



CONSTITUTION AND BYLAWS

Article 1 - Name

The name of the organization shall be Campus View Child Care (hereafter referred to as the "Program"). The Program is a Not For Profit Society.

The Board of Directors of the Society (hereafter referred to as the "Board") are members in good standing and elected from the members at large.

Article 2 - PURPOSE

The purposes of the Program shall be as follows.

1. To provide care for the students of the Program by:
 - providing a safe and healthy environment where each child is respected and treated as an individual;
 - providing a team approach between staff and parents to nurture and guide children through open communication and mutual support;
 - providing a stimulating environment that encourages curiosity, exploration, and learning where children, can have fun and make positive changes;
 - providing an atmosphere where children can learn to solve their own conflicts in a peaceful and constructive manner, and develop positive social interaction skills.

2. To confer and co-operate with organizations other than schools which concern themselves with the care and safety of children and youth in the home, kindergartens, out-of-school clubs, and the community.

3. To provide children of the Program with the widest possible benefits from the fundraising of the Society where nothing in these objectives shall limit the Program from doing anything but what is in the best interests of the students.
4. To fundraise in order to meet other objectives of the Program.
5. In the event that the Program should at any time be wound up or dissolved, the remaining assets, after payment of debts and liabilities should be turned over to a recognized Not For Profit Society with similar purposes to those of the Program, or if this cannot be done to another recognized organization in the province or elsewhere in Canada, as directed by the members.
6. To abide by the regulations set out in the Community Care Facilities Act - Child Care Regulations.

Bylaws

A. Membership

1. The members of the Program shall be:
 - a) Parents of children attending the program
 - b) Staff of the Program;
 - c) Anyone granted membership by the Board
2. Every member shall uphold the constitution and comply with these Bylaws.
3. Any member who desires to withdraw from membership in the Program, may notify the Board, in writing, to that effect, and on receipt by the Board of such notice, the member shall cease to be a member.
4. Any member whose child ceases to be a member of the program shall also cease to be a member.
 - a) A member may be expelled from the Program by a special resolution of the members, passed in a General Meeting called for that purpose;
 - b) Notice of a special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion;

- c) The person who is the subject of the proposed resolution shall be given the opportunity to be heard at the General Meeting before the special resolution shall be put to a vote.
5. All members are members in good standing except a member who has failed to pay the annual or monthly fee to or any other subscription or debt due and owing by her/him to the Program and are not in good standing until the debt is paid.

B. Meetings

1. The Program shall hold one Annual General Meeting per twelve month period in October at a time and place decided by the Board.
2. The Program shall normally hold one Executive Board Meeting per month, exclusive of the Annual General Meeting at a time and place decided by the Board.
3. The Board or any two members of the Board or 10% of the members may, when they think fit, convene a special General Meeting at a time and place decided by the Board to deal with issues that are of immediate importance to the Board, or its Members.
4. The Board may also meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings as they see fit. Normally the outcome of these meetings is to be reported to the members.
5. Notice of either the Annual General Meeting or Board Meeting should be given to all members in writing seven days before the meeting, indicating its time, place and general agenda.
6. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any of the membership entitled to receive notice, does not invalidate proceedings at that meeting.
7. Any persons calling a meeting of the membership of the Program pursuant to clause B3 shall be responsible for the administration and preparation of the meeting.

8. The rules of procedure at an annual General, General or Special Meeting shall be determined by the Board.
9. A quorum at an Annual General Meeting shall be a minimum for 3 Board Members and 4 parent members. A quorum at Executive Board Meetings shall be a minimum of 3 Board members.
10. Voting is by a show of hands or ballot. Each member has one vote. Voting by proxy is not permitted unless otherwise directed by the Board or by special resolution of the Board.

C. Directors and Officers

1. The Board membership shall consist of the, Vice Chair, Treasurer, Secretary and a member at Large. The Chair, Vice Chair, Treasurer, Secretary and Member at Large shall be members in good standing of the Program and elected by the members at large.
2. Normally the Board shall retire at the Annual General Meeting of the Club where their successors shall be elected. Each office shall be voted on separately.
3. Any vacancy in the Board may be filled on an interim basis by appointment by the members of the Board; until such time as a replacement can be elected at an Executive meeting or Annual General Meeting.
4. The management and administration of the affairs of the Program shall be vested in the Board. In addition to the powers and authority given by the Bylaws or otherwise expressly confirmed upon them, the Board may exercise all such powers of the Program and do all such acts on its behalf, as are not by the Societies Act or any of these Bylaws required to be exercised or done by the Program at an Annual General Meeting or Executive Board Meetings and the Board shall have full power to make such rules and regulations as they deem necessary, provided that such rules and regulations are not inconsistent with the Constitution of the Program and these Bylaws.
5. A member of the Board shall cease to hold office if they are not members in good standing of the Program.

6. A member of the Board may resign by notifying the Board in writing to that effect and upon receipt of notice by the Board shall cease to be a member of the Board within 60 days, notwithstanding item C2.
7. Ten members can require the Board to call a Special meeting of the members of the Program for the purpose of removing any member of the Board of Directors and/or substituting a new member in that position.

D. Duties and Powers of Office

1. The Secretary shall keep the records of the Program and shall perform such duties as may be delegated by the Board.
2. The Treasurer shall ensure that the financial records of the society are kept in the manner required by the Society Act and shall provide financial statements to the Board, members, and others when required. The Treasurer with the Chair and Director or in the absence of the Chair with such other member of the Board or staff as may be designated by the Board, may co-sign all cheques drawn on the funds of the Program.
3. The Chair of the Board shall be Chief Officer of the Program. The Chair may co – sign all cheques drawn on the funds of the Program.
4. The Vice Chair shall generally assist the Chair and shall, in the event of the absence or disability of the Chair, perform all said duties and processes associated with that office.
5. The Member at Large is to attend meetings and act as a liaison between the Board and its members, as well as the school parent advisory council with the intended purpose of communicating instructions from the Board regarding meeting times and locations, special events, fund-raisers, special meetings and other items and communicating from the members to the Board.
6. The other officers of the Board, if any, shall perform such duties as is determined by the membership and the Board which can designate duties and powers to the other officers of the Board that are not inconsistent with any resolution passed by the membership, or inconsistent with these Bylaws or the Societies Act.

7. No member of the Board shall be remunerated for being or acting as a Board member but a Board member shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Program.

E. Staff

1. The Director , Assistant Director, Supervisors , staff are employees of the Program
2. The Director is responsible for the everyday management the Program, finances, staff allocation and management, planning and overall well being and takes direction from and reports to the Board
3. All staff and volunteers over the age of nineteen are subject to the provisions of the Criminal Records Review Act.
4. The Director may hire, terminate, discipline and promote employees. Notices to employees must be in writing. Employees must give notice of resignation in writing to the Director or the Board. An employee may appeal termination or disciplining to the Board.
5. All staff are expected to be fully self informed as to the Policies and Procedures of the program.
6. Each member of the staff shall have an up to date job description which is reviewed once a year by the Director. The Director shall be reviewed by the Chair and/or Vice Chair once a year.
7. Each staff member shall have an annual job evaluation done by their supervisor. Each evaluation shall be kept in the employees personnel file.

F. Proceedings of the Board

The Board may delegate any, but not all, of their powers to Committees consisting of the Chair or other Board members or to individual members as they think fit. A committee formed, or individually empowered to act for the Board, shall report back at the next scheduled meeting after completion of the task assigned.

G. General

1. The Bylaws shall be distributed for review at the Annual General Meeting and amended as required.
2. Whether referenced or not the provisions of the Societies Act relate to the operations and management of the Board and Club.