

# Nighthawks Parent Society 2025 Bylaw Update Tracking Document

## Nighthawk Parents Society - Bylaw Update Project 2025 Tracking Document

The purpose of this document is to track all changes to the Nighthawk Parents Society Bylaws from the original 2023 version to the proposed 2025 versions.

| Nighthawks Parents Society - Bylaw Updates |                                                        |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |                       |              |                                   |              |
|--------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|--------------|-----------------------------------|--------------|
| Item #                                     | Action<br>(Add / Delete /<br>Change / Move<br>/ Other) | Old Item                                                                                                                                                                                                                                                                                                                     | New Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | New Document<br>Page Number | Approved by Committee |              | Approved by Board of<br>Directors |              |
|                                            |                                                        |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             | Approval<br>Status    | Date         | Approval<br>Status                | Date         |
| 1                                          | Change                                                 | Section 1 Numbering                                                                                                                                                                                                                                                                                                          | Update to Correct - Remove blank Lines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 2                                          | Change                                                 | Section 2 Numbering                                                                                                                                                                                                                                                                                                          | Update to Correct - Remove blank Lines.<br>Fixed Bullet numbering to Correct                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 3                                          | Change                                                 | Section 3 Numbering                                                                                                                                                                                                                                                                                                          | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 to 5                      | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 4                                          | Change                                                 | Section 3.1 - "Any person having..."                                                                                                                                                                                                                                                                                         | Change to - "Any <b>parent or guardian</b><br>having..."                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 5                                          | Add                                                    |                                                                                                                                                                                                                                                                                                                              | Add new section 3.3 "The Board of<br>Directors, at their sole discretion, may<br>approve a non-parent or guardian as a<br>Member on an annual basis."<br><br>Change numbering for the remainder of<br>section 3                                                                                                                                                                                                                                                                                                            | 1                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 6                                          | Change                                                 | Footer - North Trail Society/Society<br>Bylaws (Page # of ##)<br>2023                                                                                                                                                                                                                                                        | Change Footer to:<br><br>Nighthawks Parent Society Bylaws (Page<br># of ##)<br>Version 2025.1<br><br>Version # will be determined by the<br>Version Control Table to be added to the<br>end of the document and include the Year<br>as part of the numbering                                                                                                                                                                                                                                                               | ALL                         | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 7                                          | Add                                                    |                                                                                                                                                                                                                                                                                                                              | New Section # 3.8.2.4 - Add "the" to in<br>same - to make it grammatically correct<br><br>"In the same"                                                                                                                                                                                                                                                                                                                                                                                                                    | 2                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 8                                          | Add                                                    |                                                                                                                                                                                                                                                                                                                              | New Section 3.8.4.4 - Add "through the<br>approved North Trail High School Liaison."                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 9                                          | Change                                                 | Section 4 - Auditing                                                                                                                                                                                                                                                                                                         | Change Section 4 Title to 4. Annual<br>Financial Review and Auditing                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 10                                         | Change                                                 | Section 4 Numbering                                                                                                                                                                                                                                                                                                          | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 11                                         | Change                                                 | Section 4.1 The books, accounts and<br>records of the Secretary and<br>Treasurer shall be audited at least<br>once each year by a duly qualified<br>accountant OR by two Members of<br>the Society without signing<br>authority, elected or appointed for<br>that purpose at the Annual General<br>Meeting of the Membership | Change to:<br><br>4.1 The books, accounts and records of<br>the Secretary and Treasurer shall undergo<br>a <b>Review Engagement</b> at least once each<br>year by a <b>Chartered Professional<br/>Accountant (CPA)</b> OR by two Members of<br>the Society without signing authority,<br>elected or appointed for that purpose at<br>the Annual General Meeting of the<br>Membership. <b>The selection of a CPA<br/>must be approved by a majority of the<br/>membership at any General Meeting of<br/>the Membership.</b> | 5                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 12                                         | Change                                                 | Section 4.2 A complete and proper<br>statement of the standing of the<br>books for the previous year shall be<br>submitted by such auditor for<br>presentation at the Annual General<br>Meeting of the Membership.                                                                                                           | Change to:<br><br>4.2 A complete and proper statement of<br>the standing of the books for the previous<br>year shall be submitted by such <b>reviewer<br/>(s)</b> for presentation at the Annual General<br>Meeting of the Membership.                                                                                                                                                                                                                                                                                     | 5                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 13                                         | Add                                                    |                                                                                                                                                                                                                                                                                                                              | Add new section 4.3 The Board shall, at its<br>discretion, engage a CPA for an Audit<br>Engagement if it so deems necessary.<br>The Membership may direct the Board to<br>engage a CPA for an Audit Engagement<br>with a seventy-five percent (75%) vote.                                                                                                                                                                                                                                                                  | 5                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 14                                         | Change                                                 |                                                                                                                                                                                                                                                                                                                              | Change 4.4 fiscal year to April 1 to March<br>31st from September 1st to August 31st<br><br>Change by Board of Directors                                                                                                                                                                                                                                                                                                                                                                                                   | 5                           |                       |              | Yes                               | Jan 29, 2025 |
| 15                                         | Change                                                 | Section 5 - Numbering                                                                                                                                                                                                                                                                                                        | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 16                                         | Change                                                 | Section 6 - Numbering                                                                                                                                                                                                                                                                                                        | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5 to 7                      | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 17                                         | Add                                                    |                                                                                                                                                                                                                                                                                                                              | New Section 6.2 - Parliamentary<br>procedures and Roberts Rules of Order<br>shall govern the proceedings of all<br>meetings, except where same conflicts<br>with the Bylaws of the Society.                                                                                                                                                                                                                                                                                                                                | 5                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 18                                         | Change                                                 |                                                                                                                                                                                                                                                                                                                              | Change 6.3.1.1 AGM date to June 15th<br>from September 30th.<br><br>Change by Board of Directors                                                                                                                                                                                                                                                                                                                                                                                                                           | 5 to 6                      |                       |              | Yes                               | Jan 29, 2025 |
| 19                                         | Change                                                 | New Section 6.3.1.4 - Quorum at an<br>Annual General Meeting of the<br>Membership shall be 4 Members, 3<br>of whom must be voting Members.                                                                                                                                                                                   | Change to:<br><br>6.3.1.4 Quorum at an Annual General<br>Meeting of the Membership shall be 7<br>Members, 5 of whom must be voting<br>Members and 2 of whom must be elected<br>Officers of the Society<br><br>Ensures a consistent Quorum requirement<br>for similar meetings                                                                                                                                                                                                                                              | 6                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |

# Nighthawks Parent Society 2025 Bylaw Update Tracking Document

## Nighthawk Parents Society - Bylaw Update Project 2025 Tracking Document

The purpose of this document is to track all changes to the Nighthawk Parents Society Bylaws from the original 2023 version to the proposed 2025 versions.

| Nighthawks Parents Society - Bylaw Updates |                                                        |                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                   |                             |                       |              |                                   |              |
|--------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|--------------|-----------------------------------|--------------|
| Item #                                     | Action<br>(Add / Delete /<br>Change / Move<br>/ Other) | Old Item                                                                                                                                                                                 | New Item                                                                                                                                                                                                                                                                                                                                          | New Document<br>Page Number | Approved by Committee |              | Approved by Board of<br>Directors |              |
|                                            |                                                        |                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                   |                             | Approval<br>Status    | Date         | Approval<br>Status                | Date         |
| 20                                         | Add                                                    |                                                                                                                                                                                          | Add 6.3.3.4 A SGM shall be called in the instance of the Role of President being vacated for any reason prior to the conclusion of the term of the President. No less than 21 days notice will be required, specifying the election of the President.                                                                                             | 7                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 21                                         | Change                                                 | New Section #6.4.1.1. "...At the discretion of the President, Members may participate in discussions and ask questions, but shall not be permitted to make, second or vote on a motion." | Change to:<br><br>At the discretion of the President, Members <b>who are not Board Members</b> may participate in discussions, ask questions, <b>and vote on motions. Members who are not on the Board shall not be permitted to make or , second any motions.</b>                                                                                | 7                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 22                                         | Add                                                    |                                                                                                                                                                                          | Section 6.4.1.3<br><br>Add - Quorum at any Regular Meeting of the Board shall be 4 Board Members <b>in the case where the Secretary and Treasurer are held by different individuals, and shall be 3 Board Members in the case where the Secretary and Treasurer roles are held by the same individual</b> , 2 of whom must be elected Officers.   | 7                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 23                                         | Add                                                    |                                                                                                                                                                                          | Section 6.4.2.2<br><br>Add - Quorum at a Special Meeting of the Board shall be any 4 Board Members <b>in the case where the Secretary and Treasurer are held by different individuals, and shall be 3 Board Members in the case where the Secretary and Treasurer roles are held by the same individual</b> . 2 of whom must be elected Officers. | 8                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 24                                         | Change                                                 | New Section # 6.4.2.3 "...in camera" or closed to anyone the Board chooses should the Board determine, by a majority vote of those present, ..."                                         | Change to:<br><br>"...in camera" or closed to anyone <b>the Officers of the Board</b> chooses should the <b>Officers of the Board</b> determine, by a majority vote of those <b>Officers of the Board</b> present,....                                                                                                                            | 8                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 25                                         | Change                                                 | Section 7 - Numbering                                                                                                                                                                    | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                               | 8                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 26                                         | Change                                                 | Section 8 - Numbering                                                                                                                                                                    | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                               | 8                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 27                                         | Change                                                 | New Section 8.6 - "...with the exception of the President (see 3.7.2.3)                                                                                                                  | Change to:<br><br>"...with the exception of the President (see <b>6.3.3.4) where a SGM is required to be called.</b>                                                                                                                                                                                                                              | 8                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 28                                         | Change                                                 | Section 9 - Numbering                                                                                                                                                                    | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                               | 8 to 9                      | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 29                                         | Add                                                    |                                                                                                                                                                                          | Add 9.1.1 - In the situation where there are multiple members representing a single child or multiple siblings registered at North Trail High School, those members shall designate a single member to be their representative vote as required.<br><br>Also add to 9.2.1                                                                         | 8                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 30                                         | Change                                                 | New 9.2.2 Only each Member of the Board will have 1 vote, including the President in the case of a tie (See 3.7.2.5) at all Meetings of the Board.                                       | Change to:<br><br><b>Each</b> Member of the Board will have <b>only</b> 1 vote, including the President in the case of a tie (See <b>3.8.2.5</b> ) at all Meetings of the Board.                                                                                                                                                                  | 9                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 31                                         | Change                                                 | In the case of a tie, the motion is defeated or the President may cast a vote (see 3.7.2.5).                                                                                             | Change to:<br><br>New 9.2.2 Only each Member of the Board will have 1 vote, including the President in the case of a tie (See <b>3.8.2.5</b> ) at all Meetings of the Board.                                                                                                                                                                      | 9                           | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 32                                         | Change                                                 | Section 10 - Numbering                                                                                                                                                                   | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                               | 9 to 10                     | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |

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| Nighthawks Parents Society - Bylaw Updates |                                                        |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                       |              |                                   |              |
|--------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|--------------|-----------------------------------|--------------|
| Item #                                     | Action<br>(Add / Delete /<br>Change / Move<br>/ Other) | Old Item                                                                                                                                                                                            | New Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | New Document<br>Page Number | Approved by Committee |              | Approved by Board of<br>Directors |              |
|                                            |                                                        |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             | Approval<br>Status    | Date         | Approval<br>Status                | Date         |
| 33                                         | Add                                                    |                                                                                                                                                                                                     | <p>Add to Bylaws (from Board):</p> <p>10.5 Any Member who is responsible for purchasing supplies as directed by the Board shall make every attempt to source prices and use the lowest cost alternative where possible.</p> <p>10.6 In any situation where a potential conflict of interest might be perceived as a result of purchasing goods and services from Members and/or their direct families, The Purchasing Member shall ensure that they secure and provide a minimum of an additional two (2) quotes from other businesses to ensure that the lowest cost alternative is being utilized. The only exception is if the business is the sole provider of specialized goods or services.</p> <p>10.7 The Association shall not provide loans to any Member.</p> | 10                          |                       |              | Yes                               | Jan 29, 2025 |
| 34                                         | Change                                                 | Section 11 - Numbering                                                                                                                                                                              | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 35                                         | Change                                                 | Section 11.1 "Unless authorized at any meeting and after notice for same shall have been given, no Officer, Director or Member of the Society shall receive any remuneration for his/her services." | <p>Change to:</p> <p>"Unless authorized at any meeting and after notice for the same shall have been given, no Officer, Director or Member of the Society shall receive any remuneration for their services."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 36                                         | Change                                                 | Section 12 - Numbering                                                                                                                                                                              | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 37                                         | Change                                                 | Section 13 - Numbering                                                                                                                                                                              | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 38                                         | Change                                                 | 13.1 The Society has not adopted an Society Seal.                                                                                                                                                   | <p>Change to:</p> <p>13.1 The Society has not adopted a Society Seal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 39                                         | Change                                                 | Section 15 - Numbering                                                                                                                                                                              | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 11                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 40                                         | Change                                                 | Section 16 - Numbering                                                                                                                                                                              | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 11                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 41                                         | Add                                                    |                                                                                                                                                                                                     | <p>Add Section 16.4 Arbitration</p> <p>16.4.1 Any dispute arising out of the affairs of the Society and between any of the Members shall be decided by arbitration by a single arbitrator pursuant to the Arbitration Act of the Province of Alberta.</p> <p>16.4.2 All fees, solicitor client costs, disbursements and expenses of the parties and the arbitrator shall be at the discretion of the arbitrator.</p> <p>16.4.3 A decision made pursuant to an arbitrator is binding on all parties and may be enforced on application to the Court of King's Bench.</p>                                                                                                                                                                                                  | 11                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 42                                         | Change                                                 | Section 17 - Numbering                                                                                                                                                                              | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 12                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 43                                         | Change                                                 | Section 18 - Numbering                                                                                                                                                                              | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 12                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 44                                         | Change                                                 | Section 19 - Numbering                                                                                                                                                                              | Updates to Correct Bullet Numbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 12                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |
| 45                                         | Add                                                    |                                                                                                                                                                                                     | Add Section 20 HISTORICAL VERSION TRACKING and Version Tracking Table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 13                          | Yes                   | Jan 15, 2025 | Yes                               | Jan 29, 2025 |