## **2.9. MEDICATION POLICY**

- 2.9.1. The Teacher will not administer any medication (prescription or non-prescription) to any child at any time unless it is a life-threatening situation for chronic medical conditions or allergic reactions.
- 2.9.2. Parents must provide a Medical Doctor's letter confirming the medical condition. It is necessary to provide the Playschool with a signed waiver of responsibility, absolving the Playschool staff and parent helpers from any legal responsibility.
- 2.9.3. In an emergency, children with identified medical reactions will be administered medications according to emergency kits provided and a Medical Doctor's instruction.
- 2.9.4. Specific signs, symptoms, and treatment (step by step) of stated medical condition must be provided in writing.
- 2.9.5. Parents and/or Legal Guardians must conference with the Teacher to review the treatment and responsibilities of each party involved.

## **2.10. CANCELLATION POLICY**

- 2.10.1. As long as Hardisty School remains open for regular instruction, the Playschool program will continue. Members are asked to use discretion in inclement weather.

## **2.11. CLASSROOM**



### 2.11.1. SCHOOL SUPPLIES

- 1 pair of indoor Velcro running shoes (non-marking sole) that will remain at school
- 1 **full sized** backpack with a complete change of clothes (including 2 pairs of socks and underwear) for your child. This backpack will come and go with your child daily, however a change of clothes in a ziplock bag will always be needed in case of accidents or messy art projects
- Lunch box/snack kit and water bottle that seals tightly
- **Please label everything that comes to school.** Mabels Labels is a great option and has an ongoing fundraiser with a small kickback to the school
- Toys from home are only allowed on the child's Show and Share day

### 2.11.2. TYPICAL DAILY PLAYSCHOOL ROUTINE:

- Drop off/Free Play
- Circle Time
- Bathroom/Wash hands
- Snack Time
- Free Play
- Outside (weather permitting)

### 2.11.3. SNACKS

It is the parent's responsibility to provide a small snack for their child each day. Approximately ten minutes is allocated, so special consideration regarding amounts is required. Also send a water bottle with your child's name on it. Please choose nutrition over convenience.

- Snack Suggestions:  
vegetables, fruits, pickles, eggs, raisins, cheese, crackers.  
DO NOT SEND: pop, sugared fruit drinks, sweet cookies or cake, doughnuts, potato chips, candy, or chocolate bars. Popcorn is not allowed. Grapes must be cut in half.

**\*\* WE ARE A NUT FREE / ALLERGY FRIENDLY CLASSROOM \*\***

## 2.12. EMERGENCY PROCEDURES

### 2.12.1. FIRE DRILLS - SEE ATTACHED MAP

We are required to have fire drills monthly. Please familiarize yourself with the following procedure in the event that you are volunteering on a fire drill day.

#### **2.12.2. IN THE EVENT OF FIRE**

1. Alert everyone by sounding an alarm.
2. Children are lined up quickly and quietly behind the teacher, who has the emergency backpack.
3. The teacher leads the children out of the room, left down the hall out the door leading to the teacher parking lot (south of the school).
4. Classroom volunteers check all play areas, close doors and follow verbal instructions from the teacher.
5. Teacher takes attendance.
6. The caretaker or a designated parent calls the fire department.
7. Return to class only after the safety bell has rung.

#### **2.12.3. RELOCATION PROCEDURES – FIRE / EMERGENCIES**

1. Teachers and helpers escort children to the designated location:  
The evacuation site for Capilano Playschool is the ANNEX BUILDING of the Grace United Church (6215-104 Avenue NW) , southwest (across the parking lot) from the church. The teacher's cell number is 780-504-0596 in case of emergency
2. Parents or emergency person will be phoned to pick up children.
3. An Evacuation Notice will be posted to inform parents that children have been relocated - the teacher and the parent helpers will remain with the children until all the children have been picked up.

#### **2.12.4. LOCK-DOWN PROCEDURES**

1. Procedures will be posted in the classroom.
2. Children will remain locked in the classroom until released through proper protocol.
3. The evacuation site for Capilano Playschool is the ANNEX BUILDING of the Grace United Church (6215-104 Avenue NW) , southwest (across the parking lot) from the church. The teacher's cell number is 780-504-0596 in case of emergency.

## 2.13. EMPLOYEES

2.13.1. Administration Assistant - Provided that the financial position is stable, an Administration Assistant will be employed and carry out the following duties: *Serve as Registrar; assist with Treasurer duties including fee collection and bank deposits; administrative tasks; schedules, books and pays for fieldtrips*

2.13.1.1. Contract – The Administration Assistant is paid hourly and receives a monthly payment by the end of the month, based on the timesheets completed. The term of the contract runs from May 1 through to June 30 and must be signed prior to contract commencement.

2.13.2. Teacher

2.13.2.1. Contract – The Teacher receives a monthly salary for class and preparation time. The Teacher is paid on or before the last teaching day of each month. The Teacher's contract is to be reviewed prior to the Spring AGM. The term of the contract runs from September to August and must be signed prior to contract commencement.

2.13.2.2. Supplies – The Teacher will receive a reasonable allowance for supplies at the start of the fall session. The allowance is to be determined by the Executive with the Teacher or Supply Parent Volunteer; receipts will be given to the Treasurer or Administration Assistant.

2.13.2.3. Vacation – If required, a vacation break may be granted to the Teacher by the Executive; however, a three-quarter consensus of the Parent Group is required.

2.13.2.4. Leave – The Teacher is entitled to 8 days leave per school year at 100% pay if a substitute is required.

2.13.2.5. Evaluation – The Teacher will be evaluated biannually.

## 2.14. OFFICERS

2.14.1. At the FALL AGM meeting, the Parent Group shall elect the Chairperson, Vice-Chairperson, Secretary, Treasurer, Community Liaison, and Fundraising Committee. These officers shall form an Executive Board and shall serve until their successors are elected and installed. If a vacancy occurs during the school term, a volunteer may immediately fill that position. If necessary, a General Meeting may have to be called with an election to take place. Any member in good standing shall be eligible to any office of the Executive. Current members may be contacted in the spring to consider serving on the Executive if they are planning to return for the subsequent playschool year and elected at the AGM.

2.14.2. Duties of the Executive:

- 2.14.2.1. Chair - *the Chairperson is the official liaison for the Playschool; deals with parent/playschool conflicts; maintains and revises documents (i.e. Handbook and Bylaws); calls and presides over the meetings; must call (1) one Annual General Meeting; submits community and misc. items to the newsletter each month; co-liaises with Capilano Community League and Hardisty School; holds executive meetings as required.*
- 2.14.2.2. Vice-Chair - *presides over meetings in the Chairperson's absence; is responsible for all advertising; attends monthly Executive meetings.*
- 2.14.2.3. Secretary - *responsible for recording and distributing minutes from all meetings; attends monthly Executive meetings.*
- 2.14.2.4. Treasurer - *responsible for preparing monthly payroll and maintaining an accurate general ledger and receipts for expenses incurred; prepares budgets and financial statements and presents this information to members at General and Executive meeting; responsible for filing paperwork regarding: WCB, T4, Financial Year End, Remittance; responsible for reimbursing supply parents for purchases made for the classroom within one week of receiving receipts; writes cheques for: subsidy, payroll, supplies purchased (reimbursements to Teacher/Member/Administration Assistant); attends monthly Executive meetings.*
- 2.14.2.5. Fundraising Coordinator/Committee - *responsible for planning and organizing necessary fundraising; the Treasurer will advise the Fundraising team of the amount of money required; attends monthly Board meetings*
- 2.14.2.6. Community Liaison - *works to foster our relationship with Capilano Community League, and attends monthly community league meetings (reporting on Capilano Playschool); attends monthly Executive meetings.*
- 2.14.3. If an Executive member does not perform his/her assigned duties, they will be given 30 days to improve or step down. The remaining Executive members will make the final decision.
- 2.14.4. Each member is expected to perform a Volunteer Position (e.g., Ghost Parent, Laundry, etc.) for the Playschool. Executive members are not expected to volunteer for Volunteer Positions. No Volunteer Position shall remain vacant during the school term.
- 2.14.5. The executive shall distribute a feedback form to all members in the spring.

## Capilano Playschool Association

### **BYLAWS**

#### **1. Name**

- 1.1. The name of the society is Capilano Playschool Association

#### **2. Definitions**

- 2.1. In these by-laws (unless the subject matter or context otherwise requires):
  - 2.1.1. "Society" means Capilano Playschool Association
  - 2.1.2. "Act" means *The Societies Act of Alberta*, as amended from time to time.
  - 2.1.3. "Board of Directors", "Executive Committee", "Board", or "Executive" means the Board of Directors of Capilano Playschool Association
  - 2.1.4. "Board member" or "executive member" means a member of the Board of Directors of Capilano Playschool Association

#### **3. Membership**

- 3.1. All parents or legal guardians of children registered in the current academic preschool year are eligible for membership in the Society.
  - 3.1.1. The academic preschool year begins September 1st and ends the following August 31st.
- 3.2. Other interested persons who support the vision and objectives of the Society are eligible for membership upon approval of the Society's Board of Directors.
- 3.3. All memberships expire on August 31<sup>st</sup> of each year but may be extended at the discretion of the Board of Directors.
- 3.4. Membership dues and other fees, if any, in the Society shall be determined, from time to time, by the Board and approved by the members at a general meeting.
- 3.5. Any member wishing to withdraw from membership may do so upon notice in writing to the Board and may apply to the Board for a refund in dues or fees. Refunds may be granted at the Board's discretion.

- 3.6. Members in violation of any official policy of the Society may be expelled at the discretion of the Board of Directors in writing.

#### **4. Fiscal Year**

- 4.1. The Society's fiscal year shall begin July 1st and end June 30th.

#### **5. General Meetings**

##### 5.1. Annual General Meeting

- 5.1.1. The Society shall hold an annual general meeting within ninety days of the end of the Society's fiscal year end and the Board shall provide members at least twenty-one days notice of the meeting in writing distributed through mail or electronically.

- 5.1.2. The annual general meeting will be held in order to conduct business regarding *the annual budget; reports of elected officers and committees; the election of members to the Board of Directors for the ensuing year; other pertinent matters, as determined by the Board of Directors.*

##### 5.2. Special Meetings

- 5.2.1. The Board may, at their discretion, call special meetings throughout the year to discuss any Society matters. The Board shall provide members at least fourteen days notice of a special meeting in writing distributed through mail or electronically.

- 5.3. Seven members in good standing shall constitute a quorum at any annual general meeting or special meeting.

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

- 5.5. Persons, other than Society members, may be invited to attend any general meetings, but are not entitled to vote.

- 5.6. Voting is by a show of hands at all general meetings except where more than one person is contesting an elected position when the voting will be by secret ballot.
- 5.7. Motions at all meetings are decided by a simple majority, except in the case of a special resolution as defined in The Act.
- 5.8. In the case of a tied vote, the Chair may cast an additional vote.

## **6. Election of the Board of Directors**

- 6.1. Any member in good standing may stand for election to the Board of Directors.
- 6.2. One person may stand for two positions, but a person elected to one position must not stand for another position unless otherwise directed by the membership.
- 6.3. Officers are elected to serve one year terms and may stand for re-election with no limit to the number of successive terms.

## **7. Directors and Officers**

- 7.1. The Officers of the Society shall consist of all Board members.
- 7.2. The Board of Directors shall consist of no fewer than five Board Members and shall include a Chair, Secretary, Treasurer, and any other members duly elected to serve as Board members.
- 7.3. 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.
- 7.4. Meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the Chair. Three Board members constitute a quorum at Board meetings. All motions at Board meetings are decided by a majority vote. In the event of a tie, the Chair may cast an additional vote.
- 7.5. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of

reference for any such committee. The Board may dissolve any committee by resolution at any time.

- 7.6. If a position on the Board of Directors becomes vacant during the term, the Board may appoint a successor for the balance of the term.
- 7.7. A Director may resign from the Board of Directors by giving written notice to the Board.
- 7.8. A Director may be removed from the Board of Directors by a majority vote of the members at any general meeting of the Society.
- 7.9. The office of any Director shall ipso facto be vacated if the Director ceases to be a member of the Society or if the Director is absent without excuse from three consecutive meetings at which his or her presence is required.
- 7.10. Chair
  - 7.10.1. The Chair shall be ex-officio a member of all committees and shall, when present, preside at all the meetings of the Society and of the Board. In the Chair's absence, a chairperson may be elected by the meeting to preside thereat.
- 7.11. Secretary
  - 7.11.1. 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. The Secretary shall have charge of the seal of the Society which, whenever used, shall be authenticated by the signature of the Secretary and Chair, or, in the case of death or inability of either to act, by another authorized member of the Board.
  - 7.11.2. In the case of the Secretary's absence, the Secretary's duties shall be discharged by such officer as may be appointed by the Board.
  - 7.11.3. The Secretary shall have charge of all correspondence of the Society and be under the direction of the Chair.
  - 7.11.4. The Secretary shall keep a record of all the members of the Society and their addresses.
  - 7.11.5. The Secretary shall complete and submit the required Government of Alberta annual information return.
- 7.12. Treasurer



- 7.12.1. The Treasurer shall receive all monies paid to the Society and shall be responsible for the deposit of the same in whatever Bank the Board may order.
- 7.12.2. The Treasurer shall properly account for the funds of the Society and keep such books as may be directed.
- 7.12.3. 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 statement duly audited as hereinafter set forth of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society.
- 7.12.4. The office of the Secretary and Treasurer may be filled by one person if so decided at the annual general meeting.

## **8. Exercise of Borrowing Powers**

- 8.1. The Society is not permitted to borrow money.

## **9. Auditing**

- 9.1. The financial books of the Society shall be audited at least once per year by a duly qualified accountant or by two members of the Society appointed by the Board. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor(s) at the Annual General Meeting of the Society.
- 9.2. The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each Board member shall at all times have access to such books and records.

## **10. By-Laws**

- 10.1. The By-Laws may be rescinded, altered or added to by a "Special Resolution" as defined in the Act at a General Meeting of the Society.

## **11. Remuneration**

11.1. No officer or member of the Society shall receive any remuneration for his services.

## **12. Dissolution**

12.1. On dissolution of the Society, the Society's assets will be used to pay off any outstanding debts and the remainder of the assets distributed to a society in good standing with a similar purpose to the Society. No remaining assets will be distributed for the personal benefit of the Society's officers.