

**UNIVERSITY ELEMENTARY SCHOOL ASSOCIATION
BY LAWS**

(Drafted 1992, amended by special resolution May/93, Nov/ 94 and
May/2005, March/2021)

Membership

1. Membership shall consist of the parents or guardians of UES students and interested members of the community whose names appear on the school record as members of the association. School staff members cannot be members of the University Elementary School Association
2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

President

3. The president shall be ex-officio a member of all committees. He shall, when present, preside at all meetings of the society and of the Board. In his absence, the Vice-President shall preside at any such meetings, and in the absence of both a chairman may be elected by the meeting to preside thereat. The president shall have charge of all correspondence of the society.

Board of Directors

4. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Society.
5. The Board shall, subject to the by-laws or directions given it by the majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held in June each year or as otherwise directed by the president on three days' notice by telephone or in person by the president or secretary. A special meeting may be called on the instructions of any two members of the Board provided they request the president in writing to call such meeting and state the business to be brought before the meeting. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided, however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.
6. Any director or officer upon a majority vote of all members in good standing may be removed from office for any cause which the society may deem reasonable.

Secretary

7. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. He shall have charge of the Seal of the society which seal whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall be under the direction of the Board.
8. The School shall keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and shall collect and receive the annual dues or assessments levied by the society, such monies to be promptly turned over to the Treasure for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as hereinafter required.

Treasurer

9. The Treasurer shall receive all monies paid to the society and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He shall properly account for the funds of the society and keep such books as may be directed. He shall present a full detailed account of receipts and disbursements of the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

Auditing

10. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society in each year shall be Sept – Aug 31.
11. The books and records of the society may be inspected by any members of the society at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer of officers having charge of same. Each member of the Board shall at all times have access to such books and records.
12. The society shall hold its annual meeting on or before June 15 in each year, of which notice may be given by publication in the UES newsletter or by other publication from the UE School Association no later than 5 days before the date of the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer, and Directors-at-Large as deemed appropriate. The officers and directors so elected shall form a board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall

be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.

13. General meetings of the society may be called at any time by the Secretary upon the instruction of the President or Board. These meetings usually coincide with School Council meetings held in person or online unless decided by the Parent Association. The Association will meet every other month throughout the school year starting in September for a minimum of five meetings. If a meeting is cancelled due to a storm or hazardous road conditions, the meeting can be rescheduled or held online and additional meetings may be arranged if needed for Parent Association business. Notice of general meetings may be given by publication in the UES newsletter or by other publication from the UE School Association no later than five days before the date of the meeting. A special meeting shall be called by the President or Secretary upon receipt by him of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by publication in the UES newsletter or by other publication from the UE School Association no later than seven days before the date of the meeting
14. Seven members in good standing shall constitute a quorum at any meeting.

Voting

15. Any member who has not withdrawn from membership nor been suspended or expelled as herein provided shall have the right to vote at any meeting of the society other than Board meetings. Such votes must be made in person or online and not by proxy or otherwise. In the event that a meeting cannot be held due to government emergencies, global pandemics, health reasons or timeliness, the Chair may hold a vote via email with Elected Parent Members. Upon the request of any two members entitled to vote at a general meeting that a motion be table to a subsequent meeting of the society, the Board shall determine by a majority vote of its members present at the meeting, or in the event of a tied vote, by the vote of the President, whether to table the motion as requested.

Remuneration

16. Unless authorized at any meeting and after notice of same shall have given no officer or member of the association shall receive any remuneration for his services.

Borrowing Powers

17. For the purposes of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

By-laws

18. The by-laws may be rescinded, altered, or added to by a "Special Resolution".

Disbursement of Assets upon Dissolution

19. If the association is to be dissolved then the members of the association will select another school's parent association to receive any remaining assets once all of the association's debts and liabilities have been paid. Upon dissolution of the

association those remaining assets will be disbursed to that parent association.