

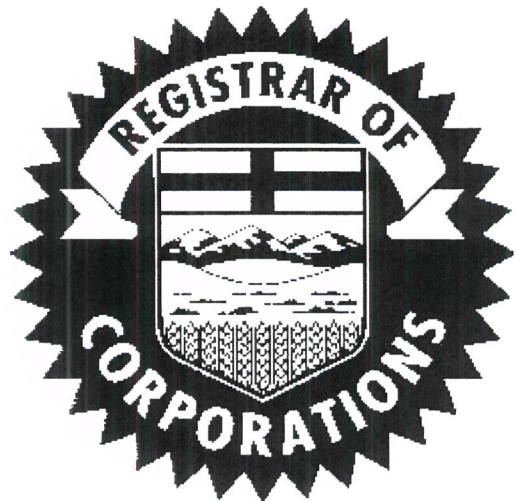
CORPORATE ACCESS NUMBER: 5019905313

**Government
of Alberta ■**

SOCIETIES ACT

**CERTIFICATE
OF
INCORPORATION**

**DR. ROBERTA BONDAR SCHOOL DEVELOPMENT ASSOCIATION
WAS INCORPORATED IN ALBERTA ON 2016/08/31.**



INCORPORATE SOCIETY - Registration Statement

Alberta Registration Date: 2016/08/31

Corporate Access Number: 5019905313

Service Request Number: 25663790
Society Name Type: Named Society Name
Society Name: DR. ROBERTA BONDAR SCHOOL DEVELOPMENT ASSOCIATION

REGISTERED ADDRESS

Street: 1580 STRATHCONA DRIVE S.W.
Legal Description:
City: CALGARY
Province: ALBERTA
Postal Code: T3H 5B1

RECORDS ADDRESS

Street:
Legal Description:
City:
Province:
Postal Code:

ADDRESS FOR SERVICE BY MAIL

Post Office Box:
City:
Province:
Postal Code:
Internet Mail ID:

Fiscal Year End: 06/30
CAN of Entity Providing Undertaking:
Undertaking Date:

Future Dating Required:
Registration Date: 2016/08/31

This information is collected in accordance with the *Societies Act and Regulation*. It is required to determine whether the applicant qualifies for a certificate of incorporation. Collection is authorized under s. 33(a) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Service Alberta Contact Centre at: cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

The persons who signed this form declare they wish to form a society under the *Societies Act*.

1. Society Name

Dr. Roberta Bondar School Development Association

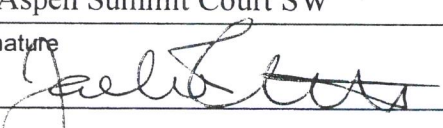
2. Society Objects

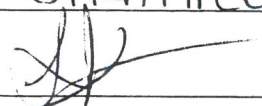
State the society's object(s)

- a) To establish and maintain communication and fellowship between the home and the school by facilitating collaboration among all members of the school community.
- b) To initiate and support activities and projects beneficial to the students' education and development.
- c) To provide a forum for discussion and advice on issues of importance such as the school's philosophy, mission and vision statements; school discipline policies; programs and directions and budget allocations to meet the needs and goals of all students at Dr. Roberta Bondar School.
- d) To assist the parents in understanding the roles and responsibilities of the staff of Dr. Roberta Bondar School and to strive for the meaningful involvement of all members of the learning community.
- e) To establish effective committees to ensure the goals of the school are met and that the students receive the optimum educational experience.
- f) To coordinate fundraising activities in the school to meet the educational needs of all students.
- g) To provide a conduit for information to and from the school board and the provincial government.
- h) To provide direction and guidelines for any parent run program held within the school building during school hours.

3. Applicants

A minimum of five applicants are required. Create additional spaces by clicking the 'Add' button below the signature line.

Last Name Laviolette		First Name Jacqueline		Middle Name	
Street/Post Office Box 27 Aspen Summit Court SW		City/Town Calgary		Province AB	Postal Code T3H 0Z3
Signature 					

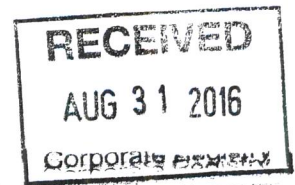
Last Name KASER		First Name SHARON		Middle Name LOUISE	
Street/Post Office Box 1454 STRATHCONA DR SW		City/Town Calgary		Province AB	Postal Code T3H 4R7
Signature 					

Last Name ROBINSON		First Name SHAWNA		Middle Name	
Street/Post Office Box 24 ASPEN SUMMIT PARK		City/Town Calgary CALGARY		Province AB	Postal Code T3H 0T7
Signature 					

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Created pursuant to the *Societies Act*, R.S.A. 2000, S-14



1.0 MEMBERSHIP

- a) Any person who is the parent or legal guardian of a child registered at Dr. Roberta Bondar School, being over the age of 18, shall be a member of the Dr. Roberta Bondar School Development Association ("the Association"). Withdrawal from the Association occurs automatically when said student leaves Dr. Roberta Bondar School, or at any time by the member giving not written notice to the Executive through the Secretary.
- b) There shall be no fee for membership in the Dr. Roberta Bondar School Development Association ("the Association").
- c) The rights and obligations of the members shall be to adhere to the Bylaws and Code of Ethics as detailed in Section 10.0 of these Bylaws.
- d) Unless authorized, no officer, director or member of the society shall receive any remuneration for services rendered to the Association.
- e) No member of the Association is, in the member's capacity, liable for a debt or liability of the Association.

2.0 EXECUTIVE COMMITTEE

- a) The Executive Committee shall consist of the Executive Officers, which shall include the Chairperson, Vice-Chairperson, Treasurer, Secretary, and Committee Chairpersons.
- b) The Executive Committee may appoint the following Committee Chairpersons and may include, but are not limited to:
 - i) Fundraising Chair and/or Special Events Chair;
 - ii) Volunteer Coordinator;
 - iii) Casino Coordinator;
 - iv) Playground and Outdoor Space Coordinator;

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- v) Communication Chair;
- vi) Auditor(s)
- c) The Chairperson of the Association shall preside at all meetings of the Association and of the Executive Committee and shall oversee all Association activities.
- d) The Vice-Chairperson shall chair meetings in the absence of the Chairperson and shall assist the Chairperson as required.
- e) The Secretary shall act as the scribe for all Association and Executive Committee meetings and ensure accurate, written recording of all minutes of these meetings. He/she shall have charge of the Seal of the Association which whenever used shall be authenticated by the signature of the Secretary and the Chairperson or Vice-Chairperson.
- f) The Treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of same. The Treasurer shall properly account for the funds of the Association and keep accurate financial records. The Treasurer will present a full detailed account of receipts and disbursements to the Executive Committee whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Association.
- g) The Secretary shall ensure all records of the Association are provided to Dr. Roberta Bondar School.
- h) Any person wishing to withdraw from the Executive Committee may do so by providing a one-month written notice to the Chairperson, and if the withdrawing member is the Chairperson, by notice in writing to the Principal.
- i) Any member of the Executive Committee, may be removed from the office for any cause which the Association may deem reasonable, providing that the member has been notified 21 days in advance upon a majority vote of all members in good standing present at a meeting called for this purpose.
- j) The term of office for all members of the Executive Committee, shall commence upon election or appointment and continue until a successor is elected or appointed. Members may be re-elected or re-appointed.
- k) The Association may appoint qualified persons to fill vacancies until the vacancies can be filled by election at the next annual Association meeting.
- l) Appendix One, which details the duties and responsibilities of the Executive Committee and Committee Coordinators, shall be considered part of these Bylaws.

3.0 COMMITTEES

- a) Each Coordinator may organize a committee of Association members to work in conjunction with the Coordinator to complete the responsibilities as delegated. Member participation on a Committee is voluntary, and members may serve on more than one

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committee concurrently. The Chairperson and Vice-Chairperson shall be ex-officio a member of all Committees.

4.0 MEETINGS

- a) General meetings of the Association shall occur monthly during eight months of the school year (generally, but not limited to: September, October, November, January, February, March, April and May), or at the call of the Chairperson. /
- b) A Chairperson or Vice-Chairperson, one (1) other Executive Committee Member and three (3) other members shall constitute a quorum at any meeting.
- c) Voting at all meetings of the Association shall be in person and by a show of hands. A simple majority will determine the vote. Decisions may be made by consensus but must be stated clearly in the minutes. /
- d) Special meetings of the Association may be called from time to time as deemed necessary by the Chairperson or upon presentation to the Executive Committee of a petition signed by one-third of the members in good standing of the Association. Members shall be notified of a special meeting in writing at least 21 days prior to the meeting date and held within 45 days of the request. /
- e) Only persons who attend the meeting and who are parents or legal guardians of students enrolled at Dr. Roberta Bondar School are entitled to vote on matters raised at the meeting. Teachers and staff at Dr. Roberta Bondar School are only permitted to vote if they meet these requirements.

5.0 ELECTIONS

- a) Elections for the Executive Officers of the Association and Committee Chairs shall be held at the Annual General Meeting.
- b) Nominations may be put forward by a Nominating Committee or may be made from the floor. Nominations may only be made by parents or legal guardians of children registered at Dr. Roberta Bondar School and may be made in person or in writing.
- c) Only parents or legal guardians of children registered at Dr. Roberta Bondar School that are over the age of 18, and are actually present at the Annual General Meeting may vote in the elections.
- d) Positions will be filled by the candidate receiving the most votes.
- e) Decisions may be made by consensus, which must be stated clearly and recorded, as such in the minutes of the meeting. If a vote is taken, the motion must be moved and seconded and passed by a 51% majority. Where there is more than one candidate for a position and the position is not easily shared, the voting will be carried out by secret ballot.
- f) Executive Officers and Committee Chairs may stand for re-election.

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6.0 ANNUAL GENERAL MEETING

- a) An Annual General Meeting will be called by the Chairperson within 30 days of the beginning of the school to present to the membership:
 - i) Chairperson's Report;
 - ii) Committee Reports;
 - iii) Yearly Financial Statement ; and
 - iv) Election of Executive Officers and Committee Chairs.

The outgoing incumbents will be responsible for working with new incumbents to ensure understanding of the role and successful completion of ongoing programs for the school term.

- b) Members shall be notified of these meetings at least 14 days prior to the meeting date.

7.0 FINANCIAL

- a) The signing officers of the Association shall be the Chairperson, the Treasurer, the Secretary and any other two (2) members of the Association approved by the Chairperson and Treasurer. Any two signatures are required on an Association cheque.
- b) The Association may not borrow money. /
- c) The financial year shall be from September 1 to June 30. /
- d) The books and records may be inspected by any member at any time. /
- e) The financial records shall be audited annually by two members of the Association elected for that purpose, or by a duly qualified accountant.
- f) Copies of the audit shall be provided, on request, to any member of the Association.
- g) Any expenditure over \$100.00 to be made by the Association must be voted on at a Meeting.
- h) Payment of expenses incurred for Association business shall be made only if accompanied by a proper receipt or a purchase order.
- i) A contingency fund shall be set aside and to be used as determined by the Association.
- j) In the event the Association should be dissolved, accumulated funds and/or assets remaining after paying debts and liabilities, held by the Association shall be
 - i) Disbursed to eligible charitable groups or purposes, including but not limited to Dr. Roberta Bondar School; or

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- ii) Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable group or purpose approved by the Executive.
- k) Except in respect of an action by or on behalf of the Association to obtain a judgment in its favour, the Association shall indemnify and save harmless any Executive Member or former Executive Member, his/her heirs, executors, administrators, successors and assigns against all liabilities, costs, damages, charges and expenses incurred while acting in good faith on behalf of the Association, unless the same were sustained or incurred as a result of his/her own fraud, dishonesty, wilful neglect, or wilful default.

8.0 CONFLICT RESOLUTION

In accordance with s.17 (7.1) of the School Act, 1995, the Association will abide by the conflict resolution procedures outlined by the local school board.

9.0 AMENDING THE BYLAWS

- a) These Bylaws can be rescinded, altered or added to by a “Special Resolution” as defined in the *Societies Act* (Alberta).

10.0 CODE OF ETHICS

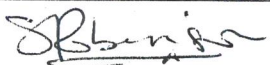
All members of the Association shall adhere to this Code of Ethics. A member shall:

- a) be guided by the mission statement of the Association;
- b) endeavor to be familiar with school policies and operating practices and act in accordance with them;
- c) practice the highest standards of honesty, accuracy, integrity and truth;
- d) recognize and respect the personal integrity of each member of the school community;
- e) encourage a positive atmosphere where individual contributions are encouraged and valued;
- f) apply democratic principles;
- g) consider the best interests of students;
- h) respect the confidential nature of some school business and respect limitations this may place on the operation of the Association;
- i) not disclose confidential information;
- j) limit discussions at Association meetings to matters of concern to the school community as a whole;
- k) use the appropriate communication channels when questions or concerns arise;

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- l) promote high standards of ethical practice within the school community;
- m) accept accountability for decisions;
- n) declare any conflict of interest.

These Bylaws are effective the 5 day of August, 2016.

Signature: 	Address:
Print Name: SHARON KAISER /	1454 STRATHCONA DR SW T3H 0Z1 Calgary, AB
Signature: 	Address:
Print Name: Jackie Laviolette /	27 Aspen Summit Crt SW Calgary, AB T3H 0Z3
Signature: 	Address:
Print Name: Shawna Robinson /	24 Aspen Summit Park SW Calgary, AB T3H 0T7
Signature: 	Address:
Print Name: Rachel Sawyer /	35 Aspen Summit Park SW Calgary, AB T3H 0T7
Signature: 	Address:
Print Name: LISA DEEGAN /	15 ASPEN SUMMIT PK SW CALGARY, AB T3H 0T7
Witness Hyun Ji Kurek ,	Address: 16 Aspen Summit Park SW
Signature: 	Calgary, AB
Print Name:	T3H 0T7

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**APPENDIX ONE
DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND COMMITTEE
CHAIRPERSONS**

1.0 CHAIRPERSON

- a) Function: To chair all Association meetings and oversee all Association activities.
- b) Responsibilities:
 - i) To prepare and make available the agenda for all meetings;
 - ii) Cause notices of Association meetings and proceedings to be given;
 - iii) To conduct monthly meetings within the pre-established agenda guidelines;
 - iv) To assist on special committees as required;
 - v) To act as the official Association liaison with the school;
 - vi) To represent the Association at official functions and meetings;
 - vii) To oversee the elections at the Annual General Meeting;
 - viii) To act as one of the signing authorities on the Association bank accounts;
 - ix) To submit an Annual Report to the School Principal for retention in the school and inclusion in the School's Annual Report. This report is to include a summary of activities of the Association for the year reported, a financial statement for the same reporting period, a summary of committee activities and a copy of the minutes from each Association meeting.

2.0 VICE-CHAIRPERSON

- a) Function: To assume all responsibilities of the Chairperson in his or her absence.
- b) Responsibilities:
 - i) To assist on special committees as required;
 - ii) To assist the Chair with duties, as assigned;
 - iii) To assume any vacated Executive Committee position on an interim basis;
 - iv) To chair the Nominating Committee.

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3.0 SECRETARY

- a) Function: To act as the scribe for all Association and Executive Committee meetings to ensure the accurate, written recording of all minutes of these meetings.
- b) Responsibilities:
 - i) To attend all meetings or ensure that an alternate is present;
 - ii) To record in written format, the minutes of all Association and Executive Committee meetings;
 - iii) To post a copy of the minutes in the school and to provide copies of the minutes as requested;
 - iv) To maintain and have available at all meetings a record of the previous meeting;
 - v) To act as one of the signing authorities on the Association bank accounts;
 - vi) To summarize Association meetings and activities for the School Newsletter;
 - vii) To prepare formal requests for donations on behalf of the various Association committees from outside organizations;
 - viii) To prepare correspondence on behalf of the Association in response to information received, or issues that are raised at Association meetings.

4.0 TREASURER

- a) Function: To represent, monitor, and control all financial transactions of the Association.
- b) Responsibilities:
 - i) To establish and maintain a chequing account for the control of all Association funds;
 - ii) To establish and maintain a chequing account for the control of all monies deposited to and withdrawn from the Association bank accounts;
 - iii) To act as one of the signing authorities on the Association bank accounts;
 - iv) To ensure all bills of the Association are paid on a timely basis;
 - v) To receive and deposit all monies collected by the Association;
 - vi) To keep an accurate accounting of all finances of the Association;
 - vii) To prepare and distribute a Treasurer's Report for every monthly Association meeting;

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- viii) To prepare an annual financial statement for presentation at the last regular Association meeting of the year;
- ix) To complete all tax and government reporting for the Association.

5.0 FUNDRAISING/SPECIAL EVENTS CHAIR

- a) Function: To co-ordinate the fund raising activities and social events that encourage school spirit among students, staff and parents.
- b) Responsibilities:
 - i) To organize and co-ordinate the fund raising and special events committee volunteers;
 - ii) To devise a plan of fund raising projects to meet the needs of the school;
 - iii) To investigate the feasibility of various fund raising projects and to survey parents for suggestions and willingness to participate;
 - iv) To bring proposals for fund raising projects and special events to the Association meetings for consensus;
 - v) To work in conjunction with the Volunteer Coordinator and Playground and Outdoor Initiative Coordinator;
 - vi) To act as liaison with the staff for all special events projects.

6.0 VOLUNTEER COORDINATOR

- a) Function: To recruit and co-ordinate parent and community volunteers at the school and to ensure that all volunteers have appropriate police clearance to perform volunteer duties for the school.
- b) Responsibilities:
 - i) To collect and collate information from volunteer survey forms distributed at the beginning of each school year;
 - ii) To attempt to fulfill the requests from the school staff from the volunteer information forms;
 - iii) To provide each class with a room representative;
 - iv) To provide each room representative with a list of classroom volunteers;
 - v) To provide, in conjunction with school personnel, a volunteer orientation early in the school year;

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- vi) To work in conjunction with the Fund Raising/Special Events Committee to provide volunteers for various Association activities;
- vii) To maintain the volunteer computer database at the school.

7.0 COMMUNICATIONS COORDINATOR

- a) Function: To share information, ideas and concerns about public education with parents and to provide parent input on education issues as requested by the Calgary Board of Education.
- b) Responsibilities:
 - i) To become an informed advocate of effective public school education;
 - ii) To attend, or send an alternate to, system wide Key Communicator meetings and/or workshops;
 - iii) To read and make available to parents and teachers publications forwarded to Key Communicator, and any other articles of interest to parents and staff;
 - iv) To report regularly at Association meetings;
 - v) To contribute to the monthly School Newsletter when appropriate;
 - vi) To maintain the Association Facebook page with updated information and ensure posts and communication are aligned with the Mission Statements and values of these bylaws.
 - vii) To make suggestions regarding guest speakers and parent information meetings.

8.0 CASINO COORDINATOR(S)

- a) Function: To ensure compliance with licensing conditions and work in conjunction with Alberta Liquor and Gaming Commission to obtain and maintain a gaming licence for the Province of Alberta.
- b) Responsibilities:
 - i) To complete all necessary paperwork for Alberta Liquor and Gaming Commission for the casino application and licencing requirements;
 - ii) To secure sufficient volunteers, including key roles;
 - iii) To complete paperwork for volunteers of Alberta Gaming;
 - iv) Note, this role is not responsible for accounting for expenditures from the casino funds, as these responsibilities are within the purview of the Treasurer.

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9.0 PLAYGROUND AND OUTDOOR SPACE COORDINATOR

- a) Function: To coordinate funding for building and maintaining the outdoor space around Dr. Roberta Bondar School in a way that promotes and supports the initiatives of the Principal and active living within the learning community.
- b) Responsibilities:
 - i) To work with the Principal in ensuring the playground and outdoor space models the vision and design that best represents the needs and requests of the students and learning community;
 - ii) To work with the Treasurer and Chairperson to coordinate grant applications and funding for building.
 - iii) To work with the Principal and other representatives of the Calgary Board of Education, as required, to ensure compliance with building and vendor requirements for the playground.
 - iv) Once the playground is complete, the responsibilities of this role will shift to focus on other outdoor initiatives

10.0 AUDITORS

- a) Function: To ensure due process as described in the Treasurer's responsibilities have been properly processed and accounted for.
- b) Responsibilities:
 - i) To review all financial records of the Association within the month of September for the previous year's activities;
 - ii) To report in written format the findings of this review and submit this record to the Association for acceptance.
 - iii) To report any discrepancies found during the review to the Association Chairperson.