

Belfast School Fundraising Society  
Annual General Meeting  
June 19, 2017

- 1). Call to Order the Annual General Meeting of The Belfast Fundraising Society **6:21pm**
- 2). Approval of Agenda dated June 19, 2017 - Robbie\_-Lynn Nichol approves
- 3). Approval of June 08, 2016 AGM Minutes -Robbie-Lynn Nichol approves
- 3). Special Resolutions

- Special Resolution – Bylaw Changes (see attached)  
On this June 19, 2017 by way of this “Special Resolution” we hereby put forth a motion to the membership of the Belfast School Fundraising Society to repeal existing bylaws and replace them with the attached version dated April 2017.

Lori Kariga put above changes forward to a vote. All in favor, No one opposes, no one abstaining. **Motion passed.**

- Special Resolution – Objects (*see attached*)  
On this June 19, 2017 by way of this “Special Resolution” we hereby put forth a motion to the membership of the Belfast School Fundraising Society to repeal existing “Objects” and replace them with the attached version dated April 2017.

Lori Kariga put above Objects forward to a vote. All in favor, no one opposes, no one abstaining. **Motion passed.**

- 4). Presidents Year End Report (*see attached*)
- 5). Treasure Financial Reports
  - 2015/2016 Audited Financial Report (*See Attached*)  
Motion to accept the audited financial report - Cheryl with changes to dates on General Account Reconciliation from 2014/2015 to 2015/2016
  - 2016/2017 Unaudited Financial Report (*See Attached*) **XXXXXX(need to get from Tabatha)**

**6:33pm Meeting turned over to Kyle Nichol and Jana El-Guebaly**

**6).Nominations and Elections 2017-2018**

- President
  - Nominated: Lori Kariga nominated, Lori K accepts.  
Tabatha Sandford nominated
  - Elected: **Tabatha Sanford**
- Vice-President
  - Nominated: Beth Reinhart nominated
  - Elected: **Beth Reinhart**
- Treasurer
  - Nominated: Mandy Henn is nominated
  - Elected: **Mandy Henn**
- Secretary
  - Nominated: Jodi Garagan is nominated
  - Elected: **Jodi Garagan**
- Director of Communications
  - Nominated: Lori Kariga nominated

- Elected: **Lori Kaariga**
- Director at Large
  - Nominated: David Thistlethwaite nominated  
Wendy Couronne
  - Elected: **David & Wendy**

**Meeting passed back to Lori Kariga**

7). Next Regular Meeting to be held Sept 18, 2017 @ 6:30 Learning Commons

8). Meeting Adjourned 6:53pm

# **Belfast School Fundraising Society Year End Report:**

As of June 18, 2017

Reporting Year 2016/2017

Executive Council:

Chairperson – Lori Kariga, Vice Chairperson – Beth Reinhartl, Secretary – Corrine Davis Treasurer – Tabatha Sandford, Casino Coordinator – Michelle Paries , Amber Anderson, Directors at Large, David Thistlewaite, and Wendy Couronne , Jodi Garagan.

Meeting Dates:

Last Annual General Meeting was held on June 06<sup>th</sup>, 2016

We met a total of 8 times during the 2016/2017 school year on the following dates:

September 28<sup>th</sup> 2016, October 24<sup>st</sup>, November 28<sup>th</sup>, January 23<sup>th</sup> 2017, February 27<sup>h</sup>, March 20<sup>th</sup>, April 24<sup>th</sup>, May 15, 2017.

We also held Bylaw Workshop on April 11, 2017.

Date of the First School Council Meeting of the Year: September 28<sup>th</sup>, 2016

Overview

This year Belfast School Fundraising Society had set out 2 main goals. The first continue providing support through various fundraising efforts to support, help off-set and facilitate additional costs incurred with regards to our children's experiences and learning. The second to focus on building a strong communication network, we worked with Belfast School Council to develop a Council Website and develop a Strong Communication Bulletin Board so parents and staff inside the school could keep informed.

Another big undertaking was to review our By laws and Objects and in doing so we found that there was some updating required. We enlisted the help of the Alberta School Council Association with whom we set up a Workshop that took place on April 11, 2017. Out of this workshop we found our bylaws and objects to be outdated and set out to draft new ones. A DRAFT was completed during the months of April and May and will be put to a vote at our AGM on June 19, 2017.

On a sadder note our Legacy Brick Path will be coming to a close this summer, but with one end comes a new beginning.

### Fundraising Society Activities

Due to the economic climate which we found ourselves in we changed our fundraising plans somewhat this year. We held four major fundraisers this year: Admazing Coupon Books, Budding Artists, Silent Art Auction in collaboration the We Care Club, and Growing Smiles – Devry Greenhouse Spring Flowers was our final main fundraiser of the year. We also set up a Charitable Bottle Donation Account

at the Monterey Bottle Depot and collaborated with Parent Council to host a concession during our Winter Production.

Do to the strong Parent, Staff and Community support we were able to lend our support to various events this year with the money raised. Together we had a fantastic year. We continued to build upon the strong community that is Belfast.

We were able to fund a lunch for our School Patrollers, supported the We Care Club in their efforts to build a School in Haiti ,showed our appreciation to Teacher and Support Staff by presenting them with gift cards and/ vouchers at our annual Teacher Appreciation Luncheon in February 2017. We helped pay for Classroom Supplies, Field Trip Support, Donated towards Grade Six Farewell , and Summerfest.

As “It takes a village to raise a child” we on council could not do what we do without the support of Staff, Parents, Students and Community. During our

council meetings there was Student Babysitters who took on the responsibility of looking after our children so we could concentrate on our efforts to support and enhance the learning of our students at Belfast. We showed our appreciation by supporting Parent Council by funding Thank You Gifts that will be handed out at our AGM on June 19, 2019 to those students.

In 2016/2017 a total of \$ 18,043.41 was raised through our various efforts this year our profit this was year \$ 7,311.65 We will have additional funds disbursed after the printing of this report for teachers and staff that are leaving the school. This token of appreciation occurs when a staff member has been on staff for a minimum of 5 years or retiring from CBE.

#### Fundraising 2017/2018 Commitments

Going into the 2017/2018 school we have already committed to Admazing Coupon Books, Budding Artist, continuing with our Bottle Collection Account. At the time of printing our Balance forward is \$ 2,348.79.

#### Casino Report

This year our casino proceeds helped to fund Licences for Mathletics and Raz Kids, Artist in Residency for the Rogue Naturalist, Quest Theater Performance, WP Puppet Theater Performance, and Eric Waters, new computers, smart boards and smart board repairs and paid for insurance for our executive board.

We paid for our \$ 30,000.00 matching grant obligation to Beautification, and our playground finally broke ground and was installed in May.

Our Casino next casino will be held on November 23-24, 2017 at Cash Casino.

To sum up our 2016/2017 school year the Belfast School Fundraising Society has been filled with triumphs and challenges. We believe that our focus was clear and goal in supporting and to help facilitate the student body of Belfast School. We thank everyone who supported our efforts and look forward to a new year.

Lori Kariga Date: June 19, 2017 Fundraising President

Belfast School Association - General Account Reconciliation  
Financial Statement  
For the year 01/01/2016 to 30/06/2017

ASSETS

Bank Account	\$	1,854.98	
<b>Total Assets</b>	\$		<b>1,854.98</b>

LIABILITIES

<b>Total Liabilities</b>	\$		<b>-</b>
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INCOME

Fundraiser	\$	18,515.25	
<b>Total Income</b>	\$		<b>18,515.25</b>

DISBURSEMENTS

Teacher Lunch	\$	76.01	
Teacher Expense	\$	1,274.28	
Support Staff Apprec.	\$	275.00	
Floats	\$	600.00	
Bricks	\$	340.15	
Dinner for bilaws meeting	\$	100.00	
Flowers	\$	25.00	
Budding Artists	\$	3,765.00	
Teacher going away gifts	\$	244.86	
Summerfest	\$	45.00	
Grade 6 Farewell	\$	423.26	
SUTP	\$	2,089.50	
We Care Club	\$	250.00	
Admin discretionary fund	\$	183.03	
Council Snacks and gifts for babysitters	\$	144.32	
NSF Checks	\$	328.00	
Art Supplies	\$	905.87	
Postage fees	\$	25.74	
Bank Fees	\$	71.09	
<b>Total Disbursements</b>	\$		<b>11,345.21</b>
	\$		<b>9,204.82</b>

New balance

This financial statement has been reviewed and approved by:

Sue Thompson S. Thompson  
Print Name and Sign  
President  
Position  
June 22, 2017  
Date

Eve Abbott Eve Abbott  
Print Name and Sign  
President  
Position  
June 22/17  
Date

Belfast School Fundraising Society-Casino Account  
Financial Statement  
For the year 01/06/2016 to 30/05/2017

**ASSETS**

Bank Account \$ 25,035.69

Total Assets \$ 25,035.69

**LIABILITIES**

Total Liabilities \$ -

**INCOME**

Casino proceeds \$ 67,612.62  
Casino Advisor/Snacks

Total Income \$ 67,612.62

**DISBURSEMENTS**

Computers/Smartboard \$ 22,055.76  
Eric Walters \$ 577.50  
Puppet Theatre \$ 577.50  
Mathletics \$ 3,276.00  
Under the Umbrella \$ 779.63  
Raz kids \$ 854.55  
Rouge Naturalist - A/R \$ 3,000.00  
Quest Theatre \$ 1,386.00  
Digital Displays \$ 10,163.69  
Playground Equipment \$ 30,000.00  
Bank Fees \$ 32.75

Total Disbursements \$ 72,703.38

New Balance \$ 19,944.93

This financial statement has been reviewed and approved by:

E. A. Abbott  
Print Name and Sign

Parent  
Position

June 22, 2017  
Date

S. Thompson  
Print Name and Sign

Parent  
Position

June 22, 2017  
Date



	A	B	C	D	E	F
1	Belfast Fundraising Association					
2	General Account Fiscal Year June 01 2016-May 31 2017					
3	May 31 2017					
4	description	Withdrawal	Deposit	Date	Balance	Reason
5					\$ 9,204.92	
6	Ch 411	3504.38			\$ 5,700.54	flowers
7	Ch 418	99.97			\$ 5,600.57	Debbie Boud
8	Ch 420	100			\$ 5,500.57	Dana Fraser
9	ch 417	1500			\$ 4,000.57	Field Trips
10	ch 422	908.72			\$ 3,091.85	Corrine - Bricks
11	Ch 423	86.89			\$ 3,004.96	Robbie Lynn - Fun Lunch
12	Fun Lunch		\$ 143.90		\$ 3,148.86	Fun lunch Profit
13	Bricks		\$ 105.00		\$ 3,253.86	
14	We care club	905.07			\$ 2,348.79	
15	Summary Of Budget Items					
16	Budget Item	Allocation	Paid	Date	Remaining	Notes
17						
18	We Care Club	\$ 250.00	\$ 250.00	1-Oct	\$ -	To cover Halloween Dance Expenses
19	Rockin Tale Of Snow White	\$ 400.00	\$ 400.00	5-Dec	\$ -	To cover expenses for Parent Council Concession
20	Teacher Appretiation Lunch	\$ 1,500.00	\$ 1,246.79	FEB	\$ 253.21	Teacher Appreciation - Out of Pocket Expenses
21	Teacher Appretiation Lunch	\$ 200.00	\$ 275.00	FEB	\$ 75.00	Support Staff \$25 Gift Cards for Chapters
22	Teacher Appretiation Lunch	\$ 75.00	\$ 75.00	FEB	\$ -	Purchase incidentals for luncheon
23	Patroller Pizza Lunch	\$ 175.00		Mar-May	\$ 175.00	To cover pizza for Patrols
24	Volunteer Brick Instal Lunch	\$ 100.00		May-June	\$ 100.00	To purchase food andbeverages for those completing the brick path install
25	Summerfest	\$ 75.00		June	\$ 75.00	Purchase popsicles for Summerfest
26	Grade 6 Farewell	\$ 250.00		June	\$ 250.00	Grade 6 Farewell Expenses
27	Field Trips	\$ 1,500.00	\$ 1,500.00		\$ -	To support the school with field trip support
28					\$ 778.21	
29						
30	Fundraisers	deposited	Amount owing	Profit		
31	Ad Mazing	\$ 3,920.00	\$ 2,058.00	\$ 1,862.00		
32	Budding Artist	\$ 4,626.00	\$ 3,764.75	\$ 861.25		
33	bottle depot	\$ 202.75	\$ -	\$ 202.75		
34	Concession	\$ 1,520.00	\$ 600.00	\$ 920.00		
35	Art Auction	\$ 1,809.66	\$ 904.83	\$ 904.83		to be used for art supplies
36	Bricks	\$ 1,255.00		\$ 1,255.00		
37	Spring flowers	\$ 4,710.00	\$ 3,404.18	\$ 1,305.82		
38	totals	\$ 18,043.41	\$ 10,731.76	\$ 7,311.65		

19	Casino Account					
20	nt Fiscal Year June 01 2016-May 31 2017					
21	OCT OBER 24 , 2016					
22	Balance Fwd	Withdrawals	Deposits	Date	Balance	Reason
23					\$ 60,117.22	
24	ch 44	\$ 10,163.69			\$ 49,953.53	Digital Displays
25	Ch 45	\$ 322.77			\$ 49,630.76	Insurance
26	Ch 43	\$ 30,000.00			\$ 19,630.76	Playground - Beautification
27	Bank Fees	\$ 2.50			\$ 19,628.26	
28	Summary Of Budget Items					
29	Budget Item	Allocation	Paid	Date	Remaining	Notes
30						
31	Beautification	\$ 30,000.00	\$ 30,000.00	Mar-June	\$ -	As promised from last year Beautification Grant Match
32	Mathletics	\$ 3,276.00	\$ 3,276.00		\$ -	
33	Raz Kids	\$ 854.55	\$ 854.55		\$ -	
34	Rouge Naturalist	\$ 3,000.00	\$ 3,000.00		\$ -	
35	Puppet Theatre	\$ 577.50	\$ 577.50		\$ -	
36	Quest performance	\$ 1,386.00	\$ 1,386.00		\$ -	
37	Eric Waters	\$ 577.50	\$ 577.50	4-Oct	\$ -	
38	Smart Board and Repairs	\$ 10,163.69	\$ 10,163.69		\$ -	
39	Insurance fee exec board	\$ 800.00	\$ 322.77		\$ 477.23	
40						



**Belfast School Fundraising Society**  
**Corporate Access Number: 5013232839**  
**Society Bylaws**

**OBJECTIVES FOR BELFAST SCHOOL SOCIETY**

- 1.The objects of the Association are to raise and allocate funds to support and enhance student learning at Belfast School, in consultation with the school administration and school council.
- 2.The objects of the Association are to raise and allocate funds to support and enhance the educational experience for students at Belfast School.
- 3.The objects of the Association are to raise and allocate funds to support the school community at Belfast School.
- 4.The objects of the Association are to raise and allocate funds to support the Belfast School School community and the activities of the school council.

## Special Resolution

I hereby certify that the following special resolution was passed at a meeting of the members of

### **Belfast School Fundraising Society**

on **June 19, 2017**

the by-laws were changed as follows:

- the existing by-laws are repealed.
- they are replaced by the attached by-laws

the objectives were changed as follows:

- the existing objectives are repealed
- they are replaced by the attached objectives

Date: June 19, 2017

Signature:

Lori Kariga

Printed name:

Lori Kariga

Title:

President of Belfast School Fundraising Society

## **1. Membership**

- A. Any person having a vested interest in the educational well-being of students enrolled in Belfast School, residing in Alberta, being of the full age of 18 years, who has completed the membership requirements and is in good standing with the Society, is eligible to become a Member of the Society with voting privileges at any General Meeting of the Society Membership.
- B. The majority of the Members of the Society will be parents or guardians of students currently enrolled in Belfast School.
- C. Membership must be renewed annually. Membership fees, if any, in the Society shall be determined from time to time by the Members at an Annual General Meeting.
- D. Any Member wishing to withdraw from membership may do so upon giving notice in writing or verbally to the Board through its Secretary.
- E. Any Member, upon a majority vote of all Members of the Society in good standing and present at a Special General Meeting of the Membership called for that purpose, may be suspended or expelled from membership for any cause that the Society may deem reasonable.

## **2. Associate Membership**

- A. The Principal and staff members of Belfast School can choose to have an Associate Membership only.
- B. As Associate Members, the Principal and all other staff members shall serve as resource people and in an advisory capacity, however they will not have voting rights at any General Meetings of the Membership or Meetings of the Board.
- C. Neither the Principal nor any staff member shall have signing authority for the Society.
- D. The Principal, by virtue of the School Act, shall have the power of veto relating to actions directly affecting the School building, staff or students, but not relating to financial expenditures, revenues or investments of the Society.

## **3. Board of Directors**

- A. "Board of Directors," "Executive," or "Board" shall mean the Board of Directors of the Society.

### **COMPOSITION OF THE BOARD**

The Board will be composed of the following Officers and Directors.

- 1. Officers: President, Vice-President, Secretary, Treasurer– These positions are mandatory.
- 2. Directors: A maximum of 5 Directors at Large – These positions are optional, and will be filled provided there are Members willing to do so.

**a. President**

- i. The President shall have general knowledge of all activities of the Society and will carry out duties assigned by the Society.
- ii. The President shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.
- iii. The President will be the chief spokesperson for the Society, unless otherwise delegated.
- iv. The President shall be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same.
- v. The President shall be able to cast their vote but will do so as the last voter.
- vi. The President will be an ex-officio member of all Committees.

**b. Vice-President**

- i. The Vice-President shall assist the President in all Society activities and will carry out other duties assigned by the President.
- ii. In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the President's responsibilities. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
- iii. The Vice-President will be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution.

**c. Secretary**

- i. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
- ii. In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
- iii. The Secretary shall have charge of all the correspondence and/or documentation of the Society and be under the direction of the President and the Board.
- iv. The Secretary shall keep a Register of Members of the Society and their contact information, as required by the *Societies Act*, and shall send all Society correspondence/notices as required.

**d. Treasurer**

- i. 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.
- ii. The Treasurer shall properly account for the funds of the Society, keep such books as may be directed and disburse funds as required.
- iii. 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 of the Membership a duly audited statement of the financial position of the Society and shall submit a copy of same to the Secretary for the records of the Society.
- iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.

- v. The signing authorities of the financial accounts will be a minimum of two of the four elected Officers of the Society.

**e. Officers and Directors at Large**

All Members of the Board will:

- i. Attend Annual, Regular and Special General Meetings of the Membership.
  - ii. Be prepared for, attend and actively participate in all Meetings of the Board.
  - iii. Actively support the initiatives and actions of the Society.
  - iv. Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
  - v. Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
  - vi. Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
  - vii. Participate in the development of the Society's plan and annual review.
  - viii. Review the annual budget for the Society and submit to the membership for approval.
  - ix. Assist in developing and maintaining positive working relations among the Board, committees, School and School Council to support and enhance education in the School community.
  - x. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
  - xi. Act as a leader and an ambassador of the Society.
  - xii. Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
  - xiii. Address operational concerns openly and with input from Board Members.
  - xiv. Address personal concerns relating to Board Members roles privately, constructively, respectfully and in a timely manner.
- B. The Board shall, subject to the Bylaws 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.
- C. Any Director or Officer may resign his/her position by providing written notice to the Board Members.
- D. Any Director or Officer may be removed from the Board at any time with cause by a majority vote of the Board whenever, in its judgment, the best interest of the Society will be served.

**4. Auditing**

- A. 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 Society without signing authority, elected or appointed for that purpose at the Annual General Meeting of the Membership.
- B. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Membership.

C. The fiscal year of the Society in each year shall be June 1 – May 31.

## **5. Standing and Ad Hoc Committees**

- A. Standing and ad hoc committees will be formed as necessary by the Board and will operate on an ongoing basis with specified lengths of terms for Members.
- B. Committees will meet outside of Meetings of the Board or General Meetings of the Membership to complete their assigned tasks as per the direction of the Board and present a report of their activities at meetings as requested.

## **6. Meetings**

Irregularities or errors done in good faith do not invalidate acts done by any General Meeting of the Membership or Meeting of the Board. No action taken at a meeting is invalid due to accidental omission to give notice to any Member, any Member not receiving any notice, or any error in any notice that does not affect the meeting.

### **General Meetings of the Membership**

#### **A. Annual General Meeting of the Membership (AGM)**

- i. An **Annual General Meeting of the Membership (AGM)** will take place on or before October 31<sup>st</sup> in each year, by providing no less than 14 days' notice in writing using a newsletter, website, email, text and/or social media. If a Special Resolution will be proposed, no less than 21 days' notice will be required.
- ii. Only the matters set out in the notice for the AGM may be considered at the AGM.
- iii. At this meeting, there shall be elected a President,(every 2 years) Vice-President, Secretary, Treasurer (every 2 years), and optionally 5 Directors. The Officers and Directors so elected shall form a Board, and shall serve until the end of the meeting at which their successors are elected.
- iv. Quorum at an Annual General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members.
- v. If quorum cannot be attained at the meeting, a General Meeting (GM) of the Membership will be scheduled within two weeks. The voting Members in attendance at that General Meeting will constitute quorum for the purposes of conducting Annual General Meeting business such as election of Officers and approval of financial statements.

#### **B. Special General Meeting of the Membership (SGM)**

- i. A **Special General Meeting of the Membership (SGM)** may be called at any time by the Secretary upon the instructions of the President or Board by providing no less than 14 days' notice in writing using a newsletter, website, email, text and/or social media. If a Special Resolution will be proposed, no less than 21 days' notice will be required, specifying the intention of the Special Resolution.
- ii. Only the matters set out in the notice for the SGM may be considered at the SGM.
- iii. Quorum at a Special General Meeting of the Membership shall be 7 Members, 5 of whom must be voting Members and 2 of whom must be elected Officers of the Society.



## Meetings of the Board

### C. Regular Meeting of the Board

- i. A **Regular Meeting of the Board** shall be called at the frequency determined by the Board that will permit their duties to be accomplished.
- ii. Regular Meetings of the Board will be announced to all Board Members by providing no less than 10 days' notice in writing using a newsletter, website, email, text and/or social media or 3 days' notice verbally by telephone or in person.
- iii. Quorum at any Regular Meeting of the Board shall be 4 Board Members, 2 of whom must be elected Officers.
- iv. Regular Meetings of the Board may be held without notice if a quorum of the Board is present, provided that any business transactions shall be ratified at the next Regular Meeting of the Board; otherwise they shall be null and void.
- v. A topic to be discussed at a Regular Meeting of the Board may be deemed to be "in camera" or closed to anyone the Board chooses should the Board determine, by a majority vote of those present, that the topic is of a personal, sensitive or confidential nature.

### D. Special Meeting of the Board

- i. A **Special Meeting of the Board** shall be called by the Secretary upon the instructions of any 2 Board Members, by providing no less than 10 days' notice in writing using a newsletter, website, email, text and/or social media or 3 days' notice verbally by telephone or in person, to all Board Members setting forth the reasons for calling such meeting.
- ii. Quorum at a Special Meeting of the Board shall be any 4 Board Members.
- iii. All or any portion of a Special Meeting of the Board may be deemed to be "in camera" or closed to anyone the Board chooses should the Board determine, by a majority vote of those present, that the content of the meeting or agenda item is of a personal, sensitive or confidential nature.

## 7. Special Resolution

Special Resolution will mean a resolution passed at a General Meeting the Membership of which not less than 21 days' notice in writing using a newsletter, website, email, text and/or social media, or provided verbally by telephone or in person, specifying the intention to propose the resolution has been duly given, and by the approval of not less than 75% of those Members entitled to vote in attendance.

## 8. Election Process

- A. Board Members are elected by the voting Members at an AGM held annually on or before October 31<sup>st</sup>.
- B. Candidates must be voting Members in good standing.
- C. Notification of the nomination procedure will be included with the notice of the election.
- D. The term of office shall be complete at the end of the meeting at which successors are elected unless written notice of resignation is submitted to the Board.
- E. The maximum number of consecutive years, in the same Officer or Director position on the Board, shall be 4 consecutive years. In the event that no one steps forward to fill the

positions, the Board may allow the outgoing Director to serve in that position for an additional year.

- F. Any vacancy occurring during the year may be filled at the next meeting, provided it is so stated in the notice calling such meeting, with the exception of the President's position (3.A.2.B.ii.)

## **9. Voting**

### **A. General Meetings of the Membership**

- i. Any voting Member, including each Member of the Board, who has not withdrawn from membership and who has been neither suspended nor expelled shall have the right to vote at any Annual, or Special General Meeting of the Membership.
- ii. Such votes must be made in person and not by proxy or otherwise.
- iii. Members will vote by show of hands or by secret ballot where 50% + 1 will be considered the majority, except in the case of a Special Resolution. (See Clause #7)

### **B. Meetings of the Board-**

- i. Only each Member of the Board will have 1 vote, either including the President or excluding the President (See Clause 3.A.2.a.v President) at all Meetings of the Board.
- ii. Such votes must be made in person and not by proxy or otherwise.
- iii. Members will vote by show of hands where 50% + 1 will be considered the majority.
- iv. The President may authorize an electronic vote by email if a situation needs to be acted upon by the Board between physical meetings. In the case of an electronic vote, a quorum shall be constituted when at least 60% of the Members of the Board cast a vote by email. Any motion taken electronically will be formally recorded into the minutes of the next Meeting of the Board.

- C. In the case of a tie, the motion is defeated or the President may cast a vote (see Clause 3.A.2.a.v President).

- D. Any Member having a personal pecuniary gain or conflict of interest in any matter being discussed by the membership or the Board is required to declare such and absent himself/herself from any discussion or vote on such matter.

## **10. General Management**

- A. The registered office of the Society is located within the School.
- B. The mailing address for all communication or correspondence shall be the registered office of the Society.
- C. To maintain integrity, minute books and financial records will be securely stored and may be inspected by any Member in good standing of the Society upon request.
- D. Such inspection may only take place at the registered office of the Society, in the presence of a Board Member, and dual control (2 people present, 1 of whom is a Board Member) will be maintained at all times.

## 11. Remuneration

- A. Unless authorized at any meeting and after notice for same shall have been given, no Officer, Director or Member of the Society shall receive any remuneration for his/her services.

## 12. Borrowing Powers

- A. For the purpose of carrying out its objectives, the Society may borrow or raise or secure the payment of money in such 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.

## 13. Society Seal

- A. The Society has not adopted an Society Seal.

## 14. Insurance and Indemnity

- A. **Insurance:** For the purpose of carrying out its objectives, the Society will annually review and carry liability insurance as deemed necessary by the Board, or if required by the policies of the School or School Board.
- B. **Indemnity:** Provided appropriate insurance is in place, each Officer and Director holds office with protection from the Society.
  - i. The Society indemnifies each Officer and Director against all costs or charges that result from any act done in her/his role for the Society.
  - ii. The Society does not protect any Officer or Director for acts of fraud, dishonesty or bad faith.
  - iii. No Officer or Director is liable for the acts of any other Officer, Director or Member.
  - iv. No Officer or Director 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.
  - v. No Officer or Director is liable for any loss due to an oversight or error in judgement, or by an act in his role for the Society, unless the act is fraud, dishonesty or bad faith.

## 15. Privacy

- A. The Society shall not collect, use, share or store personal information for purposes other than those of Society business, and shall destroy it appropriately once it is no longer needed.
- B. The Society will adhere to *Personal Information Protection Act* (PIPA) guidelines as required by Alberta legislation, and voluntarily where appropriate.

## 16. Conflict Resolution

- A. If at any time 10 Members, or 5 Members and greater than 50% of the Board Members, of the Society are of the opinion that the Society is in a state of conflict such that its operation is significantly impaired, they may deliver a written "Special General Meeting of the Membership" request signed by them to all Board Members.
- B. Upon receipt of such, the President will call a Special General Meeting of the Membership, providing due notice as stated, and Members in attendance will have an opportunity to hear and discuss the issues causing conflict.
- C. On motion, a vote shall be held respecting a proposed resolution to the conflict, and if a majority (50% + 1) of voting Members present vote in favour of the resolution proposed, the Society will immediately act upon the resolution, as directed by the assembly.

## **17. Bylaws**

- A. All Members are responsible for behaving in accordance with the Bylaws and objectives of the Society.
- B. The Society Bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to the Society's operation and objectives.
- C. The Bylaws may be rescinded, altered or added to by a "Special Resolution." Changes to the Bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registries. Special Resolution(s) sent to the Corporate Registries shall be dated and verified by a person authorized by the Society.
- D. Any question regarding the proper application and interpretation of these Bylaws shall be determined by the Chair of any Society meeting. The Chair's decision may be appealed by a voting Member and can be overturned by a simple majority vote at a Special General Meeting of the Membership called in accordance with the Conflict Resolution clause in these Bylaws.

## **18. Policies and Procedures**

A Policy and Procedure Manual may be created, maintained and reviewed annually by the Board. Members in good standing may put forward policies to the Board for consideration and/or implementation.

## **19. Dissolution of the Society**

- A. In the event of the dissolution (closing) of the Society, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Belfast School with the exception of gaming proceeds.
- B. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming and Liquor Commission regulations.

Approved by Special Resolution by not less than seventy-five percent (75%) of Society voting Members present at a General Meeting of the Membership held on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Printed Name

**Belfast School Fundraising Society**  
**Corporate Access Number: 5013232839**  
**Society Bylaws**

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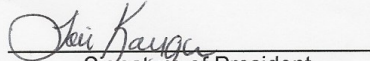
Approved by Special Resolution by not less than seventy-five percent (75%) of Society voting Members present at a General Meeting of the Membership held on June 19, 2017.



Signature of Secretary

Corrine Davis

Printed Name



Signature of President

Lori Kariga

Printed Name

**Belfast School Fundraising Society  
Board of Officers and Directors**

**Belfast School Fundraising Society Officer Vacant Positions for the 2017-2018  
School Year**

These positions are mandatory.

**President**

The President shall have general knowledge of all activities of the Society and will carry out duties assigned by the Association.

The President shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.

The President will be the chief spokesperson for the Society, unless otherwise delegated.

The President shall be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in same.

The President will be an ex-officio member of all Committees.

The President will develop a working relationship with President of School Council.

The President will develop and maintain working relationship with School Principal.

**Vice-President**

The Vice-President shall assist the President in all Society activities and will carry out other duties assigned by the President.

In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the President's responsibilities. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.

The Vice-President will be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution.

**Secretary**

It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.

In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.

The Secretary shall have charge of all the correspondence and/or documentation of the Society and be under the direction of the President and the Board.

The Secretary shall keep a Register of Members of the Society and their contact information, as required by the *Societies Act*, and shall send all Association correspondence/notices as required.

Is responsible for keeping accurate minutes of all meetings and distributes to them to the chair and recording of attendance at the meetings.

### **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.

The Treasurer shall properly account for the funds of the Society, keep such books as may be directed and disburse funds as required.

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 of the Membership a duly audited statement of the financial position of the Society and shall submit a copy of same to the Secretary for the records of the Society.

The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.

The signing authorities of the financial accounts will be a minimum of two of the four elected Officers of the Association.



## **Belfast School Fundraising Society Board of Officers and Directors**

### **Belfast School Fundraising Society Directors**

Belfast School Fundraising Society has opted to have a maximum of five Directors at Large. These positions are optional, and will be filled provided there are Members willing to do so.

### **Director Positions Not Vacant for the 2017-2018 School Year Director(2) of Casino**

The following persons Michelle Paries and Amber Anderson will continue to hold these positions for the 2017-2018 School Year and will expire June 30, 2018.

### **Director Positions Vacant for the 2017-2018 School Year**

#### **Director of Communication**

This person will be primary responsible for all communication on behalf of Belfast School Fundraising Society to include but not limited to School Council Bulletin Board, Fundraising Section of School Council Website and Fundraising Events on Facebook.

#### **Directors at Large**

Maximum of two positions open. Directors at Large may be required to vote for quorum. A Director at Large may be required to lead a special Committee during the year and may potentially handle monies collected by the Fundraising Society. This role has been slightly altered from previous years.

If you have any questions about these vacancies, the commitment required or to express interest in any of these roles please email [belfastfundraisingsociety@gmail.com](mailto:belfastfundraisingsociety@gmail.com).

Look for more information to be posted on the School Council Bulletin Board and School Council Website