

**Les Tournesols Preschool**  
(Registered under the name Les Tournesols  
Bilingual Playschool Society)

**BY-LAWS**

Revised April 2017

# **Les Tournesols Bilingual Playschool Society**

## **By-laws**

### **NAME**

The name of the preschool operated under the auspices of this Society shall be known as “Les Tournesols Preschool,” hereinafter referred to in these by-laws as Les Tournesols.

### **REGISTERED OFFICE**

The registered office of the Society shall be the school’s physical address. Notice of change of the registered office shall be filed with the Registrar of Companies within 15 days of the change in address.

### **MEMBERSHIP AND DUTIES**

#### Membership

- Parents who enrol a child in Les Tournesols must pay a registration fee per child registered to become a member of this Society. The registration fee is non-refundable, and the fee shall guarantee membership in the Society until the Spring General Meeting.
- For the purpose of these by-laws, each family shall be deemed a single member, irrespective of whether that family has one or two parents, and irrespective of the number of children who are enrolled in Les Tournesols; registration fee is paid per child.
- General membership is also open to any individual in the community who would like to become a member of Les Tournesols Society. The registration fee would be waived for community members who do not have children in the program.
- Each member is entitled to one (1) vote at the general or special meetings that may be called.
- A vote may be made in person or by proxy.

#### Tuition

- The amount of the tuition fee shall be proposed by the Treasurer prior to registration. The board will decide and vote on tuition fees for the following year at a meeting by resolution of 75% of the members present. Tuition rates may also be subject to a minimum 3% inflation annual increase, unless the Board decides otherwise.
- This tuition fee shall take the form of a set number of monthly payments to cover the full school year. The last full month of tuition (May) shall be paid prior to, or at the Spring General Meeting. The remainder of the monthly tuition fees will be made payable in the form of post-dated cheques or through pre-authorized credit card withdrawal and must be presented to the Registrar prior to, or at the Fall General Meeting. Failure to replace a cheque returned NSF or a declined credit card payment will result in termination of the programming for the child. The board shall grant or deny the request for extension of payment.
- All cheques returned NSF and/or declined credit card payments will be subject to a \$30 chargeback fee.

- One month's written notice shall be given for a child's termination from preschool classes. Note that it is the option of the parent to have the balance of their post-dated cheques returned or shredded.
- An extra-curricular activities fee which is set by the Treasurer at the Spring General Meeting will take the form of a post-dated cheque or pre-authorized credit card withdrawal.

## **DUTIES OF THE BOARD OF DIRECTORS AND OFFICERS**

### Terms

- The Board of Directors shall consist of eight (8) unpaid positions which will consist of members elected by the parents and Society members at the annual general meeting. Five (5) of these members shall be elected Executive officers as follows: President, Vice-President, Registrar, Secretary, and Treasurer.
- If a vacancy occurs on the Board, the Board may appoint, from the membership, a qualified person to serve for the remainder of the year.
- Any individual who is an employee of Les Tournesols may not become a member of the Board of Directors, and thus may not vote at a meeting of the Board.
- Parents whose child has been enrolled for at least one whole year may remain on the Board for further years, if elected by parents and volunteers at the Spring General Meeting.
- Each member of the Board of Directors as well as the Teachers are required to obtain a Criminal Records check that will be held on file at Les Tournesols and be valid for at least 2 years.
- Of the five (5) members of the Executive and the four (4) other members of the Board, one (1) shall serve a term of two (2) years.
- The Treasurer, President, and up to three additional signing officers shall be authorized to co-sign Les Tournesols cheques; arrangements to be made at the bank for signatures prior to the Fall General Meeting.
- The Board of Directors shall meet monthly.
- A Board Member who fails to attend two consecutive regular Board meetings without the approval of the President shall have their status reviewed by the Board. A vote will be held by the Board to determine if the absent Board member is not meeting the obligations of the role that they have been appointed to do. If the Board determines that they are not meeting their obligations, the president will contact the member via telephone to advise them that they are no longer a member of the Board of Directors. If the Board determines that they are meeting their obligations, the member will remain on the Board.
- Five (5) directors present at a Board meeting shall constitute a quorum.
- The Board of Directors shall set the policy and guide the operation of Les Tournesols and shall ensure that all legal requirements for the operation of both the Society and Les Tournesols are met.
- The Board of Directors shall have full control and management of the affairs of the Society. The program is to be set by the Program Director in accordance with the policy set by the Board.
- The Board of Directors, in consultation with the Program Director, shall set the school term and determine the hours of operation.

- The Board of Directors is responsible for the administrative matters such as money matters: collection of fees, disbursements, financial reports, assisting the Program Director by way of purchase or preparation of supplies and crafts as required; regulatory matters to do with compliance with Government regulation, insurance coverage, etc. The Board of Directors shall not receive any remuneration for their services. Each member of the Board of Directors shall keep an account of receipts dispersed for incidental purposes, and submit these accounts to the Treasurer each month.
- The books, accounts and records of the Society will be audited once a year in accordance with the Societies Act. The Board of Directors will vote to determine when an audit is to be performed. A complete and proper statement of the standing of the books for the previous year shall be submitted to the Fall General Meeting of the Society. June 1<sup>st</sup> of each year shall be designated the end of the fiscal year of the Society.
- The books and records of the Society shall be available for inspection by the members on request.
- At the Spring General meeting, the Treasurer shall present a financial statement setting out the Societies income, disbursements, assets and liabilities, which has been audited and signed by the society's auditor. The society's auditor may either be a qualified auditor, hired by the society, or two executive board members performing a joint review.
- For the purpose of carrying out its objectives, the Society may borrow or raise or secure the payment of money in accordance with the provisions contained in the Societies Act, as amended.

## **DUTIES OF EXECUTIVE OFFICERS**

### Executive Meetings

- The Executive shall meet from time to time to advise and assist the President in the execution of his/her duties.
- The Executive meeting shall be convened by the President and shall be duly constituted by a quorum of not less than two (2) persons.
- The Executive shall form the Personnel Committee

### President

The President, on behalf of the Board, shall supervise the operation of Les Tournesols, and not to restrict the generality of the foregoing, shall:

- Whenever possible have served at least 1 year on board prior to election;
- Coordinate and advise other members;
- Call meetings, both committee and general, at appropriate times;
- Prepare agendas for meetings;
- Chair all meetings;
- Coordinate and advise Personnel Committee;
- Ensure that all is in compliance with the regulations of Social Services, the City of St. Albert, and Public Health;
- Act as liaison between Les Tournesols Preschool and current landlord;
- Remain in an advisory position on the Executive for one more year to provide continuity, in an ex-officio capacity (as required);
- Take custody of the corporate seal, should one ever be purchased;

- In the event of the Program Director and/or Assistant's absence, the President or his/her designate may call upon an assisting parent to lead the session rather than cancel it; and
- Call an annual meeting for the election of new officers for the coming term (i.e. the Spring General Meeting). The President may delegate, where appropriate, some of the foregoing responsibilities to other officers or Members of the Board.

#### Vice-President

The Vice-President shall:

- Assume the responsibilities for the President when the President is not able to fulfill his/her responsibilities, for reason of illness or any other reason acceptable to the Board at any time. This would include leading a board meeting, speaking to members or teachers and other duties as they arise;
- Attend any and all meetings, open houses and functions hosted by the preschool;
- Acquaint themselves with the schools history and purpose;
- Familiarize themselves with the by-laws, service plan, and running of the society;
- File monthly child subsidy claims;
- Search for, and apply for grants pertaining to the preschool;
- Determine tuition expenses for the following school year;
- Annually file WCB claims;
- Annually file Annual Society Returns; and
- Assist the President as necessary.

#### Registrar

The Registrar shall:

- Manage class registration and keep waiting lists as required;
- Update and modify all student information on the school computer;
- Keep an up-to-date list of registration and inform the applicable Board members of any changes;
- Receive registration fees, participation fees, and tuition payments;
- Forward all money received to the Treasurer, ensuring that the details of the amount/date received and date given to Treasurer are recorded;
- Provide registration receipts to new registrants, confirming the money received with signatures by the Registrar and registrant; and
- Regularly check the school's email account and forward or reply to incoming messages.

#### Secretary

The Secretary shall:

- Record minutes for all meetings of members, directors, and executives of the Society and distribute copies of same to all persons entitled to receive them;

- Place one copy in the binder for parent perusal;
- Prepare agendas for all board and general meetings based on the President's instructions. Copy and distribute to all meeting attendees. Place one copy in the binder for parent perusal;
- Take care of all typing, copying, and correspondence;
- Send out the weekly email and any email correspondence to parents; and
- Distribute, collect and prepare the Annual Parent Survey.

Treasurer

The Treasurer shall:

- Handle all payroll related matters;
- Sign cheques (but will not maintain control of the cheque book);
- Act as a liaison between the book-keeper and the President for all receipt tracking and book-keeping requirements;
- Provide book-keeper with monthly deposit, tuition tracking and credit card fee reconciliations and review financial statements to ensure account balances are in order;
- Obtain monthly financial reports from book-keeper, review/prepare and present financial reports/budgets as required for general meetings;
- Perform all banking functions including depositing all fees and fundraising monies;
- Review monthly bank reconciliations from the book-keeper;
- Maintain updated deposit tracking schedule which should agree to the Registrar's and should be presented to Registrar and President at monthly meeting;
- Ensure fundraising funds presented for deposit agree to supporting documentation provided by Fundraising Coordinator;
- Coordinate with the book-keeper to create the tuition receipt tracking schedule and issue tuition receipts prior to February 28 of the following taxation year;
- Maintain detailed schedule of all donation receipts issued and prepare & issue donation receipts for all cash donations of equal to \$20 or more;
- Have an accounting background or equivalent and must be familiar with accounting software;
- Retain services of external book-keeper for review of and possibly preparation of the year end Charity Return;
- Perform a semi-annual review online of grant eligibility and if applicable, ensure grants are applied for in a timely manner. Grants to be prepared either internally or by external accountant if necessary; and
- Ensure to backup all financial records in a timely manner and store all current financial records and funds in safe for safekeeping.
- Access to computer is required (school computer may be used).

NOTE: The management of resources and their use is the responsibility of the entire board and not the treasurer alone.

## **DUTIES OF THE DIRECTORS**

### Fundraising Coordinator

The Fundraising Coordinator shall:

- Report to, as well as receive direction and input from the current preschool board in determining the yearly fundraising goals;
- Establish and chair a committee for the current preschool year. An assistant Coordinator will be appointed by the Coordinator. The assistant Coordinator will need to be kept up-to-date on all matters regarding the fundraisers and be able to assist the committee in the event that the Coordinator becomes incapable of fulfilling their responsibilities;
- Determine, with the assistance of the Board, what fundraisers will be held each year and be responsible for all aspects of implementing them;
- Manage and account for all monies coming into the preschool through fundraising efforts. The Coordinator will also prepare detailed deposits for such monies and pass them directly to the Treasurer; and
- Remain available for support and consultations with in-coming Coordinators for one year after retirement.

### Scholastics Chairperson

The Scholastics Chairperson shall:

- Act as the liaison between Scholastic Canada Inc., and the Program Director and
- Complete any required paperwork and book sorting with respect to Scholastic Canada Inc.

### Advertising & Communications Chairperson

The Advertising & Communications Chairperson shall:

- Advertise (Gazette/Further Ed etc.) for upcoming registration & open houses;
- Distribute publicity material to local agencies and schools;
- Contact Connelly-McKinley Funeral Home to advertise for free monthly;
- Take responsibility for updating the school calendar on the website & Facebook page;
- Contact local French Immersion Schools to put information into their monthly newsletters;
- Brainstorm creative ideas to promote the preschool with minimal budget;
- When required, prepare notices (including photocopying and stapling) for the Program Director when information cannot wait for newsletter;
- Meet with the Program Director to plan and arrange special events, parties and fieldtrips;
- Book busses as required for any off-site outing; and
- Together with the Class Representatives, contact parents to inform them of special meetings, and contact parents in case of school closures due to inclement weather etc.

### Class Representatives

Each class at Les Tournesols requires one (1) primary class representative. The class reps are not required to attend monthly board meetings, however they are required to assist the Program Director and some members of the Board of Directors. These duties include:

- Contact parents to inform them of special meetings
- Contact parents in case of school closures due to inclement weather, etc.
- Contact parents in case of an emergency event at the school such as Evacuation, Lock Down, Hold and Secure or Secure-in-Place (not a drill).

## **MEETING OF LES TOURNESOLS**

- The Fall General Meeting shall be held at least one week prior to preschool commencement. The Secretary will notify the members and the Board of this meeting via email after the President has set a date.
- For General Meetings, the Secretary shall notify all members via email not less than 5 days in advance.
- A Special Meeting may be called by the President upon receipt of written notice sent to the Secretary by 25% of the Society membership. Written notice may arrive by mail, fax, or email. This special meeting is to be held within one week of notification.
- A quorum for a general meeting shall be 30% of the membership: a special meeting shall be 50%.
- The by-laws of this Society shall not be rescinded, altered or added to except by special resolution of the Society enacted in accordance with provisions contained in the Societies Act, as amended.
- After giving the required notice of motion to change these by-laws, as specified in the Societies Act, any member or group of members may at a special meeting, move to have the by-laws herein contained amended. The said by-laws referred to in the notice of motion shall be amended by vote of 75% of the members present at a General meeting.
- Procedures to be followed at all meetings shall be that which is laid down in Robert's Rules of Order, insofar as they are not inconsistent with the provisions of the Societies Act, as amended.
- All board members are required to attend monthly board meetings to provide input into major decisions and future direction of the preschool. If you are unable to attend more than two board meetings throughout the year, you may be asked to give up your position to an alternate candidate unless your absences are illness related. This decision is at the discretion of the President.

## **STAFF**

### Personnel Committee

- The Personnel Committee shall consist of the Executive Officers.
- The Personnel Committee shall be responsible for making recommendations to the Board for the hiring and the terminating of staff. The Board will have the final responsibility for engaging the services of personnel to fill the designated positions, or for dismissing a member of the staff in accordance with the Alberta Employment Standards Code.
- The Personnel Committee shall be responsible for staff evaluations.

- The Personnel Committee shall handle all aspects of problem resolution on behalf of the staff, Board Members, or other members of the Society.
- The Staff shall consist of those persons appointed to positions designated by the Board, normally that of a Program Director and Assistant.
- The terms and conditions of employment shall be negotiated and set between the Personnel Committee and prospective members of the staff.
- If an employee is to submit his/her resignation, one (1) month notice must be given to the Personnel Committee.

## **PARTICULARS OF PRESCHOOL**

### Program

- This is primarily a French Immersion program. Children use both languages but are encouraged to use French where possible to the extent that their skills permit.

### • Eligibility

- Children must be three-years-old before they can join the 3-Year-Old program.
- Children must be three-years old before they can join the 3/4 Split program.
- Children must be four-years-old before March 1<sup>st</sup> to be eligible for the 4-Year-Old Program.
- There are two main intakes into these programs: September and January; however, children may join the school at any time during the school year. Our licensing requirements do not permit us to register children over the age of seven years or under the age of three years.

### • Parent-Aides

The Program Director, the President and his/her delegate may call upon parents in advance if assistance is needed at the preschool.

## **DISSOLUTION**

Upon dissolution of les Tournesols Preschool, any assets remaining after paying debts and liabilities will be:

- disbursed to eligible charitable or religious groups or purposes, or
- transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.