

Henry Wise Wood Music Parents Society Bylaws

Effective December 2025

Membership

1. Parents/Guardians of all the students enrolled in the Music Program at Henry Wise Wood High School are automatically members of the Henry Wise Wood Music Parents Society ("the Society"). Any individual with an interest in the objectives and purposes of the Society shall be eligible to apply in writing to the Board for a non-voting Associate membership.
 - a. For the 2025-26 School year, parents/guardians of all the students enrolled in Musical Theatre, Technical Theatre and/or Drama are eligible for membership in the Society however, these are non-voting memberships. All references to the "music program" also include these programs unless otherwise specified.
2. Members are obliged to be supportive of the Society and the school music program, according to the objectives and purposes stated in the application under the Societies Act.
3. Any member wishing to withdraw from membership may do so in writing at any time. Membership automatically terminates when a member's child/children leave the music program.
 - a. Any member may be expelled from membership for any cause which the Society may deem reasonable, upon two-thirds ($\frac{2}{3}$) vote of those members of the Society in good standing who are in attendance at a meeting.
4. The register of all members will be maintained by the Music Director. Direct communication between the Board and individual members will be limited to those who have explicitly provided consent to share their information by signing up for volunteer positions or directly contacting the Board.
 - a. The use of personal information about another member of the Society must be limited to Society business unless that member gives consent for the other use(s).

Record Keeping

5. The books and records of the Society shall be maintained at Henry Wise Wood High School situated at 910 75 Avenue SW, Calgary, Alberta, T2V 0S6.
 - a. Physical records will be kept in the Music Room, under the Music Director's Supervision.
 - b. Digital records will be maintained using compatible software and other digital file systems as approved by the Board.
6. Books and records will be maintained for the time frame required by legal statute or seven (7) years whichever is greater, then be destroyed.

Board of Directors

7. Executive Committee, Executive, Officers, or Board shall mean the Board of Directors of the Society.
8. There will be a Board of Directors elected from the membership at the Annual General Meeting each year. The positions will be as follows:
 - a. President,
 - b. Vice-President,
 - c. Secretary,
 - d. Treasurer, and

- e. Up to four (4) Directors:
 - i. Volunteer Director,
 - ii. Fundraising Volunteer Director,
 - iii. Two (2) Bingo Directors.

One person may fulfill more than one position on the Board, with the exceptions that the President and Vice-President must be unique individuals and there must also be two (2) unique individuals as Bingo Directors. For clarity, one (1) individual may serve as both President and one (1) Bingo Director or one (1) individual may serve as Treasurer, Volunteer Director and one (1) Bingo Director but may not serve as both President and Vice-President or as a sole Bingo Director.

9. As well as these elected positions there is an additional non-elected, non-voting position on the Board: the Music Director. The Music Director is the current music teacher at Henry Wise Wood High School.
10. 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 Society. Board meetings shall be held as often as may be required, but at least once every three months, and shall be called by the President.
 - a. Meetings of the Board shall be called with a minimum of ten (10) days notice in writing mailed to each member or by five (5) days notice by telephone or electronic mail.
 - b. Any four (4) 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.
11. Any elected Officer or Director, upon a two thirds ($\frac{2}{3}$) vote of all members attending a General or Special meeting, may be removed from office for any cause which the Society may deem reasonable. The Board will give fourteen (14) days written notice by postal or electronic mail to the person being removed and allow that person time on the agenda to address the members before the vote is taken. If the Director or Officer is removed, the Board will appoint an appropriate person to fulfill the duties of this position until an election can take place.
12. Any elected Director or Officer may resign before their term of office is finished upon written notice presented to the President and a copy given to the Secretary for the records. If the person resigning is the President, written notice should be given to the Vice-President with a copy for the Secretary. The Board will notify the membership of the resignation and appoint an appropriate person to fulfill the duties until an election can take place.

Directors Roles And Responsibilities

President

13. The President shall be an ex-officio member of all committees. The President shall preside at all meetings of the Society and of the Board. The Vice-President shall preside in the absence of the President. In the absence of both, a chairperson may be elected at the meeting to preside.

Responsibilities:

 - a. In conjunction with the Secretary, produces meeting agendas
 - b. Acts as Society spokesperson
 - c. Ensure compliance with Society bylaws
 - d. Submit necessary forms, including but not limited to:
 - i. Annual Return
 - ii. Change of Directors
 - iii. Alberta Gaming, Liquor & Cannabis (AGLC) filings

- iv. Bylaw changes
- e. Has signing authority for Society accounts at TD bank. May have signing authority for Society accounts at Servus Credit Union.

Vice-President

14. The Vice-President shall support the President and other Board members as needed. In the absence of the President, the Vice-President shall preside as chairperson at meetings of the Society. In the event a member of the Board should resign, or become otherwise unable to fulfil their role, the Vice-President shall take over that role until such time as a new Board member can be elected.

Responsibilities:

- a. Supports and provides backup for the President:
 - i. Fulfill President responsibilities when the President is unable to
 - ii. Assists President in completing all forms & filings
 - iii. Confirm all forms & filings are completed on time
- b. Has signing authority for Society accounts at TD bank. May have signing authority for Society accounts at Servus Credit Union.

Secretary

15. It is the duty of the Secretary to attend all meetings of the Society and to keep accurate minutes of the same. In case of the absence of the Secretary, their duties shall be discharged by such Officer as may be appointed by the Board. The Secretary shall also be responsible for ensuring meeting minutes and other communication are sent to members and posted on the school's website. The Secretary shall have charge of all the correspondence of the Society and be under the direction of the President and the Board.

Responsibilities:

- a. In conjunction with the President, produces meeting agendas
- b. Distributes agenda, minutes and other necessary communications to members via the Music Director
- c. In conjunction with the Music Director, maintains all Society records and files, both physical and digital
 - i. Ensures appropriate destruction of old files on an annual basis
 - ii. Monitors access to digital files
- d. Complete necessary forms for submission, including but not limited to:
 - i. Annual Return
 - ii. Change of Directors
 - iii. AGLC filings
 - iv. Bylaw changes
- e. Regularly monitors Society mail box at school and digital email inbox, responding or redirecting as necessary
- f. Has signing authority for Society accounts at TD bank only.

Treasurer

16. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury the Board may order. They shall properly account for the funds of the Society and keep such books as may be directed. They 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 of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society.

Responsibilities:

- a. Attends all meetings
- b. Maintains the Society finances and financial records
 - i. Write cheques
 - ii. Complete bank deposits
 - iii. Transfer funds to other accounts
- c. Maintain bank card(s) and digital access to bank account(s)
- d. Complete annual financial return following end of fiscal year
- e. Designate members to complete audit of financial report prior to the AGM
- f. In conjunction with the Fundraising and Bingo Directors, develops annual budget and fundraising targets
 - i. Provide regular updates on progress
- g. Has signing authority for Society accounts at TD bank and Servus Credit Union.

17. The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer. Each member of the Board shall at all times have access to such books and records.

Other Directors

18. It is the duty of these Directors to attend Board, General and Special meetings and to serve on committees. The Directors shall assist the Officers in the management of the affairs of the society.

Responsibilities:

- a. Volunteer Director
 - i. Attends all meetings
 - ii. Create sign ups for volunteers for fundraising events (including bingo), field trips, overnight trips, etc.
 - iii. Has signing authority for Society accounts at TD bank only.
- b. Fundraising Director
 - i. Attends all meetings
 - ii. Set up and coordination of all fundraising events, excepting bingo
 - iii. Manage delivery of fundraising products
 - iv. In conjunction with the Treasurer and Bingo Directors, develop fundraising targets
 - v. Obtain necessary permits and licenses from AGLC for music program fundraising events (ie 50/50, raffle draws)
 - vi. Has signing authority for Society accounts at TD bank and Servus Credit Union.
- c. Bingo Directors (2)
 - i. Attend all meetings
 - ii. In conjunction with Treasurer & Fundraising Director, develop fundraising targets
 - iii. Attend Bingo Barn AGM and any other required meetings
 - iv. At least one Director must attend all bingos, complete all on-site duties as per bingo hall
 - v. Has signing authority for Society accounts at TD bank and Servus Credit Union.

Music Director

19. The Music Director is the current music teacher at Henry Wise Wood High School. This is a non-elected, non-voting member of the Board. The Society exists to support the efforts of the Music Director in providing opportunities to music program students, not to place requirements on the Music Director.

Responsibilities:

- a. Attends all meetings
 - i. May be responsible for the creation of electronic meetings
- b. Provides information about planned expenses
- c. Verifies eligibility of any student/family requesting financial assistance
- d. Communicates volunteer needs for off-site events and trips
 - i. Verifies volunteer security clearance and all necessary forms are complete with the school office if necessary
- e. Distributes meeting agendas, minutes, fundraiser information, volunteer signup requests and other material on behalf of the Board to all members
- f. Encourages students to participate in fundraising, including distribution of order forms and information sheets, creating goals, and incentivizing participation
- g. Facilitate fundraising product delivery space at the school if necessary
- h. Collects and notifies the Board of any physical mail on a regular basis
- i. Maintains the physical books and records of the Society kept at the school
 - i. Digitize records as needed
- j. Does not have signing authority at any bank.

Administrative Assistant

- 20. An Administrative Assistant may act as a volunteer or be hired by the Music Director, upon approval of the Board, to assist in the management of administrative duties of the music program under the direction of the Music Director. Duties may include, but are not limited to, keeping a record of all music students, their accounts, instruments and fundraising monies.
 - a. The Administrative Assistant may also collect money and make bank deposits at the request of the Treasurer.
 - b. The Administrative Assistant is a non-voting position.

Banking And Auditing

- 21. The Officers shall open a bank account in the name of the Society, but shall have no borrowing rights on behalf of the Society or its members.
 - a. The signing authority at TD bank shall consist of any two members of the Board of Directors.
 - b. The signing authority at Servus Credit Union shall be any one of the following Board members: Treasurer, Fundraising Director, and both Bingo Directors.
 - i. There should be four (4) individuals with signing authority on this account, with the President and/or Vice-President added if necessary.
- 22. The Board of Directors may authorize the Society to borrow money for the purpose of meeting its operating expenses, provided that the total amount borrowed or the credit limit of any overdraft does not exceed \$5,000. Any borrowing or overdraft beyond this limit requires a special resolution of the members.
- 23. The accounts and records of the Society shall be audited at least once each year by a duly qualified accountant or two (2) members of the Society as designated by the Treasurer, and shall be submitted duly signed at the Annual General meeting of the Society.
 - a. The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Officer having charge of the same. Each member of the Board shall at all times have access to such books and records.
- 24. The fiscal year of the Society in each year shall end on June 15.

Meetings

25. General meetings of the Society may be called at any time by the Secretary upon the instructions of the President or Board with a minimum of ten (10) days notice in writing mailed to each member or by five (5) days notice by telephone or electronic mail.
26. A Special meeting shall be called by the President or Secretary upon receipt by them of a petition signed by any two (2) members in good standing, setting forth the reasons for calling such a meeting. Notice of a Special meeting will be sent with a minimum of ten (10) days notice in writing mailed to each member or by five (5) days notice by telephone or electronic mail.
27. A person entitled to attend a meeting of the Society or its Board may attend the meeting by electronic means if such means are made available. A meeting of the Society or its Board may be held entirely by electronic means.
 - a. A person attending a meeting by electronic means who is entitled to vote at the meeting may vote by any electronic, telephonic or other method that the Society has made available for that purpose.
28. Four (4) members in good standing shall constitute a quorum at any meeting of the membership.

Annual General Meeting

29. The Society shall hold an Annual General Meeting on or before October 31 of each year, of which notice in writing shall be delivered by postal or electronic mail at least fourteen (14) days prior to the date of the meeting.
30. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer and up to four (4) Directors. The Officers and Directors so elected shall form a Board with the Music Director and shall serve until their successors are elected and installed.
 - a. A person appointed or elected a Director becomes a Director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a Director if they were not present at the meeting, but consented in writing to act as Director before the appointment or election, or within ten (10) days after the appointment or election, or if they acted as a Director pursuant to the appointment or election.
 - b. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting.
31. Any member in good standing shall be eligible for any elected office in the Society.

Voting At Meetings

32. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the Society. Such votes must be made in person or electronically by members present and not by proxy or otherwise.
 - a. Unless otherwise stated elsewhere in the bylaws or agreed upon by the membership, a majority vote is 50% + 1.
 - b. The voting will be by a show of hands unless decided otherwise by the membership.
 - c. Elections and Special Resolutions voting will be by ballot unless decided otherwise by the membership.

Remuneration

33. Unless authorised at any meeting and after notice for the same shall have been given, no Director, Officer or Member of the association shall receive any remuneration for their services. The Administrative Assistant position is the only position in the Association that may be a volunteer position or a paid position at the discretion and approval of the Board. The Administrative Assistant could be paid an hourly salary set by the Board from the fees collected.
34. The Society is not adopting a society seal.

Dissolution of the Society

35. In the event of the voluntary or involuntary dissolution of the Society, the Board of Directors will appoint three (3) members to oversee the liquidation of the assets of the Society and ensure the timely transfer of remaining assets after paying debts and liabilities to Henry Wise Wood High School or other eligible entity as approved by the Board.

Bylaws

36. The Bylaws may be rescinded, altered or added to by a Special Resolution at a General or Special meeting. Notification of the proposed changes shall be delivered by postal or electronic mail at least twenty one (21) days prior to the date of the meeting.
 - a. Bylaw Special Resolutions require a seventy-five percent (75%) vote by members in attendance to be approved.
37. The Board will undertake a review of the bylaws annually to determine whether changes are required.
38. The bylaws will be sent to every member of the Society with notice of the Annual General Meeting and will be made available for review by any member at any time upon giving reasonable notice and arranging a time satisfactory to the Officer having charge of the same.

Dated: December 11, 2025

Print name: Melissa Malejko

Signature: [REDACTED]

Address: [REDACTED]

Print name: David Silverstone

Signature: [REDACTED]

Address: [REDACTED]

Print name: Rachel Scarcello

Signature: [REDACTED]

Address: [REDACTED]

Print name: _____

Signature: _____

Address: _____

Print name: _____

Signature: _____

Address: _____

Witness:

Print name: Kristin Newman

Signature: [REDACTED]

Address: [REDACTED]