

LTCHS Booster Club Bylaws (2016)

The name of the Society shall be “Lindsay Thurber High School Booster Club”, hereinafter referred to as “the Society” or as “LTCHS Booster Club.”

Membership

- Members of the LTCHS Booster Club will be known as the Board of Directors.
- All members must acknowledge and support the intent of the Club, regardless of other school group, club or society affiliations, and are not required to be affiliated with any other school activity or group to participate.
- There are no membership fees to belong to the LTCHS Booster Club.
- A member must be 18 years of age and:
 - Has/is a current registered student at LTCHS; or
 - The member had or will have a registered student at LTCHS and is considered a member at discretion of the board; carried by a majority vote of the board.
- All members are responsible for behaving in accordance with the Bylaws and Objectives of the Society. Any member, not behaving in accordance, may be expelled by a majority vote of the Board.
- Members can resign with notice, in writing to the President.

Stakeholders

- Stakeholders will be defined as all potential members and school administration.

Board of Directors

- Board of Directors or Board shall mean the Board of Directors of the LTCHS Booster Club.
- The Board consists of a minimum of 8 members and maximum 12 members including President, Vice President, Treasurer, Secretary, Bingo Coordinator, Casino Coordinator and Directors-at-Large.
- Executive positions will be nominated and voted in from the Membership at the Annual General meeting. If an Executive position of the board becomes vacant during their term, an interim member may be voted in and hold that position until the next Annual General meeting when the position will be considered vacant and open to the membership. The Board has the right to determine whether a vacancy requires temporary appointment.

- The Executive Committee will consist of the President, Vice President, Treasurer and Secretary and will serve in an operational capacity, with authority as outlined in the Board's policies.
- The Board shall, subject to the bylaws or directions give it by 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 a minimum of 3 times per year, called by the President, or their designate. A person can be appointed or elected as a member of the Board, if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a Board member if they were not present at the meeting, but consented in writing to act as a Board member before the appointment or election, or within ten (10) days after the appointment or election.
- Any Board member, upon majority vote of all Board members in good standing, may be removed from office for any cause which the Board may deem reasonable and not in conflict with other applicable legislations and laws.
- Any member of the board wishing to resign from the Board must do so in writing to the president.
- Executive Board Members (President, Vice-President, Secretary, Treasurer), while not ideal, may also hold the position of either Bingo Coordinator or Casino Coordinator.

The President

- The President shall provide leadership to the Board to ensure the mandate, intent and direction of the Board is followed, and will:
 - Be elected in even numbered years for a period of 2 years, serving a maximum 3 consecutive terms;
 - Be an ex-officio member of all committees;
 - Only vote in the case of a tie;
 - Have signing authority over all financial accounts under the control of the Board;
 - Act as the spokesperson for the Board, unless otherwise delegated;
 - When present, complete the role of President and preside over all Board meetings. In their 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 thereafter; and
 - Complies with any relevant Board policy.

Vice President

- The Vice President will act in the role of President in the absence of the President and will:
 - Be elected in odd numbered years for a period of 2 years, serving a maximum 3 consecutive terms;
 - Accept all duties and responsibilities of the President;
 - Have signing authority to all financial accounts under the control of the Board; and
 - Comply with any relevant Board policy.
- In the absence of the Vice President, their duties shall be delegated to another member of the Board, as appointed by the Board.

Secretary

- It shall be the duty of the secretary to attend all meetings of the society and of the Board and to:
 - Be elected in even numbered years for a period of 2 years, serving a maximum 3 consecutive terms;
 - Send out agendas for Board meetings, if asked to do so by the President;
 - Complete accurate minutes of all Board meetings;
 - Send out minutes of Board meetings to all Board members in good standing as per the Board's policy;
 - Keep an updated record of all Board members and their contact information;
 - Collect information and submit all required documentation in a timely manner to maintain Alberta Society status in good standing;
 - Ensure all information of the Board is managed as per the Personal Information Protection Act;
 - Maintain all records related to Board business for a period of at least three consecutive years including the current year; and
 - Complies with any relevant Board policy.
- In the absence of the Secretary, their duties shall be delegated to another member of the Board, as appointed by the Board.

Treasurer

- The Treasurer shall be the steward of the financial operations of the Board and will:
 - Be elected in odd numbered years for a period of 2 years, serving a maximum 3 consecutive terms;
 - Receive monies paid to the Board and be responsible for the deposit of the same to the designated bank and/or accounts used by the Board.
 - Maintain signing authority over all accounts held by the Board;
 - Maintain accurate and up-to-date financial records, noting all financial transactions of the Board;
 - Present financial statements to the Board at all regular meetings, or as directed by the President;
 - Prepare for the submission to the Annual Meeting a statement duly audited outlining the financial position of the Club, including but not limited to all corresponding receipts and discernments, and submit a copy of the same to the Secretary for the records of the Club for the records of the Society; and
 - Complies with any relevant Board policy.

Bingo Coordinator

- The Bingo Coordinator will be responsible for organizing bingo opportunities for the LTCHS Booster Club as per the Alberta Gaming and Liquor Commission requirements and will:
 - Be elected in even numbered years for a period of 2 years, serving a maximum 3 consecutive terms;
 - Communicate all information regarding Bingos to the Board;
 - Organize volunteers to fill available bingo positions;
 - Maintain an up-to-date list of current and potential volunteers for Bingo positions;
 - Complete all Bingo deposits into the appropriate account(s) and provide evidence of these deposits to the Treasurer within two (2) business days;
 - Work with designated individuals to ensure accurate allocation of Bingo resources is completed as per Board policy and provincial legislation(s); and
 - Complies with any relevant Board policy.

Casino Coordinator

- The Casino Coordinator will be responsible for organizing casino opportunities for the LTCHS Booster Club as per the Alberta Gaming and Liquor Commission requirements and will:
 - Be elected in odd numbered years for a period of 2 years, serving a maximum 3 consecutive terms;
 - Communicate all information regarding casinos to the Board;
 - Organize volunteers to fill available casino positions;
 - Maintain an up-to-date list of current and potential volunteers for casino positions;
 - Complete all Casino deposits into the appropriate account(s) and provide evidence of these deposits to the Treasurer within two (2) business days;
 - Work with designated individuals to ensure accurate allocation of casino resources is completed as per Board policy and provincial legislation(s); and
 - Comply with any relevant Board policy.

Director (Director-at-Large)

- The Director(s) of the Board will support the intent and operation of the Board. They will:
 - Be alternately elected in even an odd years, ensuring that only half of the Director positions are elected each year, for a period of 2 years, serving a maximum 3 consecutive terms;
 - Attend Board meetings, including special meetings and AGM
 - Stay informed on all Board matters;
 - Vote on matters brought before the board; and
 - Comply with any relevant Board policy.

Board Vacancies

- The Board will communicate to stakeholders any and all Board vacancies within fourteen (14) days of notification of a vacancy. This may be done through a variety of means, as agreed to by The Board.
- Board positions may be filled at any time from the membership but will be voted on either at the next meeting or via written communication, such as email, if the next meeting is planned for 30 days or more.
- If filled vacant positions are signing authority positions, changes must be noted in the minutes, noting all relevant financial accounts and all relevant financial institutions, within one (1) month of the vote.

Committees & Sub Committees

- Committees or sub committees, standing, ad hoc and advisory can be set up as per Board policy.

Regular & Special Meetings

- All general meetings will be called by the President, or designate, in writing with a minimum 7 day notice.
- A special meeting may be called on the request of any two Board members, provided they do so in accordance to Board policy and state the business to be brought forward at that meeting. Members will notified by phone and/or in writing a minimum of 7 day notice.
- Any meetings or decisions made without notice must be ratified by the Board at the next scheduled meeting.
- Voting can be completed though written form, including email or other electronic means.
- Quorum is required to conduct Board business, for both regular and special meetings and quorum is defined as any four members in good standing, excluding the President or their designate.

Annual General Meeting (AGM)

- The AGM will be held once per calendar year and will include, but is restricted to:
 - Election of Board members;
 - Presentation of Audited Financial Statements;
 - Any proposed Bylaw changes;
 - Annual reports and relevant updates.
- AGM will be held on or before October 31st of each year.
- Members will be notified in writing at least 30 days prior to an AGM being held.
- Quorum is required to conduct Board business at the AGM and is defined as any 4 Board members in good standing, excluding the President or their designate.

Accounts

- The accounts of the Society will be kept in a recognized financial institution and all expenditures will require a minimum of two signatures from three eligible executive members who have signing authority.
- All receipts must be kept and provided to the Treasurer for recordkeeping and audits.

Auditing

- Books, accounts are audited following the society's financial year end by two members of the society and/or a qualified accountant, as identified by the Board.
- Audited financial statements are to be completed prior to the AGM and to be presented at that time.
- Books and records will be open for review with a minimum 5 day notice during the school year and 10 days' notice during school closures.
- All books and records should remain at a location as determined by the Board.

Fiscal Year End

The Board's financial year end will be June 30 of each year.

Voting

- Any member in good standing on the Board of Directors is eligible to vote.
- Voting can be completed in person or by email.
- The President shall only cast a vote in the existence of a tie.

Remuneration

- There is no remuneration for services provided to or for the board by any Board members.
- Any Board member reimbursements must follow Board policy for expenditures made on behalf of the board.

Borrowing Powers

- The Board shall not own land, or be permitted to borrow money or place a lien on any property or chattels.

Bylaws

- Bylaws may be rescinded, altered or added to by a Special Resolution completed at any regular meeting or AGM.

Fund Development & Allocation

- All fund development and allocation policies and procedures must follow all applicable laws and regulations, including the school and school board regulations, policies and guidelines.
- Available funding will be allocated as per the Society's Funding allocation policy(ies).
- Requests for funding will be received and considered as per the Society(s) funding request policy(ies).