



AAFSLW BYLAWS

Alberta Association of Family School Liaison Workers

At a Special General Meeting on June 5th, 1992 members of the AAFSLW adopted and passed the enclosed by-laws of the Association.

**Updated:
10/01/2011**

BYLAWS OF THE ALBERTA ASSOCIATION OF FAMILY SCHOOL LIAISON WORKERS

At a Special General Meeting of the members of the Alberta Association of Family School Liaison Workers, held on the 5th day of June, 1992, I hereby certify that the following by-laws were adopted and passed.

Dated at Barrhead in the Province of Alberta this 19th day of August, 1992.

Daren Toivonen
Daren Toivonen, President

BYLAWS OF THE ALBERTA ASSOCIATION OF FAMILY SCHOOL LIAISON WORKERS

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BYLAW NUMBER ONE

NAME OF ASSOCIATION, LOCATION OF HEAD OFFICE, CORPORATE SEAL AND PURPOSE

Article 1: Name:

The name of the association is the Alberta Association of Family School Liaison Workers, herein after in these bylaws referred to as “the Association”.

Article 2: Head Office:

The head office shall be in the Province of Alberta and at such place within the province as the Executive of the association may from time to time by resolution fix.

Article 3: Seal:

The Association’s seal shall be used for all proper purposes of the Association and such Seal shall be affixed to any documents requiring a Seal by those with signing authority. Custody of the Seal is to be the responsibility of the Secretary and may be delegated to signing authorities.

Article 4: Signing Authority:

The President, Past President, President Elect, Treasurer, Secretary and two Association staff members (the latter designated by the President) shall have authority to use the seal and sign documents on behalf of the Association.

BYLAW NUMBER TWO

MEMBERSHIP

Article 1: Category Of Members:

Members in the Association shall be available to subscribers to the Bylaws, through payment of membership fees. Membership fees shall be approved at the Annual General Meeting. Annual memberships shall run from September to September of the following year, hereinafter, referred to as the anniversary date.

*Practitioner – Any individual practicing in an F.C.S.S. affiliated Family School Liaison position or variation thereof that coincides with the Family School Liaison job description as stated in the Family School Liaison manual. * The practitioner status will also apply to previous Family School Liaison Workers with a minimum of two (2) years experience.*

**The variation thereof refers to funding and/or job description.*

Associate Practitioner – Any individual practicing in a position which is preventative in nature; - which involves collaboration with the school and the home; - with a strong preventative counselling component; - in a position that is social work related.

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Affiliate – A Student and Other

Any individual registered full time at a post secondary institution in a social science program;

A business/organization/board or other professional. Any local, regional, provincial, or national group interested in the objects of the Association;

These members will not have voting privileges but will have all other membership privileges.

Applicants must submit a job description for practitioner or associate practitioner memberships. All applications must be approved by the executive.

Article 2: Resignation, Removal and Expulsion:

Any member wishing to withdraw from membership may voluntarily do so upon a 30 day notice of writing to the executive.

The failure to renew membership on its anniversary date will result in termination of membership. The applicant will be required to re-apply to be reinstated.

Article 3: Annual Meeting:

An annual meeting of the members of the Association will be held on such a date and at such a time in the province of Alberta as the Executive Committee may from time to time determine. The purpose of the meeting is to hear and act upon reports of the year's work of the Association, presentation of the financial statement setting out the Association's income, disbursements, assets and liabilities, and to elect Executive members for the ensuing year. Guests and affiliate members are welcome to attend the annual general meeting as observers.

Article 4: Special Meeting:

A special meeting may be called at the discretion of the Executive Committee, or when ten members submit a written request to the Secretary at least one month prior to the proposed meeting date. A quorum shall be five (5) members in good standing.

Article 5: Address of Members:

Every member shall furnish to the Association the address of his or her usual residence or place of business or an address to which all notices intended for the member shall be mailed or sent by other means.

Article 6: Chairperson:

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The President or, in his or her absence, the President Elect shall preside at all meetings of members. If the President and the President Elect are absent or decline to act, the persons present may choose one of their number to be the Chairperson. The Chairperson at any meeting of members may not vote thereafter but shall have a casting vote in respect of any matter submitted to a vote of the meeting and upon which an equal number of valid affirmative and negative votes are cast.

Article 7: Parliamentary Authority:

The rules contained in "Robert's Rules of Order-Revised" shall govern meetings of the Association in all cases which are not consistent with the Bylaws or special rules of the Association.

Article 8: Minutes:

It shall be the duty of the Secretary to ensure proper minutes and records are kept of all meetings and to circulate copies to the executive and any Association member upon request. These duties may be delegated to other personnel.

Article 9: Resolutions:

All motions or resolutions of the members shall be presented at duly convened meetings.

BYLAW NUMBER THREE

ELECTIONS

Article 1: Position and Term of Office: The Executive Committee shall be elected at the Annual General Meeting according to the bylaws, policies and procedures of the Association. Positions become effective following the close of the Annual General Meeting. The positions to be elected are as follows:

<u>Position</u>	<u>Term (yrs)</u>	<u>Election Year (odd/even)</u>
President	1	by ascent
Past-President	1	voted in
President- Elect	1	voted in
Secretary	2	even
Treasurer	2	odd
Membership Recruitment Chrprsn	2	even
Public Relations/Publicity Ch	2	odd

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Article 2: Nominations:

To be eligible for election to office, an individual must be of practitioner status and a member in good standing and maintain a current membership during term in office. Candidates must be nominated by one member in good standing.

The nominations shall be posted six (6) hours prior to the Annual General Meeting. Late nominations shall be officially posted prior to the Annual General Meeting.

The Secretary shall accept written nominations for Executive positions prior to the Annual General Meeting. The written consent of nominated individuals shall accompany such nominations. Information concerning executive nominations shall be received prior to the Annual General Meeting by the current Association member.

Should an Executive Member resign prior to the end of his or her term the remaining Executive will appoint a member who will act in the capacity until the end of term.

Article 3: Election Procedures:

A separate ballot shall be cast for each of the positions of President, President-Elect, Treasurer, Secretary, Membership Recruitment Chairperson, , and Public Relations/ Publicity Chairperson, positions shall be filled by a simple majority vote. The number of positions required will be filled by candidates with the highest number of votes. The president may vote on election issues only in case of a tie.

Article 4: Status:

A member must have practitioner or associate practitioner status to vote on any matters concerning the Association.

Article 5: Voting:

Any member who has not withdrawn from membership nor been suspended or expelled as herein provided shall be entitled to one vote at any General Meeting of the Association. Such votes must be made in person and not by proxy or otherwise.

Article 6: Vacancy:

An Executive Member's position may be vacated:

Upon resignation in writing; or

If the Executive Member is absent from two consecutive meetings during an operational year (A.G.M. to A.G.M.) without just cause; or

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The Executive Member may be removed by resolution of the Association for good and sufficient cause.

If deemed necessary by the Executive that vacancy may be filled by a majority vote of the Executive. That person so appointed shall hold office until the next Annual General Meeting of the Association.

Article 7: Executive Committee Member's Duties Responsibilities:

Executive Committee – The Executive Committee shall manage the affairs of the Association. They may exercise all such powers and do all such acts and things as may be exercised or done by the executive, except as prohibited by law or by the Bylaws. Without restricting the generality of the foregoing, the Executive Members:

May work by itself or in association with any government, corporation, organization or person;

May appoint or employ such agents or employees, to perform such permanent, temporary or special services as necessary and to determine their powers and duties and affix their salaries;

May remove, dismiss or suspend its agents or employees;

Shall carry out the financial business of the Association and be accountable to the membership for same;

May appoint such standing and special committees to carry on its work; and may determine the composition and powers of such committees;

Shall be reimbursed for expenses incurred in carrying out the business of the Association, upon presentation of proper statement; and,

Shall not receive remuneration for their services

President

Shall preside over the A.G.M., Special General Meetings, Board Meetings and Executive Meetings of the Association;

Shall issue public statements on behalf of the Association;

Shall supervise the Association staff; and

Shall sit as an Ex-officio member of all standing and ad-hoc committees.

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Shall be responsible for the overall planning for the Association.

Shall perform other duties as assigned

President-Elect

Shall take office as President of the Association at such time as the President may be unable to fulfill his/ her term;

Shall chair meetings in the President's absence;

Shall be responsible for nominations; and

Shall perform other duties as assigned

Past President

Shall assist the President;

Shall act as an Association representative along with the President;

Shall be an advisor on all aspects of the Association.

Shall perform other duties as assigned

Secretary

Shall be considered part of the Executive Committee and should be present at all Executive meetings;

Shall ensure that minutes are kept of all meetings of the general membership, board and executive;

Shall ensure that the objects, bylaws, policies and procedures are in good order, and that amendments are entered in the records immediately upon approval;

Shall call meetings to order in the absence of the President and President-Elect and to preside, pending the election of a temporary chairperson, and;

Shall act as parliamentarian at all meetings.

Shall perform other duties as assigned

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Treasurer

Shall be considered part of the Executive Committee and should be present at all Executive meetings;

Shall ensure proper financial procedures and maintenance of accurate records for all receipts and disbursements, in accordance with Association policies;

Shall ensure the preparation of an audited financial statement for submission to the Executive Committee, followed by presentation to the general membership at the A.G.M.;

Shall make recommendations from time to time as appropriate, on financial controls and possible funding sources; and,

Shall ensure that the Association's staff are paid in accordance with the existing Municipal, Provincial and Federal regulations and laws, and ensure personnel records are kept as required by those regulations.

Shall perform other duties as assigned

Membership Recruitment Chairperson

Shall be considered part of the Executive Committee and should be present at all Executive meetings;

Shall ensure a current membership list is maintained at all times;

The membership list shall contain professional current information on each member as stated in the Association membership requirements;

Shall ensure that the President receives written notification of all new members;

Shall be responsible for collecting annual membership fees;

Shall collect undated professional information regarding members annually;

Shall forward membership information along with fees to the Association Treasurer;

Shall be responsible for Membership recruitment which will include contacting new F.S.L. workers regarding matters of the Association;

Shall perform other duties as assigned.

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Public Relations/ Publicity Chairperson

Shall be considered part of the Executive Committee and should be present at all Executive meetings;

Shall update and maintain the Association Web Site, Brochure, display board and any other promotional materials;

Shall be responsible for producing a bi-annual Newsletter for members of the Association;

Shall promote the AAFSLW through advertising and liaising with other professional associations;

Shall be responsible for promotional materials;

Shall perform other duties as assigned.

BYLAW NUMBER FOUR

GENERAL BANKING AND EXECUTION OF INSTRUMENTS

Article 1: Cheques, Drafts and Notes:

All cheques, drafts or orders for the payment of money al all notes and acceptances and bills of exchange shall be signed by such officer or officers or person or persons, whether or not officers of the Association and in such manner as the Executive Committee may from time to time designate.

BYLAW NUMBER FIVE

FISCAL YEAR ACCOUNTS AND YEAR END AUDIT

Article 1: Fiscal Year:

The Fiscal Year of the Association shall begin on the 1st day of September and shall terminate on the 31st day of August in each year, or on such other date as the Executive Committee shall be resolution from time to time determine.

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Article 2: Accounts:

The Books of Account and other records of the Association shall be kept at the head office of the Association or at such other place in Alberta as the Executive committee may from time to time appoint, and shall be open to inspection by the Executive.

Article 3: Year End Audit:

The financial statements of the Association shall be audited by two members of the Association elected for that purpose at each annual meeting of the Association provided that if legislation, regulations or administrative policies to which the Association is subject require the appointment of an independent auditor or if the Executive Committee otherwise determines that it is necessary or desirable to appoint an independent auditor, a chartered accountant or firm of chartered accountants shall be appointed from time to time by the Executive Committee as such remuneration as may be fixed by the Executive Committee. The audit requirement can be waived by a unanimous consent of the Executive Committee.

BYLAW NUMBER SIX

DUES, FEES AND ASSESSMENTS

Article 1: The Executive Committee shall recommend for approval of the membership at each Annual General Meeting the amount of fees due, and assessments to be levied during the current fiscal year.

BYLAW NUMBER SEVEN

DISSOLUTION OF THE ASSOCIATION

Article 1: In the event of the dissolution or winding up of the Association for any cause whatsoever, the property and assets of the Association shall be paid to and or disposed of in such a manner as the Executive shall determine.

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BYLAW NUMBER EIGHT

ENACTMENT, REPEAL AND AMENDMENT OF BYLAWS

Article 1: The bylaws of the Association may be repealed or amended through a Special Resolution by a majority vote of not less than 75% of those members present who if entitled to do so, vote in person at a meeting duly called for that purpose of considering the repeal or amendment. Notice of such a Special Resolution to repeal or amend the bylaws must be given to the Association members and any individual members thirty (30) calendar days in advance of the said annual or special meeting and a copy of the proposed amendment attached thereto.

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WITNESS the seal of the Association
Doreen Toivonen
PRESIDENT
Maxine Blatz
TREASURER



The foregoing bylaws of the Alberta Association of Family School
Liaison Workers was approved and ratified by the members of the
Association at a Special General Meeting of the Members held on the
5th day of June, 1992.
Doreen Toivonen
PRESIDENT
Maxine Blatz
TREASURER