



**LONDONDERRY CHILD  
DEVELOPMENT SOCIETY**

**BY-LAWS**

# LCDS By-Laws

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## I. NAME OF ORGANIZATION

### 1.1 Title

The name of the organization shall be the Londonderry Child Development Society.

### 1.2 Short Title

In this and associated documents, the short title of the organization shall be L.C.D.S.

## II. PRINCIPLES

### 2.1 Principles

The pre-school program of the L.C.D.S. shall abide by but not be limited to the following principles, that is:

- a) Each child is an individual and the rate of development varies from child to child.
- b) A good pre-school program takes as its starting point the stage of development at which the child is.

## III. MEMBERSHIP

### 3.1 Active Members

- a) Active members shall be those parents or guardians who register their child or children in the L.C.D.S. and who pay an annual family membership fee.
- b) The membership shall commence upon the registration of their child or children in the L.C.D.S.
- c) The membership shall terminate on May 31st of each year, or upon withdrawal of their child or children from the L.C.D.S. program. However, upon such prior withdrawal the family may transfer to associate membership upon request and without additional fee.
- d) Withdrawal (resignation) of a child from the program requires one calendar month's written notice.

### 3.2 Patron Members

- a) Any person who, in the judgement or opinion of the Board, renders an outstanding contribution to the promotion and development of the L.C.D.S., whether financial or otherwise, may be made a patron of the L.C.D.S. by the unanimous consent of the Board, with ratification by a simple majority at a General Meeting.
- b) Patron members will be considered Associate Members by default any years they do not have children registered in the society. Patron Members will be exempt from any annual fee in this situation.
- c) Patron members who register children in the L.C.D.S. program will pay the annual membership and monthly fees.
- d) Withdrawal by a Patron member must be done in writing with one month's notice.

### **3.3 Associate Members**

- a) Persons without a child registered in the L.C.D.S. and who wish to contribute to the aims and objectives of the L.C.D.S. may become associate members upon payment of an annual fee, which shall equal the amount of the annual membership fee.
- b) If an associate member should register a child in the L.C.D.S., the associate membership fee will be accepted as, and instead of, the family membership fee. The usual monthly materials fee and the rights and privileges of active members will thereafter apply.
- c) Withdrawal of an associate member must be done in writing with one month's notice.

### **3.4 Rights of Members**

- a) All active or past members are entitled to hold either a Committee or Board position provided the Board maintains a ratio of no more than two past members and no fewer than four active members.
- b) All active members are entitled to one vote per family. Only past members who currently hold a Committee or Board position are entitled to a vote. Associate and Patron members are not entitled to a vote.
- c) All members are entitled to be present at either a General Meeting or a Board Meeting of the L.C.D.S.
- d) All members shall receive the publications and literature of the L.C.D.S.

### **3.5 Responsibilities of Members**

All members are obligated to:

- a) Attend all General Meetings.
- b) Fulfill parent helper obligations as outlined on the application form.
- c) Fulfill fundraising obligations as outlined on the application form.
- d) Provide appropriate deposit cheques as outlined on the application form.
- e) Behave in accordance with the By-Laws and objects of the society

## IV. FEES

### 4.1 Establishment of Fees

- a) The Board of Directors shall set a fee schedule prior to the commencement of registration for the next school term.
- b) Fee schedule may be adjusted from time to time depending upon extra funding sources.
- c) Fee schedule to be published to the membership after fee schedule has been established and prior to registration.

### 4.2 Payment of Fees

- a) Fee payment schedule and payment options will be included with the fee schedule.
- b) All materials fees are to be made by post-dated cheques, which are to be given to the treasurer upon registration in the Society. All deposit cheques, including but not limited to: cleaning, parent helper, fundraising participation and casino, are to be undated. Registration is accepted only upon receipt of all cheques.
- c) All materials fees will be returned if a family withdraws from the Society prior to August 1<sup>st</sup>, as per By-law 3.1 (d). The family is required to give one calendar month's written notice and all remaining materials fees cheques will then be returned. If said written notice is not given to the Society, then the next month's materials fees will be payable and the remaining cheques will be returned.

### 4.3 Non-payment of Fees

- a) Where any monies are outstanding the Business Manager will phone the family on the next attendance day and request immediate payment in cash. After 15 calendar days outstanding all rights and privileges of the members and their child or children will be withdrawn and the secretary will draft a letter stating such. The letter will be signed by the President or appointed designate.
- b) Upon receipt of a 3rd N.S.F. cheque to the Society, all rights and privileges of the member and their child or children are withdrawn. A letter will be drafted by the Secretary to the delinquent members advising them of their expulsion effective immediately. The letter will be signed by the President or appointed designate. A copy of this letter will be sent to the instructor at L.C.D.S.
- c) Cancellation of cheques causing outstanding balance of due fees will result in all rights and privileges of the member and their child or children to be withdrawn.
- d) Delinquent members may appeal to the Executive Board if extenuating circumstances exist.
- e) The Executive Board must receive a written notice of appeal within seven (7) days of the date of the letter of expulsion.

## V. BOARD OF DIRECTORS

### 5.1 Membership

There shall be a board of Directors, also referred to as the Executive Board, consisting of:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Funding Chairperson
- f) Liaison Chairperson

### 5.2 Term of Office

- a) Members shall be elected to the Board for a one (1) year term. It is the responsibility of the existing Board to ensure an appropriate proportion of new and old members.
- b) The term of office for a member of the Board shall be from June 1st to May 31st, over a twelve (12) month period.
- c) Outgoing Board members are requested to remain active in a consulting capacity for a period of time following their term of office.
- d) There shall be no remuneration for the Board of Directors or other officers.

### 5.3 Election

The Executive board shall be elected at the Annual General meeting of the L.C.D.S.

### 5.4 Resignation

- a) In the event an executive board wishes to resign his or her office, he or she must submit notice thirty (30) days prior, in writing to the President.
- b) Should the position be filled prior to the required thirty (30) days, the new executive board shall commence his or her term of office immediately.
- c) Any vacancy in the Executive board of the L.C.D.S. may be filled by appointment by the remaining members of the Board up to the commencement of the elected board on June 1.

### 5.5 Removal of Executive Board

Any executive board member, upon a majority vote of all the members in good standing, may be removed from office for any cause the Society may deem reasonable.

## VI. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

### 6.1 Responsibilities

The Board of Directors shall be responsible for the management of the affairs of the L.C.D.S. in a manner consistent with long-term sustainability.

## 6.2 Powers

The Board of Directors are empowered to:

- a) Engage a qualified instructor who shall carry out the day-to-day activities of the L.C.D.S.'s pre-school and kindergarten programs under the direction of the Board.
- b) Hire any other staff it may deem necessary for the proper conduct of the affairs of the L.C.D.S. and determine the remuneration of all employees.
- c) Borrow money for the purposes of the L.C.D.S. by special resolution.
- d) Appoint any committee it deems necessary.
- e) Sponsor and conduct activities, which it deems of value to the membership or the community-at-large.
- f) Deal with the abdication of responsibility and obligations on the part of any Board members or active members according to the particular circumstances.
- g) Establish the fee structure.
- h) Secure and administer funds for the L.C.D.S.
- i) Recommend bylaw amendments to the membership.
- j) Amend policy, subject to section 14.

## 6.3 Duties

The Executive Board of the L.C.D.S. shall perform their duties as directed by the By-laws. Without restricting the generality of the foregoing, their duties shall include the following:

- a) The **President** shall call and preside over all General and Board meetings, provide active and dynamic leadership, initiate policy, and keep himself or herself fully informed of the operations of the L.C.D.S. including supervise the Business Manager as she or he performs the keeping of all books on an accrual basis, records, cheques, drafts and monies received and spent by the L.C.D.S. The Business Manager will file the appropriate taxation forms, authenticated by the signature of Past and Present President and Past and Present Treasurer, with the Department of Revenue at the end of each fiscal year and report to the Board of Directors when required to do so. The Business Manager will also have permission to use and be custodian of the SEAL of the L.C.D.S. which is to be authenticated by the signature of three of the following, President, Vice-President, Secretary or Treasurer.
- b) The **Vice-President** is responsible for the registration of L.C.D.S. and shall attend all General and Board meetings of the L.C.D.S. In the absence of the President, the Vice-President shall have and exercise all such duties; privileges and powers as normally reside in the President.
- c) The **Secretary** shall attend all General and Board meetings of the L.C.D.S., keep records of all minutes of all meetings, maintain an attendance record for each member, and conduct correspondence for and on behalf of the L.C.D.S.
- d) The **Treasurer** shall attend all General and Board meetings of the L.C.D.S. All cheques and vouchers shall be authenticated by the signature of two signing officers; the Treasurer is one of those officers.
- e) The **Liaison** shall attend all General and Board meetings of the L.C.D.S. and arrange meeting facilities for General and Special Meetings.



- f) The immediate Past President shall be encouraged to act in an advisory capacity to L.C.D.S. and carry on on-going orientation for the new members of the L.C.D.S. Board.

#### **6.4 Tasks**

The Board of Directors shall ensure that the following functions are performed adequately on behalf of the L.C.D.S.:

- a) Publicity, public relations and communications.
- b) Co-ordination of special and social events.
- c) Acquisition and maintenance of equipment and materials.
- d) Co-ordination of parent responsibilities and obligations.
- e) Funding – according to the written policy of the L.C.D.S.
- f) Liaison between Kindergarten Association and the L.C.D.S.
- g) Preparing a budget in a manner consistent with long-term sustainability.
- h) Securing appropriate employees.
- i) Securing space for the L.C.D.S. to operate.

## **VII ANNUAL MEETING**

### **7.1 Date and Place**

- a) The L.C.D.S. shall hold an Annual meeting each year in the City of Edmonton in the Province of Alberta, during the month of May.
- b) At least fourteen (14) days notice of the date and place of the meeting shall be given by the Secretary to the members of the L.C.D.S. The new members will be informed in writing upon registration. The current members will be given written notice in the monthly newsletter.
- c) Failure of a member to receive notification of the Annual meeting will not invalidate proceedings taken there at.

### **7.2 Order of Business**

The order of business at the Annual meeting shall be as follows:

- a) Reading of the minutes of the previous Annual meeting.
- b) Annual Reports of board and committees.
- c) Election of Executive Board.
- d) Election of Committee Chairpersons.
- e) Unfinished business
- f) Appointment of auditors.
- g) New business.

## VIII GENERAL MEETING

### 8.1 Mode (Method) of Calling Meeting

General meetings of the Society are held in September and January. Fourteen (14) days written notice will be given.

- a) Failure of a member to receive notification of the General meeting will not invalidate proceedings taken there at.

### 8.2 Date and Place

The Board of Directors shall set the time and place of such meetings at the beginning of each school year to apply to both general meetings of that school year.

### 8.3 Quorum

At the beginning of a General meeting, quorum is satisfied if twenty-five (25) percent of the active general membership is present.

### 8.4 Voting

- a) Every family is entitled to vote or present a written proxy on L.C.D.S. business, and in the case of a tie vote, the presiding officer shall cast the deciding vote.
- b) Voting shall be by the show of hands unless a secret ballot is requested.

### 8.5 Conduct of Meetings

Any notice, which these By-laws require to be given to the members of the L.C.D.S., may be given at any General meeting of the L.C.D.S.

### 8.6 Absence of the President and Vice-President

In the absence of the President and Vice-President from any meeting of the L.C.D.S., the Board of Directors, from the members present, shall elect a chairman of the meeting.

## IX. SPECIAL MEETINGS

### 9.1 Mode (Method) of Calling a Special Meeting

- a) A Special Meeting of the L.C.D.S. may be called at any time by any two or more of the members of the Board of Director.
- b) A Special Meeting shall be called by the President or Secretary upon receipt by him or her of a petition signed by one third of the members in good standing, setting forth the reason for calling such a meeting.
- c) Failure of a member to receive notification of the Special meeting will not invalidate proceedings taken there at.

### 9.2 Notice of Time

Notice of the time, place and purpose of a Special meeting shall be given by letter to each member eight (8) days prior to the Special meeting.

### 9.3 Content of the Meeting

No business shall be transacted at a Special meeting, unless notice thereof has been given.

**9.4 Quorum**

At the beginning of a Special meeting, quorum is satisfied if fifty (50) percent of the active general membership is present.

**9.5 Voting**

- a) Every family is entitled to vote or present a written proxy on L.C.D.S. business, and in the case of a tie vote, the presiding officer shall cast the deciding vote.
- b) Voting shall be by the show of hands unless a secret ballot is requested.

**9.6 Absence of the President and Vice-President**

In the absence of the President and Vice-President from any meeting of the L.C.D.S., the Board of Directors, from the members present, shall elect a chairman of the meeting.

**X. MEETING OF THE BOARD OF DIRECTORS**

**10.1 Number of Meetings**

There shall be not less than six (6) regular meetings between the months of August and June.

**10.2 Time and Place**

The President or Vice-President shall set the time and place of the Board meetings and provide fifteen (15) days notice to Board members of such meetings.

**10.3 Special Board Meetings**

Special Board Meetings may be called by the President or Vice-President within twenty-four (24) hours notice.

**10.4 Quorum**

At the beginning of a Board meeting, quorum is satisfied if fifty (50) percent of the executive board members are present.

**10.5 Voting**

- a) Every Board member is entitled to vote or present a written proxy on L.C.D.S. business, and in the case of a tie vote, the presiding officer shall cast the deciding vote.
- b) Voting shall be by the show of hands unless a secret ballot is requested.

**XI. AUDIT OF ACCOUNTS**

**11.1 Fiscal Year**

The fiscal year shall end August 31 as per Alberta Learning.

**11.2 Regulations of Audit**

The books, accounts and records of the Secretary and Business Manager shall be audited once each year by a duly qualified Accountant. The membership shall approve the hiring of such an Accountant at a General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such Auditor(s) for information purposes at the same General Meeting of L.C.D.S.

**XII. INSPECTION OF BOOKS AND RECORDS**

**12.1 Rights of Inspection**

The books and records of the L.C.D.S. may be inspected by any member of the L.C.D.S. at the Annual General Meeting, 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.

**XIII. AMENDMENT OF BY-LAWS**

**13.1 Notice and Means of Amendment**

The By-Laws may be rescinded, altered or added to by Special Resolution as defined by section 1 (d) of the Societies Act. (... General meeting, not less than 21 days notice, vote of not less than 75% of members entitled to vote in person or by proxy.)

**13.2 Registration of Amendment**

All changes in these By-Laws must be registered with the Registrar as per the Societies Act.

**XIV. POLICIES**

**14.1 Policies**

LCDS maintains Policies for the purpose of providing guidelines and additional procedures in addition to bylaws.

**14.2 Conflict with By-Laws**

In the event of policy contractions with By-Laws, the By-Laws shall prevail.

**14.3 Amendment of Policies**

Policies may be amended from time to time as required to maintain the efficient and safe operation of LCDS. Policies are amended by resolution of the board subsequent to a minimum two week notice period allowing for membership feedback.

**14.4 Notice Period Exclusion**

Notwithstanding the required two week notification to members, the board may amend bylaws by motion without notification in the event that modifications are required to maintain compliance with Federal, Provincial or Municipal laws and regulations.