CORPORATE ACCESS NUMBER: 5022160286

Government of Alberta **m**

SOCIETIES ACT

CERTIFICATE

OF

INCORPORATION

BOBCAT BACKERS SOCIETY WAS INCORPORATED IN ALBERTA ON 2019/09/06.



INCORPORATE SOCIETY - Registration Statement

Alberta Registration Date: 2019/09/06

Corporate Access Number: 5022160286

Service Request Number: 31660500 Society Name Type: Named Society Name Society Name: BOBCAT BACKERS SOCIETY **REGISTERED ADDRESS** Street: C/O BVHS 2000 RIVER HEIGHTS DRIVE **Legal Description:** City: COCHRANE **Province:** ALBERTA **Postal Code:** T4C 1Y8 **RECORDS ADDRESS** Street: **Legal Description:** City: **Province: Postal Code: ADDRESS FOR SERVICE BY MAIL Post Office Box:** City: **Province: Postal Code: Fiscal Year End:** 08/31 CAN of Entity Providing Undertaking: **Undertaking Date: Future Dating Required: Registration Date:**

2019/09/06

Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
	10000107130259846	
Nuans	10000507130259849	2019/09/06
Notice of Address	10000707130259848	2019/09/06
Bylaws	10000907130259847	

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5022160286 Application to Form a Society

Societies Act Section 9

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	FILED 104
	Bobcat Backers Society	SEP - 6 2019
	Society Objects State the society's object(s)	Registrar of Corporations Province of Alberta

The Bobcat Backers Society (BBS) is a non-profit group of parent/guardian and community member volunteers whose mission is to work together to fund raise to meet the needs of all students at Bow Valley High School (BVHS). Money is raised for a variety of items needed by the school to help support and enhance student learning.

3. Applicants

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

Last Name	First Name		Mide	lle Name	
Grohn	Julia			ac Name	
Street/Post Office Box	<u> </u>	City/Town		Dente	[
31 West Terrace Drive				Province	Postal Code
Signature	-	Cochrane		AB	T4C 1R5
Juligopor					
Last Name	First Name	· · · · · · · · · · · · · · · · · · ·	Midd	le Name	
Brauss	Susan				
Street/Post Office Box	· · · · · ·	City/Town	<u></u>	Province	Destal Carla
153 Fireside Blvd		Cochrane			Postal Code
Signature				AB	T4C 0R1
Moa	Han	-			

Last Name	First Name	Middle Name	
Kruger	Mia		
Street/Post Office Box	City/Town	Province	
535 Montclair Place	Cochrane	AB	Postal Code T4C 0A8
Signature,	I		140 048

Last Name	First Name		Middle Name	·····
Bruins	Tracy			
Street/Post Office Box		City/Town	Province	Postal Code
131 Bow Meadows Drive		Cochrane	AB	T4C 1N5
Signature			//ID	14C 1N5
Mary Bruns		RECEIVED		
	5	SEP - 6 2019		
		Corporate Registry		

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Notice of Address for Society or Notice of Change of Address for Society

Societies Act Section 24(2)

This information is collected in accordance with the Societies Act and Regulation. It is required to register or update the society's address for the purposes of notice and service. 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 the Service Alberta Contact Centre at: cr@gov.ab.ca or 780-427-7013 (toll-free 310-0000 within Alberta).

1. Society Name

	2. Corporate Access Number
Bobcat Backers Society	5022160296
	5022,002 00

3. Registered Office

Street/Legal Land Description	· · · · · · · · · · · · · · · · · · ·		
oreevicegal Land Description	City/Town	Province	Postal Code
a/a DVIIS 2000 D' H ' L D '			i ustal coue
c/o BVHS, 2000 River Heights Drive	Cochrane	Alberta	T4C 1Y8

4. Mailing Address (if applicable)

Post Office Box	City/Town	Province	Postal Code
		1. To thirde	r Ustar Coue

5. Authorized Representative/Authorized Signing Authority for the Society

	Grohn	Julia	
. (Last Name	First Name	Middle Name (optional)
	Chair Relationship to Society	bobcatbackers@gmail.com	403-510-7689
		Email Address (optiona)	Telephone Number (optional)
-	2019-08-27	NULL	a la
	Date of submission (yyyy-mm-d		Signature
I,	Julia	a Grohn	, certify that the information I have
	Authorize	d Representative	

provided is true and correct to the best of my knowledge and that I am authorized to file this form on behalf of the society.

 EONLY	FOR OF	
5		
	RECEIVED	
FILED 104	SEP ~ 6 2019	
FILED 104	SEP - 6 2019	

Corporate Registry

SEP	- 6	2019	
Registrar o Provinc	of Co e of ,	rporations Alberta	

5022160286

Corporate Access Number (CAN) Society Bylaws



1. Definitions

"Annual General Meeting" - a meeting held once a year to elect members of the Board/Executive, vote on proposed bylaw amendments, present financial statements of the previous year, and discuss any major issue(s) in which all Members should have input.

"Board of Directors", or "Executive" or "Board" - shall all mean the Board of Directors of the Society.

"Committee" - a group delegated to consider, investigate, take action on, or report on some matter or activity.

"Chair, Vice-Chair" - also known as President, Vice-President.

"Member(s)" - any parent or legal guardian over 18 years of age with a child who is registered at Bow Valley High School. Members of the Cochrane community over the age of 18 may also participate in Society meetings and fundraising events.

"School" - refers to Bow Valley High School. BVHS shall also mean Bow Valley High School.

"Signing Authority" - refers to a representative of the Society with the powers to commit the Society to a binding agreement.

"Society" - means a society incorporated or continued under the Business Corporations Act and not discontinued (in this instance a non-profit fundraising group for Bow Valley High School entitled Bobcat Backers Society.)

"Special Meeting" - a meeting called to discuss specific matters stated in the notice (agenda) of the meeting.

"Special Resolution" - a resolution passed at A) a general meeting or special meeting of which not less than twenty one (21) days' notice specifying the intention to propose the resolution has been duly given, and (B) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy, OR a resolution proposed and passed as a special resolution at a general meeting or special meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the general meeting or special meeting so agree, OR a resolution consented to in writing by all the members who would have been entitled at a general meeting or special meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

2. Membership

- A. There shall be no membership fee.
- B. Any parent or legal guardian having a vested interest in the educational well-being of students enrolled in Bow Valley High School, residing in Alberta, being of the full age of 18 years, is eligible to become a Member of the Society with voting privileges at any General Meeting of the Membership. Members of the Cochrane, Alberta community, being of age of 18 years or older, may also attend Society meetings and participate in fundraising activities.
- C. The majority of the Members of the Society will be parents or legal guardians of students currently enrolled in Bow Valley High School.



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Corporate Access Number (CAN) Society Bylaws

D. Any Member wishing to withdraw from membership may do so upon giving notice in writing or verbally to the Board through its Secretary. Any member upon a majority vote of all members of the Society in good standing may be suspended or expelled from membership for any cause that the Society may deem reasonable.

3. Associate Membership

- A. The Principal, staff member(s) or student representative(s) of Bow Valley High School can choose to have an Associate Membership only. As Associate Members, the Principal, staff members and students shall serve as resource people and in an advisory capacity; may attend the Annual General Meeting and regular meetings of the Board; however, they will not have voting rights.
- B. Neither the Principal, staff member or student representative shall have signing authority for the Society.
- C. The Principal, by virtue of the School Act, shall have the power of veto relating to actions directly affecting the School building, staff or students, but not relating to financial expenditures, revenues or investments of the Society.

4. Society Board of Directors/Executive

A. COMPOSITION OF THE BOARD/EXECUTIVE The Board/Executive will be composed of the following Officers and Members at Large.

- 1. Officers: Chair, Vice-Chair Secretary, Treasurer, or Secretary-Treasurer These positions are mandatory. The Office of the Secretary and Treasurer may be filled by one person if the membership at any General Meeting of the Membership for the election of Officers shall so decide.
- 2. Members at Large: A maximum of 3 Members at Large These positions are optional, and will be filled provided there are Members willing to do so.

a. Chair

The Chair is a member of the Executive and can be an ex-officio member of all Committees. The Chair shall have general knowledge of all activities of the Society and will carry out duties assigned by the Society.

- i. The Chair shall call all Meetings of the Society, and shall preside at all General Meetings of the Membership and Meetings of the Board.
- ii. The Chair will act as chief spokesperson for the Society, unless otherwise delegated.
- iii. The Chair shall be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-Chair in same.
- iv. The Chair shall not vote at any meeting, except in the event of a tie.

b. Vice-Chair

i. The Vice-Chair shall assist the Chair in Society activities and will carry out other duties assigned by the Chair.

Bylaws – Bobcat Backers Society (Page 2 of 11) Developed June 20, 2019 and Amended August 27, 2019

- ii. In the event of absence, resignation, incapacity or extended leave of absence of the Chair, the Vice-Chair shall fulfill the responsibilities of the Chair until the next elections at the AGM. The Chair's position remains vacant until the new Chair is elected.
- iii. In the absence of both the Chair and the Vice-Chair from meetings, a Chair may be elected or appointed at the meeting to preside.
- iv. The Vice-Chair will be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution.

c. Secretary

- i. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board/Executive, to keep accurate minutes of the same, and to prepare these for distribution.
- ii. In the absence of the Secretary, his/her duties shall be discharged by such Officer as may be appointed by the Board.
- iii. The Secretary shall have charge of all the correspondence and/or documentation of the Society and be under the direction of the Chair and the Board.
- iv. The Secretary shall keep a record/register of Members of the Society and their contact information, as required by the *Societies Act*, and shall send all Society correspondence/notices to all members as required.

d. Treasurer

- i. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board/Executive may order.
- ii. The Treasurer shall properly account for the funds of the Society, keep such books as may be directed and disburse funds as required.
- iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Society and shall submit a copy of same to the Secretary for the records of the Society and any other regulatory bodies necessary.
- iv. The Treasurer will prepare, and submit with Board/Executive approval, any financial reports required by organizations and agencies in a timely manner.
- V. Signing Authority: The signing authorities of the financial accounts will be a minimum of two (2) elected Board/Executive Members of the Society. All Society cheques or authorization for commitment of Society funds must be signed by two (2) Members of the Society Board/Executive (namely Chair, Vice-Chair, or Secretary or Treasurer).

e. Member(s) at Large

A member of the Board/Executive "at large" has no specific duties unless assigned by the Chair of the Board/Executive or a Board Committee but has the same rights and responsibilities as other Board members, including voting privileges.

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Corporate Access Number (CAN) Society Bylaws

f. Officers and Members at Large

All Members of the Board will:

- i. Attend the majority of Annual, Regular and Special General Meetings of the Membership.
- ii. Be prepared for, attend and actively participate in all Meetings of the Society.
- iii. Actively support the initiatives and actions of the Society.
- iv. Approve, where appropriate, policy and other recommendations received from the Society and its standing committees.
- v. Review the Bylaws and recommend Society-approved Bylaw changes to the membership.
- vi. Review the Society's structure, approve changes, and prepare necessary Bylaw amendments.
- vii. Participate in the development of the Society's plan and annual review.
- viii. Review the annual budget for the Society and submit to the membership for approval.
- ix. Assist in developing and maintaining positive working relations among the Society, committees, School and School Council to support and enhance education in the School community.
- x. Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- xi. Act as a leader and an ambassador of the Society.
- xii. Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
- xiii. Address operational concerns openly and with input from Board Members.
- xiv. Address personal concerns relating to Board Members' roles privately, constructively, respectfully, and in a timely manner.
- A. 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.
- B. Any Officer or Member at Large may resign his/her position by providing written notice to the Board.
- C. Any Officer or Member at Large may be removed from the Board at any time with cause by a majority vote of the Board whenever, in its judgment, the best interests of the Society will be served.

5. Auditing

- A. The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant <u>or</u> by two Members of the Society elected or appointed for that purpose at the Annual General Meeting.
- B. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor for presentation at the Annual General Meeting of the Membership.
- C. The fiscal year of the Society in each year shall be September 1 to August 31 (if the AGM is in the Fall).

6. Standing and Ad Hoc Committees

- A. Standing and ad hoc committees will be formed as necessary by the Board and will operate on an ongoing basis with specified lengths of terms. These committees may be comprised of parents/legal guardians or others from the community with either delegated or advisory responsibilities.
- B. Committees will meet outside of Meetings of the Board or General Meetings of the Membership to complete their assigned tasks as per the direction of the Board and present a report of their activities at meetings as requested.

7. Meetings

Irregularities or errors done in good faith do not invalidate acts done by any General Meeting of the Membership or Meeting of the Board. No action taken at a meeting is invalid due to accidental omission to give notice to any Member, any Member not receiving any notice, or any error in any notice that does not affect the meeting.

Meetings of the Board

A. Regular Meeting of the Board

- i. A **Regular Meeting of the Board** shall be called at a frequency determined by the Board that will permit their duties to be accomplished. All Members of the Society are allowed to attend and observe Regular Meetings of the Board.
- ii. Regular Meetings of the Board will be announced to all current Board Members by providing no less than seven (7) days' notice in writing using an email or text, or three (3) days' notice verbally by telephone or in person.
- iii. Quorum at any meeting of the Board shall be 3 Board Members.
- iv. Meetings of the Board shall be held as often as may be required, but at least once every three (3) months and shall be called by the Chair.
- v. Regular Meetings of the Board may be held without notice if a quorum of the Board is present, provided that any business transactions shall be ratified at the next Regular Meeting of the Board; otherwise they shall be null and void.
- vi. A topic to be discussed at a Regular Meeting of the Board may be deemed to be "in camera" or closed to anyone the Board chooses should the Board determine, by a majority vote of those present, that the topic is of a personal, sensitive or confidential nature.

B. Special Meeting of the Board

- i. A **Special Meeting of the Board** shall be called by the Chair or Secretary upon the instructions of any 2 Board Members, by providing no less than seven (7) day's notice in writing using email or text; or three (3) days' notice verbally by telephone or in person. Also all Board Members must be made aware of all the reasons for calling such meeting.
- ii. Quorum at a Special Meeting of the Board shall be any 3 Board Members.
- iii. All or any portion of a Special Meeting of the Board may be deemed to be "in camera" or closed to anyone the Board chooses should the Board determine, by a majority vote of those present, that the content of the meeting or agenda item is of a personal, sensitive or confidential nature.

General Meetings of the Membership

C. Annual General Meeting of the Membership (AGM)

- i. An Annual General Meeting of the Membership (AGM) will take place on or before October 31st in each year, by providing at least seven to fourteen (7 to 14) days' notice in writing using an email, Synervoice, newsletter, School website and/or social media. A reminder notification shall be sent to all parents/legal guardians by Synervoice at least three to seven (3-7) days prior to the date of the meeting.
- ii. If a Special Resolution will be proposed, no less than twenty one (21) days' notice will be required.
- iii. Only the matters set out in the notice for the AGM may be considered at the AGM.
- iv. At this meeting, there shall be elected a Chair Vice-Chair, Secretary, Treasurer, (or Secretary-Treasurer), and optionally Members at Large. The Officers and Members at Large so elected shall form a Board, and shall serve for a period of one year or until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, providing it is so stated in the notice/agenda of said meeting. Any member in good standing shall be eligible to any office in the Society.
- v. Quorum at an Annual General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members.
- vi. If a quorum cannot be attained at the meeting, a General Meeting (GM) of the Membership will be scheduled for the same day, time and location the following week. The voting Members in attendance at that General Meeting will constitute a quorum for the purposes of conducting Annual General Meeting business such as election of Officers, determining signing authority, and approval of financial statements.

D. Regular General Meeting of the Membership (RGM)

- i. A Regular General Meeting of the Membership (RGM) may be scheduled at the request of the Chair or Membership.
- ii. Regular General Meetings of the Membership shall be announced to all Members in good standing by providing no less than seven (7) days' prior notice in writing using an email or text. A notice of meeting can also be circulated by Synervoice to all parents/legal guardians three to seven (3-7) days prior and/or posted on the School website or social media, three to seven (3-7) days prior to the date of the meeting.
- iii. Quorum at a Regular General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members and 2 of which must be an elected Officer of the Society.

E. Special Meeting of the Membership (SGM)

- i. A Special Meeting of the Membership (SGM) may be called at any time by the Chair, or two (2) Members in good standing providing they set forth the reasons for calling such a meeting. Notification of the meeting shall be by email, no no less than seven (7) days' prior notice in writing using an email or text. A notice of meeting can also be circulated by Synervoice to all parents/legal guardians three to seven (3-7) days prior and/or posted on the School website or social media, three to seven (3-7) days prior to the date of the meeting, specifying the intention of the Special Meeting.
- ii. Only the matters set out in the notice for the SGM may be considered at the SGM.

iii. Quorum at a Special General Meeting of the Membership shall be 4 Members, 3 of whom must be voting Members.

8. Special Resolution

Special Resolution will mean a resolution passed at a General Meeting of the Membership of which not less than twenty one (21) days' notice in writing using a newsletter, website, email, text and/or social media, or provided verbally by telephone or in person, specifying the intention to propose the resolution has been duly given, and by the approval of not less than 75% of those Members entitled to vote in attendance.

9. Election Process

- A. Board Members are elected by the voting Members at an AGM held annually on or before October 31st.
- B. Candidates must be voting Members in good standing.
- C. Notification of the nomination procedure will be included with the notice of the election.
- D. The term of office shall be completed at the end of the meeting at which successors are elected unless written notice of resignation is submitted to the Board.
- E. The <u>maximum_number</u> of consecutive terms in the same Officer or Member at Large position on the Board, shall be 4 consecutive terms.
- F. Any vacancy occurring during the year may be filled at the next meeting, provided it is so stated in the notice calling such meeting, with the exception of the position of Chair.

10. Voting

- A. Any voting Member, including each Member of the Board, who has not withdrawn from membership and who has been neither suspended nor expelled shall have the right to vote at any Annual, Regular or Special Meeting of the Membership.
- B. Such votes must be made in person and not by proxy or otherwise.
- C. Members will vote by a show of hands where 50% + 1 will be considered the majority, except in the case of a Special Resolution. In the case of a tie, the Chair may cast the deciding vote.
- D. The Chair may authorize an electronic vote by email for the Board if a situation needs to be acted upon by the Board between physical meetings. In the case of an electronic vote, a quorum shall be constituted when at least 60% of the Members of the Board cast a vote by email. Any motion taken electronically will be formally recorded in the minutes of the next Board meeting.

E. Any Member having a personal pecuniary gain or conflict of interest in any matter being discussed by the membership or the Board is required to declare such and absent himself/herself from any discussion or vote on such matter.

11. General Management

- A. The registered office of the Society is located within the School: Bobcat Backers Society, % Bow Valley High School, 2000 River Heights Drive, Cochrane, AB T4C 1Y8.
- B. The mailing address for all communication or correspondence shall be the registered office of the Society.
- C. To maintain integrity, minute books and financial records will be securely stored and may be inspected by any Member in good standing of the Society upon reasonable request, including the reason for inspection. Such inspection may only take place at the registered office of the Society, in the presence of a Board Member, and dual control (2 people present, 1 of whom is a Board Member) will be maintained at all times.
- D. All Agendas, Minutes, Financial Records of the Society will be kept for reference for a period of five (5) years by the Society Secretary. Agendas and Minutes of meetings will be posted on the Bow Valley High School website. The Society Secretary, who will also retain a current copy of the Society Bylaws for reference and the most current Society bylaws will also be posted on the Bow Valley High School website.

12. Remuneration

No Officer, Member at Large or Member of the Society shall receive any remuneration for his/her services.

13. Borrowing Powers

For the purpose of carrying out its objectives, 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.

14. Society Seal

The Society has decided not to adopt a Society seal at this time.

15. Insurance and Indemnity

- A. Insurance: For the purpose of carrying out its objectives, the Society will discuss, annually review and carry liability insurance as deemed necessary by the Board, or if required by the policies of the School or School Board.
- B. Indemnity: Provided appropriate insurance is in place, each Officer and Member(s) at Large holds office with protection from the Society.
 - i. The Society indemnifies each Officer and Member at Large against all costs or charges that result from any act done in her/his role for the Society.
 - ii. The Society does not protect any Officer or Member at Large for acts of fraud, dishonesty or bad faith.

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Developed June 20, 2019 and Amended August 27, 2019

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- iii. No Officer or Member at Large is liable for the acts of any other Officer, Member at Large or Members.
- iv. No Officer or Member at Large is responsible for any loss or damage due to bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Society.
- v. No Officer or Member at Large is liable for any loss due to an oversight or error in judgment, or by an act in his role for the Society, unless the act is fraud, dishonesty or bad faith.

16. Privacy

- A. The Society shall not collect, use, share or store personal information for purposes other than those of Society business, and shall destroy it appropriately once it is no longer needed.
- B. The Society will adhere to *Personal Information Protection Act* (PIPA) guidelines as required by Alberta legislation, and voluntarily where appropriate.

17. Conflict Resolution

- A. If at any time 10 Members, or 5 Members and greater than 50% of the Board Members of the Society are of the opinion that the Society is in a state of conflict such that its operation is significantly impaired, they may deliver a written "Special General Meeting of the Membership" request signed by them to all Board Members.
- B. Upon receipt of such, the Chair will call a Special General Meeting of the Membership, providing due notice as stated, and Members in attendance will have an opportunity to hear and discuss the issues causing conflict.
- C. On motion, a vote shall be held respecting a proposed resolution to the conflict, and if a majority of voting Members present vote in favour of the resolution proposed, the Society will immediately act upon the resolution, as directed by the assembly.

18. Bylaws

- A. All Members are responsible for behaving in accordance with the Bylaws and objectives of the Society.
- B. The Society Bylaws and operations will be in accordance with the laws of Alberta, the *Societies Act*, the current School Societies and RVS Administrative Procedure AP112 and any other governmental legislation relating to the Society's operations and objectives.
- C. The Society Bylaws may be rescinded, altered or added to by a "Special Resolution" by a vote of note less than 75% of those members present and eligible to vote. Changes to the Bylaws do not come into effect until the Special Resolution(s) is registered at Corporate Registry. Special Resolution(s) sent to the Corporate Registry shall be dated and verified by a person authorized by the Society.
- D. Any question regarding the proper application and interpretation of these Bylaws shall be determined by the Chair at any Society meeting. The Chair's decision may be appealed by a voting Member and can be overturned by a simple majority vote at a Special General Meeting of the Membership called in accordance with the Conflict Resolution clause in these Bylaws.

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Corporate Access Number (CAN) Society Bylaws

19. Policies and Procedures

A Policy and Procedure Manual may be created, maintained and reviewed annually by the Board. Members in good standing may put forward policies to the Board for consideration and/or implementation.

A. The Society asks that any funding requests from staff or students of Bow Valley High School first be submitted and approved by the appropriate BVHS Administration personnel (i.e. principal or assistant principal) and must be conveyed to the Board through the Administration office. The Board will discuss and deliberate on the request and respond with its decision to the BVHS Administrator in writing, via email, letter or via telephone.

20. Dissolution of the Society

- A. In the event of the dissolution (closing) of the Society, which shall require a Special Resolution of the membership, the assets remaining after payment of all debts and liabilities shall be transferred to Bow Valley High School with the exception of gaming proceeds.
- B. All remaining gaming proceeds, after payment of all debts and liabilities, shall be disbursed to eligible charitable groups or purposes as per Alberta Gaming and Liquor Commission regulations.

Date: <u>August 27, 2019</u>

Corporate Access Number (CAN) Society Bylaws

21. Bylaw Approval

C. The Bobcat Backers Society Board has approved the above Society Bylaws, this 27th day of August, 2019, at the town of Cochrane, Alberta.

	Address	31 West	
		Terrace Drive	
Signature:	Cochrane	Alberta	Postal Code
Print Name: Julia Grohn			
			T4C 1R5
	Address	153 Fireside	
Signature: 1110 De Marga	Cashing	Blvd	
Mha Journ	Cochrane	Alberta	Postal Code
Print Name: Susan Brauss			T4C OR1
	Address	535 Montclair	
m h		Place	
Signature: Menun	Cochrane	Alberta	Postal Code
Print Name: Mia Kruger			T4C 0A8
	Address	636 River	140 048
O(1)	Address		
Speek		Heights Crescent	
Signature:	Cochrane	Albera	Postal Code
		1.0010	i ostar code
Print Name:Judy Heck	1		T4C 0R9
	Address	131 Bow	
	-	Meadows	
		Drive	
Signature: Tracy Bruins	Cochrane	Alberta	Postal Code
Print Name: Trans Proving	1		
Print Name: Tracy Bruins			T4C 1N5
WITNESS	Address	70 West	
		Terrace	
Signature		Crescent	
Signature: matheck	Cochrane	Alberta	Postal Code
Print Name: Mary Lou Heck			T4C 1R8
This information is being collected for the nurnases of corporate registry records in			ITC IND

This information is being collected for the purposes of corporate registry records in accordance with the Societies Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013

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