

## **St. Albert Creative Preschool Society By-Laws**

**AS AMENDED SEPTEMBER 12, 2020**

### **1. SOCIETY AND EXECUTIVE COUNCIL STRUCTURE**

#### **A. St. Albert Creative Preschool Society:**

- i: The Society is the governing organization as duly registered within the laws of the Province of Alberta which will act as the governing body of the preschool;
- ii: The Society shall be operated and managed by an Executive Council elected from the active members of the Society.

#### **B. The Executive Council will be held responsible for:**

- i: Developing and maintaining regulations and policy relating to the conduct and operation of the Preschool having consulted with teachers and active Society members when deemed necessary;
- ii: Sustaining the preschool business, fund management, legal and membership affairs, licensing, insurance and facility management, fundraising initiatives;
- iii: Setting and collecting registrations and tuition fees on an annual basis;
- iv: Ensuring that the Society and the preschool are, at all times, conducted in strict conformity with all applicable laws and regulations; and
- v: Ensuring that all current by-laws are adhered to by all members of the Executive Council and active members of the Society.

#### **C. The Executive Council positions and a summary of related responsibilities in conjunction with those responsibilities as stated in section B above:**

##### **i: The President**

- Chairperson of the Executive Council and will preside at all meetings of the society, including the AGM.
- The President will deal with all parent/child/teacher issues that are of a confidential nature and is responsible for licensing, lease agreements and facilities management.
- Accountable to act as the employer for the teachers, including, but not limited to, managing their employment contracts.
- Responsible for carrying out yearly reviews for teachers.
- Will ensure that SACPS and the preschool are sustained and operated in a manner that is both financially and legally sound.
- Will ensure SACPS follows all guidelines issued by the Government of Alberta, Alberta Health Services and Childcare Licensing.
- The President will not vote at the Executive Council except in the event of a tie.
- The President is a required position and has signing authority. This position requires a criminal record check.

##### **ii: The Registrar/Vice-President Elect**

- Responsible for processing current and following year registrations and maintaining related lists.

- This includes taking all phone calls and online inquiries and emails related to registration and organization of the Open House.
- Will be in charge of updating the school's website with regards to registration and ensuring all registration forms are up to date.
- Work alongside the elected trustees to perform the annual audit.
- The Registrar will assume the role of acting President at all meetings where the President is not present.
- This position holds a vote at the Executive Council and will be in the custody of the Seal of the Organization.
- The Registrar is a required position and has signing authority. This position requires a criminal record check.

### **iii: The Director of Finance**

- Works with the Registrar to ensure all monies have been collected for new registrants and to ensure that the correct paperwork has been provided for monthly tuition.
- Processes monthly tuition
- Authorizes payments for all school-related expenses
- Works with the Director of Fundraising to ensure all funds have been collected and reported accurately
- Works with the Accountant to stay abreast of the current financial situation and provide monthly reports to the Executive Council
- The Director of Finance requires a criminal record check, holds a vote at Executive Council and is a required position.

### **iv: Public Relations Officer (NEW)**

- Liaises with the President, Director of Finance and teachers when it comes to purchasing for the school.
- Presents all spending requests to board.
- Carries through all purchasing for the school. This will include supplies, school equipment, items for events etc.
- Liaises with Christ Community Church on all building maintenance, grounds keeping and preschool updates.
- Reports to board on any activity or updates regarding Christ Community Church. Updates and reports to the President.
- Responsible for creating a monthly newsletter that is sent to families. This requires communication with all board members and teachers for any messaging, information and pieces that need to be added to the newsletter.

### **v: The Director of Marketing**

- Responsible for advertising and social media posts regarding school activities, information and events.
- Manages all engagement and growth on social media.
- Liaises with the Director of Administration to ensure monthly newsletters are completed in a timely manner and distributed to families.
- Liaises with teachers to ensure all necessary information is placed in the monthly newsletters.
- Responsible for maintaining all messages and documents on the website.

- Supports social media posts and promotions for the school in conjunction with the SACP teachers.
- Liaisons with the Director of Fundraising for all promotional needs and supports for the fundraising initiatives. Building campaigns, building targeted ads and building graphics to use.
- The Director of Marketing holds a vote at the Executive Council and is a required position.

**vi: The Director of Fundraising**

- Shall be responsible for planning, organizing, and managing all fundraising activities including promoting and liaising with vendors and sponsors.
- Shall be responsible for managing all fundraising activities and ensuring that active member volunteers are available to participate individually or as a committee to assist in the conduct of any fundraising activities.
- Will work with the Director of Finance in managing all fundraising initiatives for St. Albert Creative Preschool.
- Shall act as the liaison with the Alberta Gaming and Liquor Commission (AGLC). This position holds a vote at the Executive Council.

**vii: Fundraising Officer (NEW- no position available for 2020/2021)**

- This role is to support all fundraising initiatives put in place by the board. Working with the Director of Fundraising this role will support fundraising efforts through parent communication, community management.
- Role will be responsible for managing and organizing the preschools participation in the casino (which occurs every three years 2022). This would include organizing volunteers and liaising with the AGLC and Casino.

**viii: The Director of Administration**

- Shall act as the liaison between SACPS teachers and its member families and is responsible for internal communications to enrolled families.
- Responsible for all emails to parents and messages via the REMIND App. .
- Liaises with the Director of Marketing to ensure all messages are put through the correct avenues online and via email and print.
- Responsible for compiling accurate and concise minutes of all Executive Council meetings as well as general membership meetings.
- Responsible for the distribution of monthly calendars and for all communication supporting field trips and class parties.
- Liaisons with the Director of Marketing for distribution of Monthly Newsletters and Calendars.
- Assists with any event booking and works with SACP teachers to ensure all field trips are booked and all supports are in place.
- Responsible for the creation of attendance sheets, event invitations etc.
- This position holds a vote at the Executive Council.

#### **D. Election of Executive Officers:**

- i: The Executive Council positions will be chosen and held from active members of the St. Albert Creative Preschool Society and will be elected from active members. If a current member of the Executive Council wishes to remain on the Executive Council, even if no longer an active member, this can be approved by a majority of the sitting council.
- ii: The Executive Council members shall be elected by all attending active members at the Annual General Meeting which shall be held within the first three months of any school year. (SACPS fiscal year runs from July to June). Each Executive Council member shall hold office until their successors are duly elected at the following AGM or as removed from office as permitted by these bylaws. Each member shall familiarize and abide by these by-laws.
- iii: Members of Executive Council may serve a maximum of 3 consecutive terms.

In the event that an active member wishes to continue working on the board and they have served 3 consecutive terms, the Board can vote to approve the member stays on.

- iv: In the event an Executive position should become vacant during a current year then the Executive Council may appoint from the active members any member to fill the vacant position until the next Annual General Meeting.

#### **E. Meetings of the Executive Council:**

- i: The Executive Council shall meet no less than 9 times per year, at a time determined by the Executive at its first meeting of the year. An emergency meeting may be called upon a written request of two Executive Council members presented to the President, outlining the purpose of the additional meeting.
- ii: A quorum of the Executive Council will consist of a majority of the Executive Council however at least one member in attendance must be either the President or the Vice President acting as President in order to constitute a quorum.
- iii: An Executive member who fails to attend two consecutive Council meetings without the consent of the majority of the Executive Council will be deemed to have resigned the position and will be sent a confirmation letter of acceptance of their resignation by the Council. The notice of this acceptance of resignation will be deemed to be delivered if sent by regular mail to the Executive member's address as indicated on the Registrar's records.
- iv: An Executive Council member who withdraws their child from the St. Albert Creative Preschool may terminate their position on the Executive Council or may have their position stripped from them as determined by the vote of a majority of the Executive Council at the next Executive Council meeting.
- Vi: An Executive Council member who fails to carry out the positions responsibilities may have their position stripped from them as determined by the vote of a majority of the Executive Council at the next Executive Council meeting.

## **2. MEMBERSHIP**

#### **A. Active Membership:**

- i: Any parent or guardian who enrolls a child or children in the St. Albert Creative Preschool operated by the Society will become an active member of the Society upon payment of all required

tuition and registration fees for the school year which typically begins in mid-September and continues through to the anniversary date which will conclude at the AGM.

ii: All active members must pay a registration fee once per year for each child which fee will include all membership contributions and must be received prior to the beginning of the school year and in any event, no later than the Annual General Meeting.

iii: Active members will pay monthly tuition fees as determined by the Executive Council.

iv: Active members are strongly requested to participate in the Society as follows:

- Members may volunteer to accept an Executive Council position if elected by the active membership at the Annual General Meeting or in the event of a replacement member as chosen by the Executive Council.
- Members may attend Executive Council meetings to participate or initiate discussions regarding preschool operations, however, they are not permitted a vote on these or any other issues determined at Executive Council meetings.
- Members may vote on issues presented to the Society members at all General Meetings and all meetings called by the President for the purpose of general membership votes or in any matter relating to Executive Council nominations, preschool location, major changes in curriculum or major financial considerations.

iv. Parents who have volunteered to be an Executive Council Member in one of the positions outlined above (i.e. President, Registrar/Vice President, Director of Finance, Director of Communications, Director of Fundraising, and Director of Operations) are exempt from any and all Fundraising Fees\*. They are, however, welcome and encouraged to participate in any and all fundraising events should they so choose. Parents who are elected to be on the board will not have to financially contribute to the school fundraising initiatives. \*Exemption is applied to one student only if parents have more than one child registered in the school.

#### **B. Terminated Membership:**

i: Any member may withdraw their membership in the Society by giving notice in writing of their intentions to the Executive Council's Vice President/Registrar. Upon receipt of the withdrawal, the member's child or children will discontinue participation in all preschool programs.

ii: Any member whose children are withdrawn from the preschool will lose all active membership status without refund of any registration fees.

iii: Membership may be terminated for any member whose monthly tuition fee assessment is past due for 30 or more days without having made prior arrangements with the Vice President/Registrar and the Director of Finance. Termination under these circumstances will be presented to the member by written notification at the address indicated on the Registrar's records. It should be noted that any member will have a further 10 days after receipt of the termination notice to satisfactorily address any arrear problems with the Executive Council and failure to meet a compromise will result in the child or children having their enrollment terminated and the active membership of the parents also terminated.

iv: Any member who willfully inflicts any injury or damage to any teacher, fellow member or child attending the school or who willfully causes damage to Society property or the premises of

the Society may, upon a vote of the Executive Council, have their membership status terminated immediately without refund of any prepaid fees or tuition.

### **3. FEES**

#### **A. Registration Fees:**

- i: Registration fees, which constitute Society membership contributions, will retain a place for the member's child or children in one of the preschool programs and enroll the child or children in the preschool. Registration also grants the parents one vote per child wherever active members are permitted to vote.
- ii: Registration fees, along with tuition fees, are used to sustain the operations of the preschool.
- iii: Registration fees will be determined by the Executive Council by November for the upcoming school year which will commence the following September.
- iv: Registration fees are non-refundable.
- v: Registration fees must be paid in full prior to the Annual General Meeting for any school year.

#### **B. Tuition Fees:**

- i: Tuition fees, in conjunction with registration fees, constitute a major portion of the revenue that sustains the operations of the preschool.
- ii: Tuition fees are required to manage the major expenditures such as salaries, insurance, licensing, rent, school supplies and administrative expenses, to name only a few of the major expenditures incurred by the Society.
- iii: Tuition amounts for the upcoming school year will be determined by the Executive Council by the end of November, to take effect for the start of the next school year in September.
- iv: Tuition fees may be paid in either a lump-sum payment at the beginning of the school term (September) or by pre-authorized debit through a form presented to the Registrar upon registration. The first payment will be made on September 1 and on the 1<sup>st</sup> business day of the month following consecutively thereafter, with the last payment made in June. The amount of the 9 payments will be the total tuition fee (divided into 9 equal payments).

#### **C. Fundraising Fees:**

- There are THREE OPTIONS for fundraising:
  - **OPTION 1:** Participation Plan
    - No cost but requires participation in three (3) fundraising events during the preschool year
  - **OPTION 2:** Flexible Plan
    - Flexibility to decide throughout the year which fundraisers to participate in and which to opt-out of
  - **OPTION 3:** Complete Opt-Out
    - \$200 Fundraising Fee due at the time of registration
- There will be three (3) fundraising events held throughout the preschool year.

- If you choose Option 1 or Option 2 above, you are required to commit to three (3) \$65.00 fundraising initiatives. If you do not participate in a specific fundraising event, the you will be charged \$65. If you participate in all four fundraising events, there will be no out-of-pocket cost to you for fundraising.
- You must meet the FULL requirements of each fundraiser otherwise your \$65 fees will be withdrawn.
- If you choose Option #3, you opt out of all three (3) fundraising events entirely by paying a \$200 Fundraising Fee due upon registration of your child.
- Fundraising fee is per student registered at the school (not per family).
- If fundraising events are not able to be conducted due to long term school closure, fees will not be withdrawn.

#### **4. MEETINGS OF THE SOCIETY**

##### **A. Annual General Meeting:**

- i: The St. Albert Creative Preschool Society shall hold an Annual General Meeting prior to or no more than 30 days from the start of the current school year for the purpose of electing the new Executive Council and for the distribution of all information regarding the upcoming school term.
- ii: The time and place of the AGM shall be determined by the existing Executive Council who will provide notice to all known members by regular mail which will be sent to their last known address as indicated on the Registrar's records.
- iii: The Executive Council will not be held responsible for any member not receiving notification of the Annual General Meeting.
- iv: Twenty-Five (25%) percent of the active members as shown on the Registrar's list must be present at the AGM to constitute a quorum. If a quorum is not present within one-half hour of the time of commencement of the meeting as indicated on the notice, the meeting shall be adjourned to another time as the President determines. However, in no event can the meeting be held more than one month after the anticipated date in the notice provided previously. Only in the event where no quorum is obtained, will Executive members maintain their positions until the following meeting, at which time new positions will be determined.

##### **B. Monthly Executive Meetings:**

- i: The Executive Council will meet on a regular basis on dates and times as determined by the Council.
- ii: The dates, times and locations of all Executive Council meetings will be communicated to active members in the school newsletter, calendar and any other ways deemed appropriate by the Director of Operations.
- iii: Each Executive Council member present at a meeting shall be granted one vote on all issues unless holding a written proxy from an absent member granting a particular Executive member a proxy vote for the absent member.

##### **C. Other Meetings:**

- i: The President may call Special General Meetings in which all active members are entitled to vote, or Special Executive Council Meetings in which case all Executive members are entitled to vote over and above the mandatory Annual General Meeting and monthly Executive meeting as the President deems necessary throughout the school year including through the summer break months.

## **5. COMMUNICATION**

All members will be notified of meetings or other information, by way of the REMIND APP, newsletter and calendar which will be emailed to the parents. In the case of an Annual General Meeting, notice shall be sent by way of a letter sent by email at the last email address shown on the Registrar's records.

## **6. RECORD KEEPING**

### **A. Requirements:**

- i: Each Executive Council Member will keep full, complete records and related files for their respective role as identified by these bylaws.
- ii: The Director of Administration will keep digital copies of all minutes of all meetings as well as all Newsletters and notifications prepared by the Society. Hard copies of these records will be stored at the school for so long as the Society exists.
- iii: The Director of Finance shall maintain a general ledger of all accounts including all revenues, expenditures and liabilities of the preschool for so long as the Society exists. These records will be stored at the school.

## **7. FINANCIAL AND AUDIT**

### **A. Signing Authority:**

- i: Signing authority on all preschool bank accounts and other financial commitments as well as reporting to Corporate Registries will be the responsibility of the Director of Finance, Registrar/Vice-President, Director of Fundraising and President; without substitution.

### **B. Budget:**

- i: The Executive Council will maintain, adjust and abide by an annual budget that was prepared by the prior Executive Council.

### **C. Audit:**

- i: The financial books of the St. Albert Creative Preschool Society shall be audited by a Board of Trustees as elected by the membership and set out in these bylaws which audit shall make reference to all normally required information relating to assets, liabilities, revenues and expenditures of the Society. The audit shall be completed no later than three months after the Annual General Meeting, with the report presented to the Executive Council for approval and then communicated to the membership.

### **D. Board of Trustees:**

- i: The Board of Trustees shall consist of the Vice-President Elect and two members to be elected by the membership at the Annual General Meeting. The Vice-President Elect shall be its



Chairperson. The Board of Trustees shall have supervision and be responsible for the financial business of the Society. The audit shall be completed as set out in these bylaws.

## **8. BYLAW AMENDMENTS**

### **A. Amendments to these bylaws will only become valid through the following process:**

- i: Proposed amendments will be passed by a motion of Executive Council;
- ii: Once approved by the Executive Council, the amendment will be brought forward at an Annual General Meeting or Special General Meeting, to be voted on by the membership. The membership must receive a minimum of 21 days written notice, either electronically or otherwise of any such motion to be brought forward.
- iii: Once approved by the membership at a properly convened Annual General Meeting or Special General Meeting, the amendment will stand and shall become a permanent bylaw of the Society, until it is changed by this same process.