**PROPOSED BYLAWS FOR THE**

**RUDOLPH HENNIG JUNIOR HIGH SCHOOL PARENTS’ FUNDRAISING SOCIETY**

**ARTICLE I. DEFINITIONS**

1. In these bylaws:
2. “Rudolph Hennig Junior High” shall mean Rudolph Hennig Junior High Elementary School.
3. “Society” shall mean Rudolph Hennig Junior High School Parents’ Fundraising Society.
4. “AGM” shall mean Annual General Meeting.
5. “Executive” shall mean Executive Committee.
6. “Officer” and “Director” are one in the same. The terms are used interchangeably in the bylaws.

**ARTICLE II. MEMBERSHIP**

1. VOTING MEMBERSHIP
2. Voting membership shall consist of parents and/or guardians of the children attending Rudolph Hennig Junior High as well as any temporary member.
3. Temporary membership consists of any individual who expresses an interest in fundraising for the Society for the betterment of Rudolph Hennig Junior High students.
4. NON-VOTING MEMBERSHIP
5. Non-voting membership shall consist of school administration and/or teachers.
6. School administration and/or teachers are not able to hold executive positions.
7. RESIGNATION OR EXPULSION OF A MEMBER OR ELECTED OFFICER
8. Any member wishing to withdraw from membership may do so upon notice in writing to the Executive through its Secretary.
9. Expulsion of any member/office of the Society, for just cause, requires that such member has been notified eight (8) days in advance of a meeting of the Society and is afforded the opportunity to be heard at this meeting. The final decision regarding expulsion is decided by a majority vote at this meeting. Just cause may include but is not limited to, fraudulent behaviour.

**ARTICLE III. EXECUTIVE COMMITTEE**

1. The Executive shall consist of elected officers, the Chair and the immediate Past-Chair.

B. The elected officers of this Society shall consist of the Vice-Chair, Secretary, Treasurer and may include up to three (3) Directors at Large.

1. The elected Vice-Chair, after completion of a two (2) year term, shall be moved into the position of Chair.
2. The Chair, after completion of a two (2) year term, shall be moved into the position of Past-Chair.

C. ELECTED OFFICERS TERM OF OFFICE:

1. At an election meeting called in May or June, officers shall be elected. Vice-Chair elected every two (2) years; Treasurer and Secretary are also elected for a two (2) year term in alternating years.
2. Should a vacancy occur in any office, the Executive shall have the power to appoint a member to fill the office for the unexpired term.

D. DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive shall have the power to carry on business of the Society and shall:

* 1. conduct the business of the Society in good faith and make policy consistent with these bylaws as it deems necessary.
	2. have a minimum of three (3) meetings per year which shall be called by the Chair.
	3. have control of funds of the Society.
	4. constitute and appoint committees, prescribing their functions, duties and powers.
	5. keep a record of the acts and proceedings of the Executive and of the business of the Society, and present a full statement thereof at the AGM.
	6. authorize the execution of all necessary documents.
	7. draft and post an annual budget to be presented to the membership at the AGM.
	8. inform members of the Society’s activities and involvements.

E. DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE

1. The Chair of the Society shall:

a. preside at all meetings of the Society and the Executive.

b. administrate and coordinate efforts of the Society and call regular meetings of the Executive.

c. perform other such duties as are normally incident to the office of the Chair of such a Society.

d. submit Society annual forms.

2. The Vice-Chair shall:

* 1. in the absence of the Chair, possess all powers and perform all duties of the office of Chair for the duration of the absence.
	2. perform such duties as the Chair shall delegate.
	3. record minutes in the absence of the Secretary.
	4. prepare to assume position of Chair following two (2) years in position.

3. The Past-Chair shall:

1. act in an advisory role to assist the Executive.
2. perform such duties as the Chair shall delegate.

4. The Treasurer shall:

* 1. have custody of all funds of the Society.
	2. keep complete and accurate records and accounts of the holdings of such funds.
	3. see that all expenditures are duly authorized and evidenced by proper receipts and vouchers.
	4. handle the issuing of cheques approved by the Society and depositing of all funds to the bank accounts for the Society.
	5. provide a written report at every General Meeting as to the current standing of the general and gaming accounts.
	6. maintain separate accounting for the general and gaming accounts.
	7. provide the necessary documents for auditing purposes and prepare and submit yearly financial statements and any other necessary forms.

5. The Secretary shall:

* 1. record the minutes of the meetings of the Executive and the Society.
	2. have custody of the minute books and other records of the Society.
	3. deal with correspondence.
	4. give notice of all meetings upon direction from the Chair.
	5. perform such other duties as are incident to the office or as set out in these bylaws.
	6. maintain the files (including minutes and financial statements) for the Society for a minimum of seven (7) years in accordance with Government regulations. Permission to destroy files must be voted on by the Society.
	7. make copies of the minutes available from the previous meeting prior to acceptance at the next scheduled meeting.
	8. will keep an accurate list of names and addresses of the Society Officers.

6. Directors at Large shall:

a. chair committees as set out by the Executive.

b. assist in the running of Society activities.

7. All of the above positions shall attend Society meetings regularly.

**ARTICLE IV. COMMITTEES**

1. Any committee as required may be approved by the members at any General Meeting or by the Executive.
2. Standing committees shall submit plans of work to the Executive for approval and before any work is undertaken or funds are disbursed.
3. The Director at Large of each standing committee shall submit a written report of its work by the end of the year.

**ARTICLE V. MEETINGS: Annual General Meeting, Special Meeting, General Meeting**

1. There shall be a minimum of four (4) General Meetings of the Society held between September and June of each year.
2. The Annual General Meeting shall be held in October. At this time annual reports shall be read.
3. Meetings of the Society may be called at any time by the Chair with notice given by the Secretary; members shall be notified in writing a minimum of eight (8) days prior to the date of such meeting.A Special Meeting shall be called by the Chair or Secretary upon receipt of a petition signed by ten (10) members.
4. A quorum at:
5. the Annual General Meeting shall consist of five (5) members.
6. a General Meeting shall consist of five (5) members.
7. a Special Meeting shall consist of five (5) members
8. an Executive Meeting shall consist of three (3) members.
9. Meetings shall be conducted in accordance with Robert’s Rules of Order.

**ARTICLE VI. VOTING: Annual General Meeting, Special Meeting, General Meeting**

1. Only the voting members are entitled to vote; each such member is entitled to one (1) vote.
2. A motion put to a General Meeting shall be decided by a majority vote of the members present. The Chair shall vote in the event of a tie.
3. Voting shall be by way of a show of hands or as the Chair may direct.
4. No proof of the number of votes cast for or against a motion is necessary. A declaration by the Chair that a motion has been carried or lost, and an entry to that effect in the minute book is sufficient.

**ARTICLE VII. MINUTE BOOKS AND RECORDS**

1. The Executive shall cause the minutes of ALL meetings to be entered in books designated for that purpose. Any such minutes, if signed by the Chair, shall be received as prima facie evidence of the matters stated in such minutes.
2. The books and records of the Society may be inspected by any member of the Society anytime upon giving reasonable notice and arranging a time satisfactory to the officer having charge of same. Each member of the Executive shall at all times have access to such books and records.
3. All approved minutes of Executive, General, Special and Annual General meetings shall be made available to the membership.
4. The Society has no Society seal.

**ARTICLE VIII. BANKING**

1. The Society may open an account at a duly chartered bank. The Chair, Secretary and Treasurer shall have signing authority on the Society’s banking account(s). Cheques must be signed by two (2) of the three (3) officers who have signing authority.
2. The Society shall have the power to borrow money from a duly chartered bank under the Bank Act or from any other financial institution or company, but only under the sanction of the Society by Special Resolution.

**ARTICLE IX. AUDIT**

1. The Society’s fiscal year shall end June 30.
2. The books, accounts and records of the Society shall be audited annually by September 30 by a duly qualified accountant or two (2) non-signing members of the Society elected for that purpose.
3. The audit shall be submitted at the AGM in October or as soon thereafter as is practicable.

**ARTICLE X. REMUNERATION**

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

**ARTICLE XI. BYLAWS**

The bylaws may be rescinded, altered or added to by a Special Resolution passed by a majority of not less than 75% of members present at a General Meeting. Twenty-one (21) days written notice specifying the intention to propose the resolution as a special resolution must be given.

**ARTICLE XII. DISSOLUTION**

1. Upon dissolution of the Society, any assets remaining after paying debts and liabilities are to be:
2. disbursed to an eligible charitable group; or,
3. transferred in trust to a municipality until such time as the assets can be transferred from the municipality to an approved charitable group.