

The Name of the Society is

THE HAMPTONS SCHOOL PARENTS SOCIETY

MEMBERSHIP

1. Membership fee, if any, in the society will be determined, from time to time, by the members at a general meeting. Any parent/guardian of a child attending The Hamptons School is automatically a member of The Hamptons School Parents Society.

Expansion of membership to include interested stakeholders as associate members. Said associate members must be personally known and vouched for by a member, in good standing, of The Hamptons School Parents Society. Associate members will not have voting rights.

2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary.

Termination of an associate membership will be decided by the Executive and this decision will be final.

PRESIDENT

3. The president shall be ex-officio a member of all Committees. The individual shall, when present, preside at all meetings of the society and of the Board. In the president's absence, the vice-president shall preside at any such meetings, and in the absence of both, a chairman may be elected by the meeting attendees to preside thereat.

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 majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society. Meetings of the Board shall be held as often as may be required, but at least once every six (6) months, and shall be called by the President.

A special meeting may be called on the instructions of any two members thereof provided they request the President in writing to call such a meeting, and state the business to be brought before the meeting.

Written notice of Board Meetings will be given to all Board members a minimum of seven (7) days prior to the date of the meeting or by three (3) days notice by telephone. Any written notification will be via usual school distribution, e-mail, fax, hand delivery, post, or house delivery.

Any, three (3) members shall constitute a quorum, and meetings of the Board shall proceed 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. Minutes of meeting proceedings will be distributed to board members via usual school distribution, e-mail, hand delivery, post, or house delivery.

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. In the event the Secretary is absent, his or her duties shall be discharged by such officer as may be appointed by the Board. The secretary 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 the death or inability of either to act, by the Vice-president. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.
8. The Secretary shall send all notices of the various meetings as required and shall collect and receive any annual dues or assessment levied by the society, such monies to be promptly turned over to the Treasurer 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 has in order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to 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 Secretary for the records of the society. The office of the Secretary and Treasurer may be filled by one person as decided upon by vote by members in good standing at an annual meeting for the election of officers.

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 (2) members of the society elected for the 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 May 1st to April 30th of the following year.
11. The books and records of the society may be inspected by any member 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 or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

MEETINGS

12. This society shall hold an annual meeting on or before June 15th in each year, of which notice will be given to all members a minimum of seven (7) days prior to the date of the meeting. Notification will be via usual school distribution, e-mail, hand delivery, post or house delivery. At this meeting there shall be elected the following officers:

President	Vice-President	(Or Secretary-Treasurer)
Secretary	Treasurer	
1 Director		

These officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancies occurring during the year shall be brought forth at the next general meeting for fulfillment. 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 instructions on the President or Board by notice in writing to each member a minimum of seven (7) days prior to the date of the meeting. Notification will be via usual school distribution, e-mail, hand delivery, post, or house delivery. Special meetings of the general members may be requested, provided that 5 members in good standing submit a written request outlining the business to be brought before the meeting, to the president. Notification will be sent the within 2 working days as per usual notification procedures to general members. A meeting date will be scheduled within seven (7) days from the time the request is received, at the earliest.
14. Five (5) members in good standing shall constitute a quorum at a general or special meeting of general membership. However, after 15 minutes from said start time of a meeting, a motion to constitute a quorum from those present may be put forward and be accepted, providing 3 officers are present.

VOTING

15. Any member who has not withdrawn from membership nor has been suspended nor expelled as herein provided shall have the right to one (1) vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise.
16. Any member may move to table a motion for members to vote upon. A motion must be seconded by a member in good standing prior to being presented for vote to the membership in attendance.
17. Voting may be by secret ballot or by a show of hands, as decided by the meeting chairperson.

REMUNERATION

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

BORROWING POWERS

19. 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

20. The By-Laws may be rescinded, altered or added to by a "Special Resolution".

Effective March 2, 2005, The Hamptons School Parents Society By-Laws dated August 1, 1999 are hereby amended by adding section (21) as follows:

DISSOLUTION

21. In the event of dissolution of the society prior to expenditure of all funds contained in the society's Casino Account, such funds, including any earned interest, shall be transferred to The Hamptons School Council into a separate interest bearing account and such funds, including any interest, shall be expended by the Council in accordance with the applicable Casino Licence Application form and rules put forth by the Alberta Gaming and Liquor Commission. Until spent on approved uses such funds, including earned interest, may be used to purchase deposit certificates."