

By-Laws of

Oldfield Elementary School PTO

1. In these by-laws unless there be something in the subject or context inconsistent There with ;
 - (a) "Society" means Oldfield Elementary School PTO
 - (b) "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
 - (c) "Special Resolution" means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

MEMBERSHIP

2. The subscribers to the Memorandum of Association and such other persons as shall be admitted to membership in accordance to these by-laws, and none other, shall be members of the Society.
3. For the purposes of registration, the number of members of the Society is unlimited to 12.
4. Every member of the Society shall be entitled to attend any meeting of the Society and to vote at any meeting of the Society and to hold office, but there shall be no proxy voting.
5. Membership in the Society shall not be transferable.
6. Membership in the Society shall consist of any individual over the age of 18 years who support the objects of the Society and/or
 - a) Contribute to its support in an amount to determined, and/or
 - b) Reside or work in the school community.
 - c) Parent, guardian or community representative
7. No formal admission to membership shall be required and the entry in the Register of Members by the Secretary of the name and address of any organization or individual shall constitute an admission to membership in the Society.

8. Membership in the Society shall cease upon the death of a member, or if, by notice in writing to the Society, she/he resigns his/her membership, or if she/he ceases to qualify for membership in accordance with these by-laws.

FISCAL YEAR

9. The fiscal year of the Society shall be the period from Sept 1 in any year to June 31 in the year next following.

MEMBERS' MEETINGS

10.
 - (a) The ordinary or annual general meeting of the Society shall be held within three months after the end of each fiscal year of the Society.
 - (b) An extraordinary general meeting of the Society may be called by the Chair or by the directors at any time, and shall be called if requested in writing by at least five per cent (5%) in number of the members of the Society.
11. One weeks notice of a meeting, specifying the place, day and hour of the meeting and, in the case of special business, the nature of such business, shall be given to the members. Notice shall be given using at least one, wide-spread public medium. This may include the use of newsletters, newspapers, television, radio, public bulletin boards, email and/or other electronic means. The non-receipt of any notice by any member shall not invalidate the proceedings at any general meeting.
12. At each ordinary or annual general meeting of the Society, the following items of business shall be dealt with and shall be deemed to be ordinary business:
 - Minutes of preceding general meeting;
 - Consideration of the annual report of the directors;
 - Consideration of the financial statements, including balance sheet and operating statement and the report of the auditors thereon;
 - Election of directors for the coming year;
 - Appointment of Auditors.

All other business transacted at an ordinary or annual general meeting shall be deemed to be special business and all business shall be deemed special that is transacted at an extraordinary general meeting of the Society.
13. No business shall be transacted at any meeting of the Society unless a quorum of members is present at the commencement of such business and such quorum shall consist of five members.
14. If within one-half hour from the time appointed for the meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any case, it shall stand adjourned to such time and place as a majority of the members then present shall direct and if at such adjourned meeting a quorum of members is not present, it shall be adjourned **sine die**.
15.
 - (a) The Chair of the Society shall preside as Chair at every general meeting of the Society;

- (b) If there is no Chair or if at any meeting she/he is not present at the time of holding the same, the Vice-Chair shall preside as Chair;
 - (c) If there is not Chair or Vice-Chair or if at any meeting neither the Chair nor the Vice-Chair is present at the holding of the same, the members present shall choose someone of their number to be Chair.
16. The Chair shall have no vote except in the case of an equality of votes. In the case of an equality of votes, she/he shall have a casting vote.
 17. The Chair may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members.
 18. At any meeting, unless a poll is demanded by at least three members, a declaration by the Chair that a resolution has been carried and an entry to that effect in the book of proceedings of the Society shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favour of or against such resolution.
 19. If a poll is deemed in manner aforesaid, the same shall be such manner as the Chair may prescribe and the result of such poll shall be deemed to be the resolution of the Society in general meeting.

VOTES OF MEMBERS

20. Every member shall have one vote and no more.

DIRECTORS

21. Unless otherwise determined by general meeting, the number of directors shall be not less than five or more than twelve. The subscribers to the Memorandum of Association of the Society shall be the first directors of the Society.
22. Any member of the Society of legal aged shall be eligible to be elected a director of the Society.
23. Directors shall be elected by members at each ordinary or annual general meeting of the Society.
24. The members shall elect as directors At the first ordinary or annual general meeting of the Society and at every succeeding ordinary or annual general meeting, all the directors whose terms have expired according to the regulations shall retire from office but shall hold office until the dissolution of the meeting at which their successors are elected. Retiring directors shall be eligible for re-election.
26. In the event that a director resigns his/her office or ceases to be a member in the Society, whereupon his/her office as director shall **ipso facto** be vacated, the vacancy thereby created may be filled for the unexpired portion of the term by the Board of directors from among the members of the Society according to the regulations.

27. The Society may, by special resolution, remove any director before the expiration of the period of office and appoint another person in his/her stead. If a director is not present at three consecutive meetings, he/she may be removed from the Board and another person appointed in his/her stead. The person so appointed shall hold office during such time only as the director in whose place he/she is appointed would have held office if he/she had not been removed.
28. Meetings of the Board of Directors shall be held as often as the business of the Society may require and shall be called by the Secretary. A meeting of directors may be held at the close of every ordinary or annual general meeting of the Society without notice. Notice of all other meetings, specifying the time and place thereof, shall be given either orally or in writing to each director within a reasonable time before the meeting is to take place, but non-receipt of such notice by any director shall not invalidate the proceedings at any meeting of the Board of Directors.
29. No business shall be transacted at any meeting of the Board of Directors unless at least one-third in number of the elected directors are present at the commencement of such business.
30. The Chair or, in her/his absence, the Vice-Chair, or in the absence of both of them, any director appointed from among those directors present shall preside as Chair at meetings of the Board.
31. The Chair shall be entitled to vote as a director and, in the case of equality of votes, she/he shall have casting vote in addition to the vote to which she/he is entitled as a director.

POWER OF DIRECTORS

32. The management of the activities of the Society shall be vested in the directors who, in addition to the powers and authorities by these by-laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Society and are not hereby or by Statute expressly directed or required to be exercised or done by the Society in general meeting. In particular, the directors shall have power to engage a co-ordinator and to determine his/her duties and responsibilities and his/her remuneration. The directors may appoint an executive committee, consisting of the officers and such other persons as the directors decide.

OFFICERS

33. The officers of the Society shall be a Chair, a Vice-Chair, a treasurer and a secretary. The officers of treasurer and secretary may be combined.

34. The members shall elect one of their number to be the chair of the Society. The Chair shall have general supervision of the activities of the Society and shall perform such duties as may be assigned to him/her by the members from time to time.
35. The members shall also elect from their number a Vice-Chair. The Vice-Chair shall, at the request of the members and subject to its directions, perform the duties of the Chair during the absence, illness or incapacity of the Chair, or during such period of the Chair may request him/her to do so.
36. (a) There shall be a Secretary of the Society who shall keep the minutes of the meetings of members and directors and shall perform such other duties as may be assigned to him/her by the members. The members shall elect the Secretary and may also elect a Treasurer of the Society who shall be responsible for overseeing financial management practices, insuring that the Directors understand the financial situation of the Society and may carry out other such duties as the Board may assign. The Treasurer or Secretary/Treasurer shall make available the financial records at each board meeting. If the members think fit, the same person may hold both offices of Secretary and Treasurer.
(b) The directors may appoint a temporary substitute for the Secretary who shall, for the purpose of these by-laws, be deemed to be the Secretary.

AUDIT OF ACCOUNTS

37. The auditor of the Society shall be appointed annually by the members of the Society at the ordinary or annual general meeting and, on failure of the members to appoint an auditor, the directors may do so.
38. The Society shall make a written report to the members as to the financial position of the Society and the report shall contain a balance sheet and operating account. The auditors shall make a written report to the members upon the balance sheet and operating account, and in every such report, he/she shall state whether, in his/her opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Society and properly drawn up so as to exhibit a true and correct view of the Society's affairs, and such report shall be read at the annual meeting. The Society may also appoint a volunteer auditor who is a neutral person with no vested interest in the Association to review the balance sheet and operating account. The report from the volunteer auditor shall be signed by two members of the Board. A copy of the balance sheet, showing the general particulars of its liabilities and assets and a statement of its income and expenditure in the preceding year, audited by the auditor or signed by two Board members, shall be filed with the Registrar within fourteen days after the annual meeting in each year as required by law.
39. The Society has power to repeal or amend any of these by-laws by a special resolution passed in the manner prescribed by law.

40. Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Society and of the Board of Directors shall be the responsibility of the Secretary.
41. The books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.
42. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the Chair or the Vice-Chair and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.
43. Directors who have, or could reasonably be seen to have, a conflict of interest have a duty to declare this interest. The declaration should be made to the members.
 - (a) upon nomination and;
 - (b) if serving as a Director, when the possibility of a conflict is realized.
46. A conflict of interest does not prevent a member from serving as a Director provided that he/she withdraws from the decision making on matters pertaining to that interest. The withdrawal should be recorded in the minutes.
47. Directors and Officers shall serve without remuneration and shall not receive any profit from their positions. However, a Director or Officer may be paid reasonable expenses incurred in the performance of his/her duties.
48. Upon dissolution of the Society, any remaining funds will be donated to a non-profit organization with similar objectives as determined by the membership.

REGULATIONS

1. The terms of office for the first directors of the Society shall continue to the first annual general meeting of the Society, at which time the terms of the directors may be extended for an additional 1 or 2 years, according to the wisdom of the Board and the wishes of the individual directors. The term shall be two years for new directors elected at the first annual general meeting of the Society. No director may serve more than two consecutive two-year terms.
2. Vacancies on the Board of Directors may be filled by the directors.

