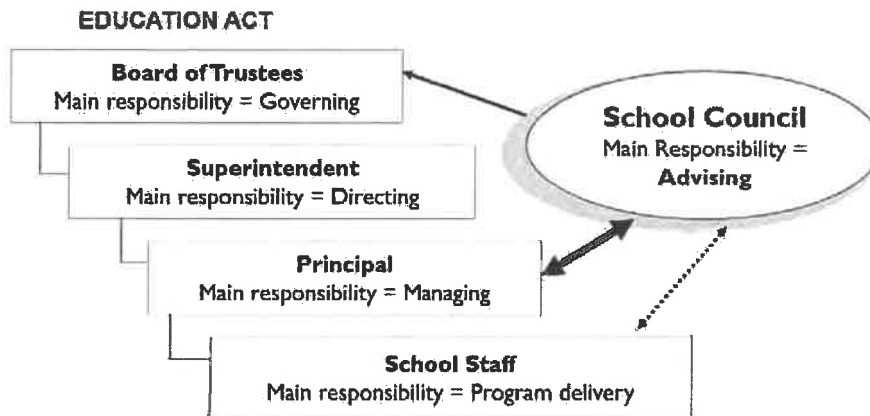


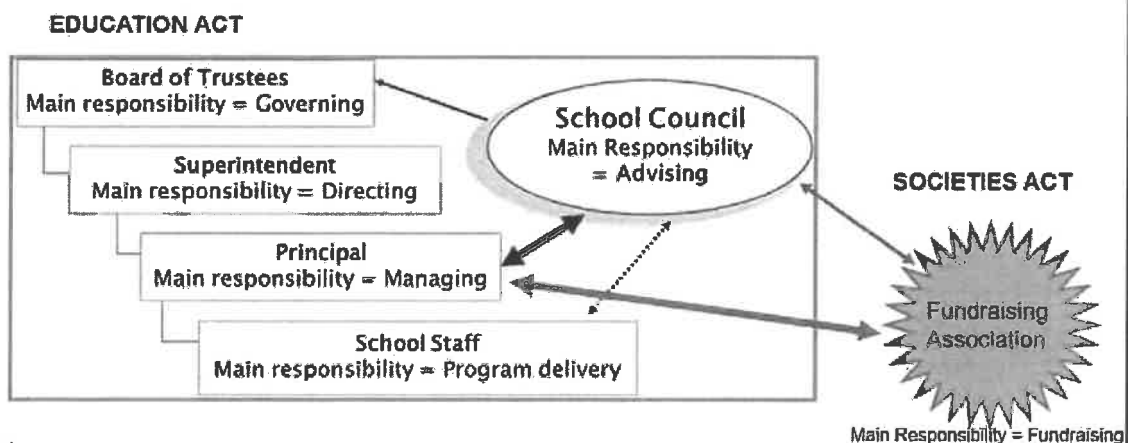
# SC/FRA Existence Relationships Explanation

## INTERDEPENDENCE: EDUCATION ACT



Alberta  
School Councils' Association

## INDEPENDENCE: SOCIETIES ACT



Alberta  
School Councils' Association



# SC/FRA Existence Relationships Explanation

## **School Council: Advisory body given its authority to exist through the Education Act.**

School councils are collective associations of parents, school administrators, teachers, secondary students, staff and community representative(s) who work together to effectively support and enhance student learning. They provide one means for members of the school community to provide advice and consult with the principal and to advise the board or the charter board.

School councils were created in 1995 and established under the *School Act* and continue today under the *Education Act*. School councils are mandatory for all schools in the public education system, including charter schools and francophone schools. Their purpose is to be advisory to the principal and the school board respecting matters related to the school.

School Councils may:

- advise the principal and the board respecting any matter relating to the school,
- perform any duty or function delegated to it by the board in accordance with the delegation,
- consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister,
- consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and
- do anything it is authorized under the (*School Councils*) Regulation to do.

Source: Alberta Education Act (Section 55); School Councils' Regulation; Alberta School Councils' Association

## **Society: Incorporated entity given its authority to exist through the Societies Act.**

A society is an independent, legal entity, a corporate 'person' that exists separate and apart from its members. Because of this, the members cannot be held personally responsible for the debts of the society. However, the Directors (elected "decision makers") can be personally named, and held personally responsible, in any litigation involving the Society. Societies are not covered by any insurance policies other than those they purchase themselves.

Societies are similar to non-profit companies and **must direct any profits back into fulfilling the objectives of the organization.**

Societies can:

- buy, sell and own property, including land
- enter into contracts
- sue others
- be sued

Societies can't

- issue shares
- declare dividends for members
- distribute property among the members during the lifetime of the society

Source: <http://www.servicealberta.ca/Societies.cfm> ; Alberta School Councils' Association



# Society Operations

**Purpose – Why We Exist:** The organization’s reason for being (purpose)

**Structure – Who Is Included / Accountability:** Membership definitions, membership rights, leadership descriptions, operating expectations (meetings, communication, etc.).

**Decision Making – Who Decides What:** Who makes what decisions, when, how and why?

Name of Society:	
What is the Society’s Purpose? (objects)	
Who are the members?	
How is membership determined?	
What can members do?	
What expectations are there for meetings?	
What expectations are there for communication?	
What decisions can members make?	
What decisions can leaders make?	

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What decisions can members make?	
What decisions can leaders make?	



CORPORATE ACCESS NUMBER: 5020238878

**Government  
of Alberta ■**

**SOCIETIES ACT**

*SAMPLE  
INCORPORATION*

**CERTIFICATE  
OF  
INCORPORATION**

**NELLIE CARLSON FUNDRAISING ASSOCIATION  
WAS INCORPORATED IN ALBERTA ON 2017/02/15.**





5020230878

4110 MacTaggart Drive NW  
Edmonton Alberta T6R 0P7  
nelliecarlson@epsb.ca  
587-489-4702

**Nellie Carlson Fundraising Association  
Principal Approval**

**Feb. 14, 2017**

Dear Corporate Registry,

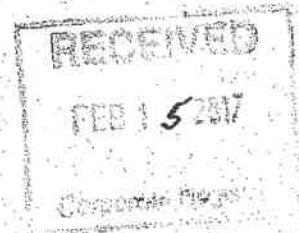
Nellie Carlson is a brand new school that just opened its doors in September of 2016. It is a wonderful new facility filled with amazing Kindergarten to Grade 9 students but we now have the task of raising funds for clubs, books, music equipment and are in great need of technology to use in the classrooms to enhance and augment their learning.

Therefore, I hereby give my permission for the establishment of the Nellie Carlson Fundraising Association. I am in favour of the establishment of the volunteer group as their goal is to raise necessary funds for Nellie Carlson School. If you have any questions please call me at 587-489-4702 .

Sincerely,

A handwritten signature in black ink, appearing to read 'H. Madsen', written over a horizontal line.

**Henry Madsen  
Principal, Nellie Carlson School**



Application to Form a Society

Societies Act Section 9

This information is collected in accordance with the Societies Act and Regulation. It is required to determine whether the applicant qualifies for a certificate of incorporation. Collection is authorized under s. 33(a) of the Freedom of Information and Protection of Privacy Act. Questions about the collection can be directed to Service Alberta Contact Centre at: cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

The persons who signed this form declare they wish to form a society under the Societies Act.

1. Society Name

Nellie Carlson Fundraising Association	<b>FILED</b> 104 <b>FEB 15 2017</b>
--	--

2. Society Objects

State the society's object(s)

Registrar of Corporations  
Province of Alberta

Nellie Carlson Fundraising Association is a team of volunteers that have a passion for raising and allocating funds to support and enhance the learning of all Nellie Carlson students.

3. Applicants

A minimum of five applicants are required. Create additional spaces by clicking the 'Add' button below the signature line.


Last Name <del>Harsh</del>		First Name <del>Yancy</del>		Middle Name <del></del>	
Street/Post Office Box			City/Town Edmonton	Province AB	Postal Code
Signature <i>Harsh</i>					

Last Name <del>Harsh</del>		First Name <del>Tina</del>		Middle Name <del></del>	
Street/Post Office Box			City/Town Edmonton	Province AB	Postal Code
Signature <i>Harsh</i>					


Last Name <del>Miller</del>		First Name <del>Tina</del>		Middle Name <del></del>	
Street/Post Office Box			City/Town Edmonton	Province AB	Postal Code
Signature <i>Miller</i>					

Last Name <del>Cashy</del>		First Name <del>Amber</del>		Middle Name <del></del>	
Street/Post Office Box			City/Town Edmonton	Province AB	Postal Code
Signature <i>Cashy</i>					

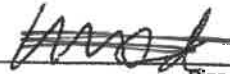
Last Name <del>Moride</del>		First Name <del>Karen</del>		Middle Name <del>Louise-Sarah</del>	
--------------------------------	--	--------------------------------	--	--	--

Street/Post Office Box	City/Town Edmonton	Province AB	Postal Code
Signature 			

4. Witness

Last Name	First Name	Middle Name
Street/Post Office Box	City/Town Sherwood Park	Province Alberta
Postal Code		
Signature 		

5. Authorized Representative/Authorized Signing Authority for the Society

<del>Heard</del> Last Name	<del>Karey</del> First Name	Ann Middle Name (optional)
President Relationship to Society	Email Address (optional)	Telephone Number (optional)
DEC 26 / 2016 Date of submission (yyyy-mm-dd)		Signature

I, Karey Ann Heard, Authorized Representative, certify that the information above

is true and correct to the best of my knowledge and that I am authorized to file this form on behalf of the applicants listed above.

# Nellie Carlson Fundraising Association By-Laws

FILED 104

FEB 15 2017

Registrar of Corporations  
Province of Alberta

## 1. Membership

- A. Any person having a vested interest in the educational well-being of students enrolled in Nellie Carlson 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 Association, is eligible to become a Member of the Association with voting privileges at any General Meeting of the Association Membership.
- B. The majority of the Members of the Association will be parents or guardians of students currently enrolled in Nellie Carlson School.
- C. Membership must be renewed annually. Membership fees, if any, in the Association 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 Association 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 Association may deem reasonable.

## 2. Associate Membership

- A. The Principal and staff members of Nellie Carlson 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 Meeting of the Membership or Meeting 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 Association.

## 3. Board of Directors

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

### COMPOSITION OF THE BOARD

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

1. Officers: President, Vice-President(s), Secretary, Treasurer, or Secretary-Treasurer – These positions are mandatory. The Office of the Secretary and Treasurer may be filled by one person if the membership at any General Meeting of the Membership for the election of Officers shall so decide.
2. Directors: A maximum of 1 Director at Large – This position is optional, and will be filled provided there are Members willing to do so.



# Nellie Carlson Fundraising Association By-Laws

## a. President

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

- i. The President shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.
- ii. The President will be the chief spokesperson for the Association, unless otherwise delegated.
- iii. The President shall be copied on all Association 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.
- iv. The President shall have a vote at any meeting.
- v. The President will be an ex-officio member of all Committees.

## b. Vice-President

- i. The Vice-President shall assist the President in all Association 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 Association 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 Association and be under the direction of the President and the Board.
- iv. The Secretary shall keep a Register of Members of the Association and their contact information, as required by the *Societies Act*, and shall send all Association correspondence/notices as required.

## d. Treasurer

- i. The Treasurer shall receive all monies paid to the Association 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 Association, 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 Association and shall submit a copy of same to the Secretary for the records of the Association.
- iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.

# **Nellie Carlson Fundraising Association By-Laws**

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

## **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 Association.
  - 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 Association's plan and annual review.
  - viii. Review the annual budget for the Association 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 Association.
  - 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 Association.
- C. Any Director or Officer may resign his/her position by providing written notice to any two 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 Association 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 Association 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 Association in each year shall be September 1<sup>st</sup> to August 31<sup>st</sup>.

# Nellie Carlson Fundraising Association By-Laws

## 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> of 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, Vice-President(s), Secretary, Treasurer, (or Secretary-Treasurer), and optionally 3 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 for the same day, time and location the following week. 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. Regular General Meeting of the Membership (RGM)

- i. A Regular General Meeting of the Membership (RGM) may be scheduled at the request of the membership at an Annual General Meeting of the Membership.
- ii. Regular General Meetings of the Membership shall be announced to all Members in good standing by providing no less than 10 days' notice in writing using a newsletter, website, email, text and/or social media.
- iii. Quorum at a Regular 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 Association.

# Nellie Carlson Fundraising Association By-Laws

## C. 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 Association.

## Meetings of the Board

### D. 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.

### E. 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 of 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

# Nellie Carlson Fundraising Association By-Laws

- A. Board Members are elected by the voting Members at an AGM held annually on or before October 31.
- 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 terms, in the same Officer or Director position on the Board, shall be 3 consecutive terms.
- 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.

## 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, Regular 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, including 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 Board meeting.

C. In the case of a tie, 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 Association is located within the School.

B. The mailing address for all communication or correspondence shall be the registered office of the Association.

# Nellie Carlson Fundraising Association By-Laws

- 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 Association upon request.
- D. Such inspection may only take place at the registered office of the Association, 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 Association shall receive any remuneration for his/her service.

## 12. Borrowing Powers

- A. For the purpose of carrying out its objectives, the Association 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 Association, and in no case shall debentures be issued without the sanction of a Special Resolution of the Association.

## 13. Association Seal

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

## 14. Insurance and Indemnity

- A. **Insurance:** For the purpose of carrying out its objectives, the Association 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 Association.
  - i. The Association indemnifies each Officer and Director against all costs or charges that result from any act done in her/his role for the Association.
  - ii. The Association 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 Association.
  - 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 Association, unless the act is fraud, dishonesty or bad faith.

## 15. Privacy

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

# Nellie Carlson Fundraising Association By-Laws

## 16. Conflict Resolution

- A. If at any time 10 Members, or 5 Members and greater than 50% of the Board Members, of the Association are of the opinion that the Association 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 of voting Members present vote in favour of the resolution proposed, the Association 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 Association.
- B. The Association Bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act* and any other governmental legislation relating to the Association'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 Association.
- D. Any question regarding the proper application and interpretation of these Bylaws shall be determined by the Chair of any Association 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


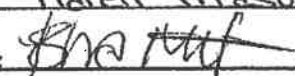
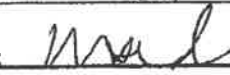

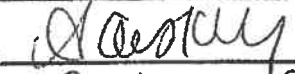

A Policy and Procedure Manual may be created, maintained and reviewed annually by the Board. Members in good standing may put forward policies to the Board for consideration and/or implementation.

## 19. Dissolution of the Association

- A. In the event of the dissolution (closing) of the Association, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Nellie Carlson 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.

# Nellie Carlson Fundraising Association By-Laws

Feb 14 / 17

Signature:  Print Name: Karen Masuda	Address City/Town: Edmonton Province: AB Apartment: Postal Code:
Signature:  Print Name: Trisha Miller	Address City/Town: Edmonton Province: AB Apartment: Postal Code: T6R0T8
Signature:  Print Name: KAREY HEARD	Address City/Town: AB Apartment: Postal Code: EDMONTON
Signature:  Print Name: Tanis Hoose	Address City/Town: Edmonton Province: AB Apartment: Postal Code: T6R0J4
Signature:  Print Name: Amber Caskey	Address City/Town: Edmonton Province: AB Apartment: Postal Code: T6R0M8
WITNESS Signature:  Print Name: JANEL BAKER	Address City/Town: Province: Apartment: Postal Code: HERRINGTON AB



**Notice of Address for Society or  
Notice of Change of Address for Society**

Societies Act Section 24(2)

This information is collected in accordance with the Societies Act and Regulation. It is required to register or update the society's address for the purposes of notice and service. Collection is authorized under s. 33(a) of the Freedom of Information and Protection of Privacy Act. Questions about the collection can be directed to the Service Alberta Contact Centre at: cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

1. <b>Society Name</b>  Nellie Carlson Fundraising Association	FILED 104	2. <b>Corporate Access Number</b>  5020238878
	FEB 15 2017 Registrar of Corporations Province of Alberta	

3. <b>Registered Office</b>			
Street/Legal Land Description MACTAGBART DR. NW	City/Town EDMONTON	Province Alberta	Postal Code T6R 0M8

4. <b>Mailing Address (if applicable)</b>			
Post Office Box	City/Town	Province	Postal Code

5. **Authorized Representative/Authorized Signing Authority for the Society**

_____ Heard Last Name	_____ Karey First Name	_____ Ann Middle Name (optional)
_____ President Relationship to Society	_____ Email Address (optional)	_____ Telephone Number (optional)
_____ 2016/12/20 Date of submission (yyyy-mm-dd)	_____ Signature	

I, Karey Ann Heard, Authorized Representative, certify that the information I have provided is true and correct to the best of my knowledge and that I am authorized to file this form on behalf of the society.

<b>FOR OFFICE USE ONLY</b>

REC  
FEB 15 2017  
Corporate Reg

RECEIVED  
DR  
DEC 29 2016  
CORPORATE REGISTRY  
DEFICIENT

# Fundraising Association MEMBERSHIP FORM

Name of Fundraising Association: \_\_\_\_\_

Name of School: \_\_\_\_\_

Please complete and return this form to become a **member** of the Fundraising Association (FRA).

All parents/legal guardians/primary caregivers (age 18+) of students enrolled in the school are encouraged to become members of the FRA. Other interested persons may become Members or (non-voting) Associate Members, if they are staff members at the school, subject to vested interest and bylaws, as approved by the Association. The majority of members of the Association will be parents/legal guardians. *There are no membership fees.*

**As a voting member (parent/legal guardian/primary caregiver) of FRA I have the right to:**

- vote at any general meeting of the membership (AGM, SGM)
- receive notice of all meetings and fundraising activities
- serve on committees or chair fundraisers
- stand for election as an Officer or Director on the Board
- **Add other rights as per bylaws:** \_\_\_\_\_

The FRA Bylaws can be found on the school website at: \_\_\_\_\_

<b>Member Information:</b>	
Name:	_____
Address:	_____
Home Phone:	_____
Cell/Alternate Phone:	_____
Admission Date:	_____
Date Membership Ceases:	_____
<b>Membership Type:</b>	
<input type="checkbox"/>	Voting Member – parent/legal guardian/primary caregiver of student in the school
<input type="checkbox"/>	Associate Member (advisory only - school staff)
<b>Email Address and Consent:</b> _____	
<input type="checkbox"/>	<b>YES</b> , I consent to the use of my email for receiving fundraising and association information.
<input type="checkbox"/>	<b>NO</b> , I do not consent to the use of my email address by the FRA.
<i>I understand that I may revoke my consent or membership at any time. It is my responsibility to notify the FRA of any changes to the information contained in this form.</i>	
Date:	_____
Signature:	_____

The Fundraising Association is required to obtain this information under the Societies Act for the Register of Members. All information will be used in accordance with the *Personal Information Protection Act (PIPA)*.



## School Councils and Fundraising Societies Comparison

	School Council	Society
<b>Authority</b>	School Council can only do what the <i>Education Act</i> allows	Societies can do anything within the <i>Societies Act</i>
<b>Responsibilities</b>	Defined by the <i>Education Act</i>	Defined by the <i>Societies Act</i>
	Defined in the <i>School Councils Regulation</i>	Defined in the society's objects and bylaws
<b>Accountability</b>	School Councils are ethically accountable to the school community	Societies are legally and ethically accountable to their members. The Board of Directors has legal responsibilities
	School Councils can change their operating procedures (bylaws) as defined by the procedures in those operating procedures (bylaws) without further authorization	Societies can change their objects or bylaws by specific procedures outlined in their bylaws and in the <i>Societies Act</i> , with final approval given by Corporate Registry
	Accurate minutes, reports, records are available to the public. Keep for 7 years	Accurate minutes, reports, records are available to Society members.
	Subject to <i>Personal Information Protection Act</i> (PIPA not FOIP)	Subject to <i>Personal Information Protection Act</i> (PIPA not FOIP)
<b>Reporting</b>	<i>School Councils Regulation</i> requires a report be filed by September 30th with the School Board	Society's Annual Report is due yearly the month following the incorporation date anniversary. I.e.: Incorporated in August 1992, report due yearly in September
	School Council's Report includes the activities of the previous school year and financial statements (if any) detailing money collected and spent by the School Council in the previous school year	Society's Annual Report, filed with Corporate Registries, includes the specifics of the Board of Directors and an <b>audited</b> financial statement
		Societies licensed by AGLC must complete AGLC issued financial reports specific to their gaming activities in order to maintain their license
	<b>School Council</b>	<b>Society</b>



## School Councils and Fundraising Societies Comparison

<b>Operation</b>	Utilize school building and resources for duties as per the <i>Education Act</i>	May request of principal permission to use school building and resources for duties
	Establish as per the <i>Education Act</i> and hold Annual General Meetings to ensure leadership is elected	Establish as per the <i>Societies Act</i> and hold Annual General meetings to ensure leadership is elected
	May ask the school to track financial transactions (depending on school board policy) or may not handle funds	Maintain bank accounts and signing authorities
	Orient members and general school community to their purpose and duties	Orient members to their duties and purpose; may extend to general community
	Hold regular meetings to discuss relevant issues, plan activities and gather input	Hold regular meetings to discuss relevant issues, plan activities and gather input
	Discuss and decide matters of policy, priorities and operations	Discuss and decide matters of policy, priorities and operations
	Coordinate/follow through on activities as planned	Coordinate/follow through on activities as planned
	Provide for 2-way communication with school community	Request permission of principal for 2-way communication with members and school community
	Build strong working relationships with others in the school community	Build strong working relationships with others in the school community
	Provide advice and parental perspective on matters related to the school	Provide funding, upon approval of society board, to the school, School Council, or <b>others</b> as requested
	Liability for legislated duties and activities is held by the School Board - School Board insurance is sufficient	<b>Liability for duties and activities is held by the Society</b> – private insurance is recommended (may be required by school board)



# Insurance Options for Non-Profit Organizations

The information provided is a brief outline of “insurance options” available for Non-Profit Organizations incorporated under the Societies Act of Alberta, including groups known as “Fundraising Associations”, “Parent Associations”, “Friends of...” etc. affiliated with schools and school councils.

**Please note: a review of exposure unique to each client is essential in identifying and analyzing the full extent of risk exposures for each Organization.**

Recommended Insurance Requirements of a parent Fundraising Association

## 1. General Liability

General Liability insurance protects the association in the event of an accident. The policy will provide coverage for defense and damage awards against the organization and its members/directors for claims arising from bodily injury or property damage to third parties that arise from their fundraising activities. Without a General Liability policy the organization and its members/directors will not have any coverage against these types of losses and the members/directors will be personally liability.

**Bodily Injury Claim Example** – The most common claim filed under a General Liability policy is a “slip and fall” claim filed by a participant, visitor or guest attending a fundraising event or even just a meeting.

**Property Damage Claim Example** – a claim could arise if the organization conducts a fundraising event at a school or mall, and a volunteer accidentally starts a fire that spreads or leaves water running in a bathroom that causes water damage.

**Abuse Claim Example** – a volunteer is charged with allegations of abuse to a child during one of the fundraising events. The organization and its members/directors would be named in the lawsuit for allegations of improper supervision. Note the individual who was alleged to have perpetrated the abuse would not have coverage.

## 2. Directors and Officers Liability

Directors and Officers Liability insurance protects the organization, its directors and officers and other volunteers for any breach or alleged breach of duty or wrongful act while acting within the scope of their duties. It provides personal financial protection for Directors and Officers against claims alleging wrongful management acts while performing their duties.

Directors and Officers insurance protects individual directors and officers when they are sued individually or jointly and also provides protection for the entity itself including other volunteers.

**Directors and Officers Claim Example #1** – A wealthy family contributed a large donation to the organization thinking it was earmarked for a specific purpose. The money was then included for something else and the donors sued the organization.

**Directors and Officers Claim Example #2** – the government brought a claim for damages against the directors for misrepresenting the use of the funds and for breach of fiduciary duty.

Why is it important to have both a General Liability policy and a Directors and Officers Liability policy? These are two different liability policies that address the organization member’s personal liability:

- a) The General Liability policy which deals with alleged “wrongful acts” that result in bodily injury, property damage or personal injury to a third party.
- b) The Directors and Officers Liability policy which deals with alleged “wrongful acts” that result in financial loss to a third party.



# Insurance Options for Non-Profit Organizations

A Fundraising Association requires both insurance policies to be adequately insured. Without both policies in place they would only be partially protected.

The third important insurance requirement for a Fundraising Association:

### 3. Crime Policy

Crime insurance policies, which are often referred to as Employee Dishonesty or fidelity bonds, protect organizations from direct financial loss arising out of dishonest and fraudulent acts committed by their members as well as specific types of fraudulent or criminal acts committed by non-members including theft, burglary or robbery, forgery, fraud and computer theft.

This policy is key to the organization as it protects the “funds” raised through the fundraising events. Funds can be stolen from the organization through a volunteer embezzlement such as a fraudulent volunteer taking in \$1000 at an event and handing over \$900 to the treasurer or from a theft or robbery of cash by a criminal.

All three of the insurance policies noted above are key coverages that protect the Fundraising Association and its Directors. The Fundraising Association, like any non-profit organization, has a due diligence to maintain proper insurance in place to both indemnify their members/directors/ volunteers as well as their assets and funds.

Other policies that some Fundraising Associations may want or need to consider:

4. **Property Insurance** - provides coverage for any buildings and contents own by the Organization as well as any items that they have purchased for the intent of selling for fundraising; and
5. **Special Events Liability** - a onetime event Liability Insurance which is not meant to cover business operations throughout the rest of the year.

Source:

**Janice Boiko**  
Principal  
[jboiko@lloydsadd.com](mailto:jboiko@lloydsadd.com)  
T: 780-930-3827  
M: 780-721-3827  
TF: 1-800-665-5243

**LloydSadd**  
INSURANCE BROKERS  
**Lloyd Sadd Insurance Brokers Ltd.**  
Suite 700, 10240 - 124 Street  
Edmonton, AB T5N 3W6  
[www.lloydsadd.com](http://www.lloydsadd.com)

There are two (2) Insurance Brokers which ASCA knows are familiar with Fundraising Associations (FRAs) insuring school boards and school councils in Alberta, and have policies which may be suitable for their organization. ASCA suggests that FRAs seeking insurance-related information contact each of the individuals affiliated with these brokerages to determine the working relationship which will best suit their needs. Please mention the ASCA referral.



Chris Hamel (780-917-5287 W / 587-338-0004 C / [chris.hamel@marsh.com](mailto:chris.hamel@marsh.com) )



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#200, 17704 – 103<sup>rd</sup> Avenue, Edmonton AB T5S 1J9 | [www.fpb.ca](http://www.fpb.ca)



# “Nice to Know Info” for Fundraising Associations in Alberta

## Conflict Resolutions and Remedies

Remedies for matters of allegations of improper application of bylaws or violations of the Societies Act that are available to society members include:

### Arbitration or Mediation

Society members may attempt to enter into arbitration or mediation to resolve internal disputes. The Appropriate Dispute Resolution Institute of Alberta (ADRIA) can provide information on this process including a directory of mediators who specialize in arbitration/mediation on behalf of the non-profit sector. While ADRIA can provide a directory of arbitrators and mediators, they are a referral agency only and do not intervene in the affairs of a society or investigate and enforce the Societies Act. ADRIA can be reached at: (780) 433-4881 (Edmonton and area) or Toll Free: 1-800-232-7214 or [www.adralberta.com](http://www.adralberta.com) [info@adralberta.com](mailto:info@adralberta.com)

### Civil Procedures

The incorporation of a society is for all intents and purposes a contract among the members. As with other contractual disputes, civil remedies are available to rectify actions that are contrary to the agreement among the parties. In this regard, society members may want to consult private legal counsel to explore potential remedies. The Lawyer Referral Service at 1-800-661-1095 can provide the names of three lawyers who specialize in this field. They will provide a free half hour telephone consultation.

### Laying a Charge Under the Societies Act

Persons alleging a contravention of the Societies Act or Regulation can swear information before a Justice of the Peace. The Justice of Peace will book an appointment to review the concerns of society members. In due course, a prosecutor may review the case and if, in his opinion, there is sufficient cause to proceed, a hearing will be held in Provincial Court.

### Record Keeping for Societies in Alberta:

The Societies Act and Societies Regulation do not state how long a society must keep its records, unless it is officially dissolving and has completed the Articles of Dissolution paperwork. If a society wishes to dissolve, it must provide the name and address of a record-keeper who will keep the documents and records of the society for six years from the date of dissolution.

Something to keep in mind, however, is that any time a society destroys records it is destroying a part of its history. Consider this real experience: *I worked for a society that celebrated its 40th anniversary. We wanted to invite all previous directors and officers to a celebration. Without having all the past documents, it would have been impossible to create such a list.*

The Alberta Gaming, Liquor and Cannabis Commission (AGLC) may have specific requirements for the retention or any records pertaining to gaming activities. The Canada Revenue Agency (CRA) may have records retention expectations directly related to the fundamental business of your society.

### Canada's Anti-Spam Legislation (CASL):

Canada's Anti-Spam Legislation ("CASL") outlines the requirements that Companies must abide by when sending out Commercial Electronic Messages ("CEM"). A CEM includes, but is not limited to, email, instant messaging, text messaging/SMS, social media messaging (e.g., Facebook®, LinkedIn®, Twitter®) that encourages the recipient to participate in a commercial activity. If you are sending a CEM, then you must comply with all three requirements:

- (1) Obtain the proper prior consent;
- (2) Identify yourself and your association in the message as well as provide your accurate contact information;
- (3) Provide the proper unsubscribe mechanism.

Please take the time to understand the difference between express consent and implied consent as illustrated by the document available at: [http://www.crtc.gc.ca/pubs/CASL\\_Infograph3\\_Eng.pdf](http://www.crtc.gc.ca/pubs/CASL_Infograph3_Eng.pdf)

*This information is for general purposes only. The ASCA does not claim to be an expert in remedies, record retention or reporting requirements for non-profit or charitable organizations. Please contact Corporate Registries, the Alberta Gaming, Liquor and Cannabis Commission or Canada Revenue Agency for guidance specific to your organization.*



# “Nice to Know Info” for Fundraising Associations in Alberta

## Federal Reporting Information / Requirements for Alberta Non-Profit Societies (incorporated under the Societies Act.)

### Business Number:

(Source: <http://www.cra-arc.gc.ca/bn/> )

The **BN** is a 9-digit business identifier used in **Canada** to which businesses can register program accounts with the Canada Revenue Agency (CRA). The **Business Number (BN)** is a common client identifier for businesses to simplify their dealings with federal, provincial, and municipal governments. It is based on the idea of one business, one number. Each business requires one **BN** for its legal entity. A legal entity is defined as a sole proprietor, partnership, corporation, trust or other organization.

A **Business Number** is not the same as the 9-digit Corporate Access Number (CAN) issued to it by Alberta Corporate Registries. A **Business Number** issued by CRA does not automatically make the society a registered charity. There is a separate process to obtain that status.

Not all businesses require a **Business Number (BN)**, so it is important to review the information for each type of program account before registering. Incorporated societies in Alberta do not automatically receive a **BN**. A society will only receive one if the society decides to register for any one of these business accounts. A **BN** is only required if it needs any one of the following business accounts:

- GST/HST program account
- Payroll program account
- Corporate income tax program account
- Import/Export program account
- Other program accounts (Filing Information Returns, Registered charity, Excise duty, Excise tax, Insurance premium tax, Air travellers security charge )

If a society has a **Business Number**, it will be expected to complete the federal forms required of it. Societies have 6 months from the fiscal year end to file the required information.

Source: <http://www.cra-arc.gc.ca/bn/>

### Filing a T2 Corporate Return and NPO Information Return

(Source: Email from the president of a society in AB who spoke with a CRA Senior Advisor and obtained the information directly. 1-800-959-5525 press \* when the menu recording comes on.)

CRA states that all non-profits are required to file a T2. In most cases, for a society conducting minor fundraisers and casinos to support and enhance education in a school, a T2 Short (Form T1178) is acceptable. If the society's categories do not fit within those on the form, choose the closest match. If the society has a financial statement, they can call CRA when they are filling out the form and CRA will walk them through it.... no need for an accountant.

The CRA Non-Profit Organization (NPO) Information Return (Form T1044) only needs to be filed if:

- a) the total of all amounts received or receivable by the association in the fiscal period for **taxable dividends, interest, rentals, or royalties** is more than \$10,000;
- b) the total assets of the association (determined in accordance with generally accepted accounting principles) at the end of its immediately preceding fiscal period exceeded \$200,000; or
- c) the association had to file an NPO information return for a preceding fiscal period.

*This information is for general purposes only. The ASCA does not claim to be an expert in remedies, record retention or reporting requirements for non-profit or charitable organizations. Please contact Corporate Registries, the Alberta Gaming, Liquor and Cannabis Commission or Canada Revenue Agency for guidance specific to your organization.*





# Joint Annual Planning: Collaboration = Student Success

Whether newly created or having been in existence for a period of time, School Councils (SCs) and/or Fundraising Associations (FRAs) sometimes find themselves struggling to figure out “what to do now” or having lost the drive for a particular direction they thought they were heading.

To help avoid this uncertainty of purpose, every year it is helpful to do some brainstorming with people at the same level of organizational structure...the leaders...just to get the ball rolling. Joint Annual Planning is a collaborative process and is flexible enough to allow for modification to suit individual school community cultures and needs.

## How to start a Joint Annual Plan:

### The First Joint Meeting: Explore

Organize a time when the SC Chair, the Principal and the FRA President (you could include the “vice’s” as well, if desired) can meet to explore some “organizational priorities” from each other’s perspectives. Avoid using this opportunity to make any decisions or commitments with respect to discussion topics, areas of emphasis, events, or funding; instead, use it as an “information gathering” session where each of you takes a turn to list organization-specific “supporting and enhancing student learning” points, complete with reasonable justification, that the respective members may feel are important to focus on. Examples may be: School community wide engagement and input on school or division policies, Whole-School Health, improving reading comprehension, emphasizing Digital Citizenship, upgrading physical activity equipment, or increasing successful transitions to post-secondary.

If possible, encourage everyone to think short and long term: what is on the horizon this year, next year, the year after that? Ensure that all participants know that this is not intended to be a debate, or an opportunity to “convince”, it is just a conversation. Each “leader” (Chair/Principal/ President) should commit to providing all the information shared/gathered to their audiences (SC Exec and members, school staff – and students if appropriate, FRA Exec and members) and asking for their thoughts, suggestions, feedback. (Even if one of them drops the ball, it is really important for you to keep your promises, and to follow through. This helps to establish the integrity of the SC or FRA and the sincerity of your leadership.)

At the next SC or FRA meeting, openly discuss the priorities identified by each group, and the rationale, and include the perspective of logistics (if we want to do this, do we have the time, energy, people to make this happen?) for each of the identified items. *It is really important to remind the group that they are not obligated to undertake anything which they don’t feel they can support either in principle or in manpower.* What they do need to do is identify which priorities/projects/items they can “get behind”.

### The Second Joint Meeting: Develop

With that completed, the people who originally met should get together again, and share their findings – what did each group decide they could support and devote their time/energies to? Again, including a timeline (this year, next year, etc.) for everyone is really important. Where are the commonalities? What priorities did all 3 of the groups agree upon in principle? Are there possibly some adjustments in time frame that may need occur to reach a compromise (i.e.: school cannot support something this year, but very happy to do so next year)?

In this setting, the SC Chair or the FRA President is the person who strives to find the middle ground...something that all parties can “live with”. They are not there to make decisions or promises; only to share what their members have said they can support, and to seek information to present back to members. The decisions to actually “mobilize” (start planning and executing the plans) have to come from the members and the people who will “do the work”. Ideally, the second meeting results in one mutually agreed upon priority (that each group will likely support) identified for each of the next three years. For a super enthusiastic, energetic group, there may be two priorities for each year.



# Joint Annual Planning: Collaboration = Student Success

## Executing the Plan: Take Action

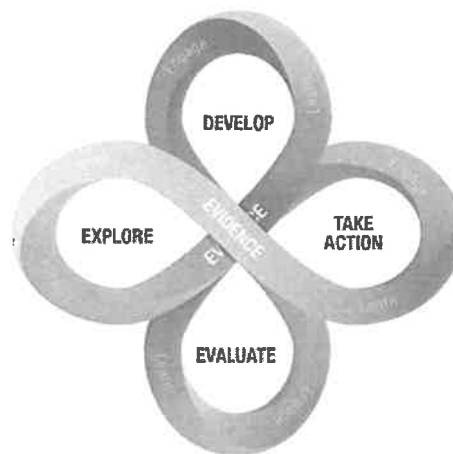
From there, the leaders and their respective “team” start the work needed to accomplish the goals, remembering to keep everyone (school community including Administration, potential funders, etc.) informed along the way as to where their support is needed, when their input will be crucial, and/or how their hard-earned money will be spent. For any fundraising initiative by any of the partners, it is vitally important to decide and communicate, ahead of time, where excess funds, if any, will go...will they be applied to the next item on the list or will they be applied to a major long-term project? This enables funders to make informed decisions, and not come back and accuse anyone of not being transparent.

## Evaluate and Repeat the Process:

Each year before school starts, the above process should be repeated. Include an opportunity to evaluate the actions of the previous year (successful, unsuccessful, completed, not started, etc.) in a non-critical, purely factual manner. It is also beneficial to include a quick report on “status to date” with respect to any multi-year plans (i.e.: the progress of the Wellness Committee, the number of students enrolled in post-secondary programs or funds acquired towards the playground) as well as confirming that what had previously been identified as priorities for the upcoming year are still “on the radar”. If there have been changes in the school community that result in something else being needed more urgently, or an original item is no longer relevant, modify the options for the upcoming year accordingly, and begin the process of seeking input from all members once again.

Consistently applying this process will decrease the chances of the School Council or Fundraising Association feeling lost or purposeless and may even attract more school community members to become actively engaged as they will know what to expect.

## *The Assurance Framework Continuum*



## Participant Annual Plans

The one or two mutually agreed upon priority items identified for each year are not necessarily all that each group will work or focus on throughout the year. The School Council may choose some other areas in which to apply its energies (i.e.: advising on school policies), and the Fundraising Association may determine that they want to continue supporting something that was not on the “priority list” but know is still wanted and appreciated (i.e.: funding for field trips). The Principal will obviously continue to have staff and students focus on areas critical to student success. The intended outcome of a Joint Annual Plan is not that it is the only purpose, but that it is a common purpose worthy of everyone’s efforts.

## Board Transition Check List for Fundraising Associations

It's an exciting time when new people are elected to fill the necessary positions on any board. For some, the new world of this type of leadership can be a little confusing, overwhelming and even a bit scary. There may be much to learn (bylaws, legislation, policies and procedures), to do and to remember (reporting deadlines, audits, legal liability). This quick check list may help to ensure that some of the important operational items are not forgotten during the transition of one Board of Directors to another.

Person Responsible	Action	Completed Date
PRESIDENT	Meet with outgoing president and principal (if needed) to become familiar with practices, processes and promises, and to receive relevant historical records for smooth transition. <b>Timeline: 2 – 3 weeks</b>	
	Submit Special Resolution re bylaw changes to Corporate Registries (if needed). <b>Timeline: 30 days</b>	
	Notify AGLC, in writing, of approved bylaws once received from Corporate Registries (if needed). <b>Timeline: Call AGLC to determine.</b>	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	
VICE-PRESIDENT	Arrange updating of website with new names and contact information (if needed). <b>Timeline: 2 weeks</b>	
	Review PIPA and CASL legislation to ensure guidelines and rules are adhered to (privacy and fundraising processes).	
	Source and distribute information on resources, support, training available for board (if needed) such as ASCA, AGLC, Alberta Board Development, etc. <b>Timeline: 30 days</b>	
	Meet with outgoing vice-president to become familiar with practices and processes. <b>Timeline: 2 – 3 weeks</b>	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	
TREASURER	Set appointment with bank to change signing authorities (if needed). <b>Timeline: 2 weeks</b>	
	Meet with outgoing treasurer to become familiar with financial records, processes, practices and to receive historical records (ie. annual audited financial statement submitted to Corp Reg, reports submitted to AGLC for casino). <b>Timeline: 2 – 3 weeks</b>	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	
	Check renewal date of insurance policy. <b>Timeline: 3 – 4 weeks</b>	
SECRETARY	Meet with outgoing secretary to become familiar with records, Register of Members, membership forms, processes, practices and to receive historical records. <b>Timeline: 2 – 3 weeks</b>	
	Notify Corporate Registries, in writing, of all new and returning Directors/Officers. <b>Timeline: within 30 days</b>	
	Notify AGLC, in writing (form on AGLC website), of all new and returning Directors/Officers. <b>Timeline: 30 days</b>	
	Provide summary (or draft minutes) of meeting to all members and interested parties. <b>Timeline: 2 – 3 weeks</b>	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	
DIRECTORS	Obtain and become familiar with relevant historical records and practices. <b>Timeline: 2 – 3 weeks</b>	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	



## Executive Transition Check List for School Councils

It's an exciting time when new people are elected to fill the necessary positions on any executive team. For some, the new world of this type of leadership can be a little confusing, overwhelming and even a bit scary. There may be much to learn, to do and to remember. This quick checklist may help to ensure that some of the important operational items are not forgotten during the transition of one executive team to another.

Person Responsible	Action	Completed Date
Chairperson	Notify School Division, in writing, of all new and returning Executive members. <b>Timeline: 30 days</b>	
	Notify ASCA, in writing (form on ASCA website), of new Chair and contact information. <b>Timeline: 30 days</b>	
	Meet with outgoing Chairperson (if available) and principal to become familiar with practices, processes and promises, and to receive relevant historical records for smooth transition. <b>Timeline: 2 – 3 weeks</b>	
	Ensure that the School Council Annual Report has been submitted to the school board by September 30 <sup>th</sup> (for previous year).	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	
Vice- Chairperson	Arrange updating of website with new names and contact information (if needed). <b>Timeline: 2 weeks</b>	
	Source and distribute information on resources, support, training available for executive (if needed) such as ASCA, School Division, etc. <b>Timeline: 30 days</b>	
	Meet with outgoing vice-chairperson to become familiar with practices and processes. <b>Timeline: 2 – 3 weeks</b>	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	
Treasurer (if necessary)	Meet with outgoing treasurer to become familiar with financial records, processes, practices and to receive historical records. <b>Timeline: 2 – 3 weeks</b>	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	
Secretary	Provide summary (or draft minutes) of meeting to all members and interested parties. <b>Timeline: 2 – 3 weeks</b>	
	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	
	Obtain and become familiar with relevant historical records and practices. <b>Timeline: 2 – 3 weeks</b>	
Others	Attend any orientation sessions offered. <b>Timeline: 30 – 60 days</b>	



# Fundraising Association Board of Directors Role Descriptions

## All Board Members

### ***Authority and Responsibility***

The Board of Directors are the legal authority for any society/association incorporated under the Alberta *Societies Act*.

All Board Members act in a position of trust for the community and are responsible for the effective governance of the organization.

Board Members are responsible for ensuring that the Board is conducting Association business as indicated within the Bylaws of the Association, the rules and regulations of Alberta Corporate Registry, the *Societies Act* and any other agency with which the Association has a relationship, as well as the expectations of the general membership of the Association.

Board Members have the authority to act and speak on behalf of the Association, given by the Membership through election and decision making at the Annual General Meeting. This covers matters specific to overseeing operations, and making decisions that will fulfill the mission of the Association.

### ***Requirements***

Requirements of all Board Members include:

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, operations and advocacy.
- Willingness to serve, when needed or requested, on one or more committee(s).
- Be a current Member in good standing of the Association.
- Attend and support special events, such as fundraisers.
- An understanding of, and true belief in, the mission and purpose of the Association.
- An understanding of the Bylaws and Policies of the Association.
- An ability to develop mutually beneficial relationships within the membership and beyond.
- Treating all members, volunteers, students and School staff members with respect.
- The ability to receive and offer feedback.
- Agreeing to all aspects of this job description.
- Acting in good faith.
- Being a team player.

### ***Time Requirements***

Board Members are expected to attend all Regular Meetings of the Board. These meetings will be no longer than 2 hours in duration and will occur every 4 to 6 weeks as determined by the Board. Some Board Members may be required to spend additional time preparing reports for presentation at specific meetings.

Board Members are also expected to attend all Special Meetings of the Board or Association. These may include, but are not limited to; the Annual General Meeting, Board Development and Strategic Planning Meetings. Time requirements for these events vary but will be communicated well in advance to all Board Members.



# Fundraising Association Board of Directors Role Descriptions

## ***Term of Office***

All Board Members, with the exception of the Past President, are elected by majority vote of the membership in attendance at the Annual General Meeting. Board Members serve for a one or two year term, as indicated in the Bylaws and are released at the end of the elected term.

## ***General Duties***

Board Members will be fully informed on Association matters and participate in the Board's deliberations and decisions in matters of Association policy, finance, operations and advocacy.

## **Board Members will:**

- Attend Annual, Regular and Special General Meetings.
- Be prepared for, attend and actively participate in all Board Meetings.
- Actively support the initiatives and actions of the Association.
- Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- Review the Bylaws and recommend Board-approved bylaw changes to the Membership.
- Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- Participate in the development of the Association's plan and annual review.
- Review the Annual budget for the Association and submit to the Membership for approval.
- 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.
- Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- Act as a leader and an ambassador of the Association.
- 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.
- Address operational concerns openly and with input from Board Members.
- Address personal concerns relating to Board Members roles privately, constructively, respectfully and in a timely manner.

## ***Evaluation***

The Board's performance may be evaluated annually and is based on the most current role description.

The evaluation shall be:

- Completed by all Board Members.
- Completed in a manner that fosters respect and positive personal development.
- In written format – or at minimum, documented.
- Shared with Membership using a Results Summary.

## ***Approval and Review Dates***

Approval Date:

Review Date:



# Fundraising Association Board of Directors Role Descriptions

## President

- Provides leadership to the Board of Directors.
- Collaborates with the principal and the School Council Chair.
- Ensures the Board adheres to provincial legislation and its Bylaws, Mission and Policies.
- Prepares the Board's agenda with input from Board Members.
- Chairs meetings of the Board and of the Association.
- Encourages Board Members to participate in meetings and activities.
- Keeps the Board's discussions on topic by summarizing issues.
- Keeps the Board's activities focused on the Association's Mission.
- Maintains the integrity of the Board's decision-making process.
- Ensures that Committee Chairs are appointed.
- Orients Board Members and Committee Chairs to the Board responsibilities and expectations.
- Serves as ex officio member of committees and attends their meetings when needed.
- Enables the Board to govern the Association, allowing the committees to carry out the day to day operations.
- Ensures there is a process to evaluate the effectiveness of the Board and its Members, using measurable criteria.
- Recognizes Board Members' contributions to the Board's work.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Plays a leading role in supporting fundraising activities.
- Promotes the Association's purpose in the community and to the media.
- Presents a President's Report to the Membership at the Annual General Meeting.

### ***Approval and Review Dates***

Approval Date:

Review Date:

## Vice President

- Acts in the absence of the President.
- Ensures that PIPA and CASL legislation are being followed.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Chairs at least one major committee.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Supports special events of the Association, such as fundraisers.
- Orients the new Vice-President.

### ***Approval and Review Dates***

Approval Date:

Review Date:



# Fundraising Association Board of Directors Role Descriptions

## Secretary

- Maintains records, files and details that are important for the operation of the Association.
- Maintains official records of the Association (kept for 6 years).
- Keeps copies of the Association's Bylaws and the Board's Policies.
- Keeps lists of Officers, Board Members, committees and General Membership (Register of Members).
- Notifies Board Members of meetings.
- Confirms a quorum at Board meetings.
- Keeps accurate attendance records and minutes of meetings.
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and committee meetings.
- Distributes copies of minutes to Board Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs official documents of the Association as required.
- Files the Annual Return, amendments to the Bylaws and other required documents with the Corporate Registry.
- Makes sure members are notified of General Meetings.
- In the absence of the President and Vice-President, chairs Board meetings until the election of an alternate Chair by the Board members present.
- Supports special events of the Association, such as fundraisers.
- Orients the new Secretary.

### ***Approval and Review Dates***

Approval Date:

Review Date:

## Treasurer

- Prepares and monitors annual Association budget.
- Provides regular reports to the Board on the financial state of the Association.
- Chairs the Finance Committee, if created.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Maintains full and accurate accounts and physical records of all Association receipts and disbursements.
- Receives and deposits all monies due to the organization.
- Prepares receipts for donations received, if required.
- Disburses all monies as directed by the Board.
- Reconciles all bank statements.
- Prepares committee budgets with committee chairs.
- Prepares and submits all financial reports in a timely manner, as required by organizations and agencies.
- Presents the Audited Financial Statement and a financial report to the Membership at the Annual General Meeting.
- Supports special events of the Association, such as fundraisers.
- Orients the new Treasurer.

### ***Approval and Review Dates***

Approval Date:

Review Date:





# Fundraising Association Board of Directors Role Descriptions

## Director at Large

- Prepares for, attends and actively participates in scheduled Board Meetings.
- Prepares for, attends and actively participates in meetings of assigned committees.
- Prepares for, attends and actively participates in Membership Meetings.
- Prepares for, attends and actively supports special events of the Association, such as fundraisers.
- Orients the new Directors.

### ***Approval and Review Dates***

Approval Date:

Review Date:

## Past President

- Acts in the absence of the President and Vice President.
- Chairs the Annual General Meeting.
- Works closely as consultant and advisor to the President.
- Chairs at least one major committee.
- Orients the new President.

### ***Approval and Review Dates***

Approval Date:

Review Date:



# School Council Participant Roles

## School Council Chair

It is expected that the School Council Chairperson will be a parent of a student enrolled in the school. The Chair should be someone who can work collaboratively and knows how to organize programs and people. The Chair should actively encourage others to become involved in meaningful ways.

Typical Chairing duties include:

- Chair all meetings of the School Council;
- Coordinate with the Principal to co-create meeting agendas;
- Communicate with the Principal on a regular basis;
- Decide all matters relating to Rules of Order at the meetings;
- Ensure that School Council Operating Procedures are current and followed;
- Be the official spokesperson of the School Council;
- Ensure there is regular communication with the whole school community,
- Review any communication to the school community prior to distribution and include the Principal in same;
- Stay informed about School Board policy that impacts School Council;
- Comply with the School Councils Regulation by providing the school board with an annual report that summarizes the School Council's activities for the previous school year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30<sup>th</sup>;
- Have general responsibility for all activities of the School Council;

## Chair's Relationship with the Principal

The Chair's role is key to the success of the School Council. Partnerships work – so use them! One important responsibility is regular and ongoing communication with the school Principal. This relationship of mutual trust and respect must be nurtured, being mindful of common goals for the learning community.

## Vice-Chair

On School Councils, the Chair depends on the Vice-Chair to undertake part of the work. The Vice-Chair is typically being groomed to run as Chair in the future.

Typically, the Vice-Chair's duties are to:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities (while remaining in Vice-Chair position);
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- Work with and support the Chair in agenda preparation;
- Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- Assume responsibility, in consultation with the School Council, for communicating with the fundraising association or other parent groups within the School;
- Promote teamwork and assist the Chair in the smooth running of the meetings;



## School Council Participant Roles

- Keep informed of relevant School and School Board policies;
- Prepare to run for the position of Chair in the future;
- Assist the Chair and undertake tasks assigned by the Chair.

### Secretary

The School Council Secretary typically will:

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
- Maintain a dated record of all the members of the School Council who have knowingly provided their contact information (Permission to Contact Form), in compliance with PIPA;
- Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;

### Treasurer (if handling funds, depending on school board policy)

If the School Council is handling money, through fundraising activities or donations, the Treasurer will:

- Keep accurate records of all financial transactions;
- Ensure that records are available upon request of the School Board or school community;
- Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report;
- Supervise the affairs and preside at any meetings of the financial committee.

### Principal

The Principal is the instructional leader who manages the day-to-day operations of the school and is a key member on School Council who promotes cooperation between the school and the community. The principal is the ultimate decision-maker in the school. The Principal implements the policies of Alberta Education and the local school board, ensures instruction is consistent with the *Programs of Study*, ensures the standards of education are met, evaluates the programs, maintains order and discipline within the school, evaluates and supervises teachers and supervises the evaluation and advancement of students.

As a provincially-mandated member of the School Council, the Principal:

- Works in collaboration with the Chair to co-create School Council agendas
- Supports the Chair in running efficient School Council meetings, as per the School Council Rules of Order
- Provides contextual information, as requested by the School Council, on matters relating to the school
- Promotes cooperation between the school and the community it serves
- Seeks input from the School Council, parents and community on major decisions that affect the school



## School Council Participant Roles

- Establishes, facilitates, communicates and encourages opportunities for School Council, parent and community engagement in school matters
- Encourages and supports the formation and continuous improvement of School Council
- Interprets and shares results of provincial achievement tests and diploma exams
- Shares information about the school community
- Provides information on the programs in the school and the needs of the students
- Refers School Council to the appropriate resource for information on laws, regulations and policies that affect School Council
- Enables the School Council to provide input into the school's education plan.

### Teacher

Each School Council must have at least one Teacher Representative, as per the legislation. A Teacher Representative contributes to a successful School Council in the following ways:

- Promotes a collaborative, collegial model of decision making at the school and for the School Council and provides support for the decisions of the School Council
- Shares professional knowledge with School Council members
- Encourages parents and community members to become involved in school activities
- Shares School Council activities and information with other staff, parents and community members
- Follows the code of ethics and professional protocols set out by the Alberta Teachers' Association (ATA)
- Represents the teachers' perspective.

Example: **Feature Teacher** on the agenda – a different teacher each month gives a brief update/summary of what their class/grade is doing. May want to include a few students as well (bring in new parents to the meetings).

### Communication Specialist

The Communication Specialist works under the direct supervision of the School Council and undertakes all responsibilities in consultation and cooperation with the School Council Chair and the School Principal.

In general, the Communication Specialist applies his/her communications expertise to improve the links between the School Council and the School Community and to advance the goals and profile of the School Council.

The Communication Specialist of the School Council, in consultation with the Chair and the Principal, may:

- Assist the School Council in developing, implementing and evaluating a Communication Policy and Communications Plan.
- Prepare School Council Newsletters and the School Council's section of the School Newsletters.
- Provide information for the School Council section of the School website to inform of the purpose and structure of the School Council, highlight activities and accomplishments of the School Council and to promote parental involvement.
- Ensure that the information in the School Council section of the (School Name) Parent's Handbook is updated annually.



## School Council Participant Roles

- Develop promotional material for the Annual General Meeting, special events, projects and programs and other School Council materials as directed by the School Council and in keeping with the School Council Communications Policy and the Communications Plan.
- Collaborate with Alberta School Councils' Association (ASCA) in obtaining templates and samples for promotional and other School Council materials.
- Assist the Chair and the School Council by proofreading and editing reports, correspondence and other material, to ensure they reflect the School Council in a professional and consistent manner.
- Develop communication strategies which facilitate two-way communication between the School Council and the School Community. (Surveys, discussion groups, social media).
- Promote the School and its activities with the public (local media, community newspapers), as requested by the Principal.
- Assess the effectiveness of School Council publications, distribution systems, etc. and recommend improvements.
- Attend School Council meetings regularly.
- Managing social media platforms (Facebook, Twitter, website).

### Parents and others

Parents of children enrolled in the school form the majority of the members of School Council. The School Council may choose to include "Others" in their membership such as: Elders or Knowledge Keepers, religious leaders (ie. Imam; parish priest), School Resource Officer, School-Home Liaison (social worker), community newspaper columnist.

Parents and other members of the School Council will:

- Share their professional knowledge, expertise and life experience;
- Encourage feedback and participation from community groups and individuals;
- Communicate information of interest to the School Council and the school community;
- Share information from School Council meetings with the community;
- Have a clear understanding of the School Council's purpose;
- Attend School Council meetings;
- Identify possible topics for agendas;
- Serve as a liaison between the School Council and their organization or area of responsibility.



# Fundraising Associations: Partnership Purpose Case Study

## WHOSE LINE IS IT, ANYWAY?

Several parents of students in XYZ School, a K-12 with a population of just under 1000 students, regularly participate and volunteer on what they believe to be the School Council. At their meetings, they also discuss how to use the funds accumulated as a result of providing volunteers for a licensed casino last fall. Bon Voyageur, a father of three children of varying ages in the school, strongly suggests that the funds be used to provide an overseas field trip to one class each from Grades 4, 7 and 10. The principal, Mrs. Doe, rejects the idea, stating that she'd rather put the money towards new skipping ropes and hoola-hoops for every student, in support of their Ever Active Students initiative for the entire school. Mrs. Doe relates that she believes the money in question belongs to the school as the School Council raised it; therefore the decision should be hers. Mr. Voyageur insists that the money belongs to the parents; therefore the decision should be theirs. The School Council Chair is uncertain as to who "owns" the money, and how best to proceed.

### Questions:

What are the underlying causes of this difference in opinions?

What steps should be taken, and by whom, to find reasonable solutions?

How should a decision be reached?



# Fundraising Associations: Partnership Purpose Case Study

## ROCK, PAPER, SCISSORS...?

The Parent Association affiliated with the LMNOP School Council has several thousand dollars in their bank accounts. They believe that some classrooms are in need of additional, or updated, classroom resource materials (dictionaries, maps, etc). They have also heard that the band classes could use some new instruments, the sports teams need new equipment, the fine arts department would like an Artist in Residence, the library is in great need of new books, some computers need to be replaced and that none of the students have been on an out-of-school field trip in the past 2 years. The Parent Fundraising Association would like to know how to spend their money this year, and asks for the help of the School Council in making this decision. At the School Council meeting, the principal identifies that one of the priorities in the school's 3-year plan addresses the concern about their students being assessed below the division and provincial averages in Science in all grades. One School Council member, Ms. Smith, whose child is failing science, insists that the Parent Fundraising Association immediately hire Science tutors for any student in need of additional assistance.

### Questions:

What are the underlying causes of this difference in opinions?

What steps should be taken, and by whom, to find reasonable solutions?

How should a decision be reached?



# School Councils and Fundraising Societies Checklist

Which group...

Question	School Council	Fundraising Society	Both
1. Must have bylaws?			
2. Can sell raffle tickets?			
3. Reports to the school board?			
4. Has a legislated relationship with the school administration?			
5. Can fundraise?			
6. Has prescribed membership by legislation?			
7. Should obtain liability insurance?			
8. Organizes activities to create and reflect the culture of the school?			
9. Can change their operating procedures at a meeting with no further approval?			
10. Advises the principal and the Board?			
11. Can apply for government grants?			
12. Must adhere to Education Act and School Councils Regulation?			
13. Must notify membership by special resolution of a bylaw change?			
14. Can request assistance from ASCA?			
15. Has regular meetings?			
16. Is subject to PIPA?			
17. Can apply for a gaming license?			
18. Has legal liability for all actions and decisions?			
19. Decides on matters of operations?			
20. Must file an audited financial statement every year?			
21. Can sign contracts?			
22. Is ASCA mandated to support?			
23. Is required to keep meeting minutes for at least 7 years?			
24. Can be a voting member of ASCA?			
25. Can be dissolved by the Minister of Education?			

