



REGISTRIES

PO Box 1007
Stn Main
Edmonton Alberta
T5J 4W6

IMPORTANT

Please read the instructions
on the back of this form

Request for Services

FOR CASH REGISTER USE ONLY

16490/4

Date of Request

Nov 26/04

1. Your File Number	Name of Company - Existing or Proposed (for which services are required)	Amount	Corporate Access Number (if known)
	Holy Spirit Catholic School Council	53.50	

2. Name Ward Toma			
Address (Street) 33 Chelsea Way			
(City, Province) Sherwood Park AB		Postal Code T8H 1E6	
Telephone Number(s): 780 464 4723	(Res.)	(Bus.) 780 451 0844	Fax No. 44

3. Service will be:

☒ Mailed Out

☐ Picked Up - Call Box No. _____
If applicable

☐ Edmonton

☐ Calgary

4. Type of Payment:

☐ Cash

☒ Cheque No. 75

Account No. _____

☐ Visa

☒ Mastercard

Authorization Number

Expiry Date

Signature of Cardholder

5. Type of Service: (check one only)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Annual Return | <input checked="" type="checkbox"/> Incorporation | <input type="checkbox"/> Discharge Receiver |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Dissolution/Liquidation | <input type="checkbox"/> Name Change | <input type="checkbox"/> Appointment of Receiver |
| <input type="checkbox"/> Trade Name | <input type="checkbox"/> Discontinuance | <input type="checkbox"/> English/French Equivalent | <input type="checkbox"/> Registration |
| <input type="checkbox"/> Photocopies | <input type="checkbox"/> Revival/Restoration | <input type="checkbox"/> Articles of Amendment | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Diazo Copies | <input type="checkbox"/> Amalgamation | <input type="checkbox"/> Restated Articles | <input type="checkbox"/> Tax (G.S.T.) |
| <input type="checkbox"/> Certified Copies | <input type="checkbox"/> Continuation | <input type="checkbox"/> Object or Bylaws Amendments | <input type="checkbox"/> Other (explain below) |

6. Special Instructions for any of the above services:

Signature

Print Name

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

Notice of Address or Notice of Change of Address

Business Corporations Act
Section 20

1. Name of Corporation

2. Corporate Access Number

Holy Spirit Catholic School Council	
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3. Address of Registered Office (P.O. Box number **can only** be used by a Society)

Street	City / Town	Province	Postal Code
151 Crimson Drive	Sherwood Park	AB	T8H 2R2

OR

Legal Land Description	Section	Township	Range	Meridian

4. Records Address (P.O. Box number **cannot** be used)

Street	City / Town	Province	Postal Code
151 Crimson Drive	Sherwood Park	AB	T8H 2R2

OR

Legal Land Description	Section	Township	Range	Meridian

5. Address for Service by Mail (if different from Item 3)

NOTE: If this is a change, please read instructions carefully.

Post Office Box Only	City / Town	Province	Postal Code

W/Toma

Authorized Signature
(for societies and non-profit companies only)

Ward Toma

Name of Person Authorizing (please print)

Jan 9/05

Date

78 164 4723

Telephone Number (daytime)

Treasurer

Title (please print)

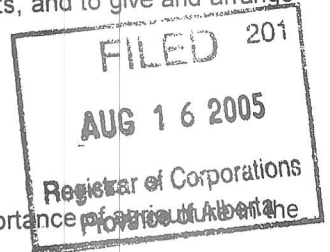
Identification
(not applicable for societies and non-profit companies)

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Application to Form a Society

We, the undersigned, declare that we desire to form a society under the Societies Act, and that:

- The name of the society is: Holy Spirit Catholic School Council
- The objects of the society are: (check (✓) all that apply and add any additional objects in the space provided)
 - ☐ To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities.
 - ☐ To acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes.
 - ☐ To encourage and promote amateur games and exercises.
 - ☒ To provide a meeting place for the consideration and discussion of questions affecting the interests of the community.
 - ☐ To carry on a literary and debating club for the discussion of topics of general interest, and to encourage the practice of public speaking among its members.
 - ☐ To procure the delivery of lectures on social, education, political, economic and other subjects, and to give and arrange musical and dramatic entertainments.
 - ☐ To establish and maintain a library and reading room.
 - ☐ To provide all necessary equipment and furniture for carrying on its various objects.
 - ☐ To provide a centre and suitable meeting place for the various activities of the community.
 - ☐ Generally to encourage and foster and develop among its members a recognition of the importance of the province of Alberta in national life.
 - ☒ To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.



Additional Objects: To consult with and advise the administration staff of the Holy Spirit Catholic School and the separate school divisions of which it is part on any subject dealing with the school affairs, within the limits allowed by the by laws.

Dated August 9, 2005

Signature: <u>[Signature]</u>	Address: (including postal code) <u>33 Chelsea Way, Sherwood Park</u> <u>AB T8H 1E6</u>
Print Name: <u>David Toma</u>	
Signature: <u>[Signature]</u>	Address: (including postal code) <u>10 CROCUS WAY</u> <u>SHERWOOD PARK, AB, T8H 2S9</u>
Print Name: <u>David Wyatt</u>	
Signature: <u>[Signature]</u>	Address: (including postal code) <u>15 Aster Court</u> <u>Sherwood Park, AB T8H 1A1C</u>
Print Name: <u>Rosemarie Molyneaux</u>	
Signature: <u>[Signature]</u>	Address: (including postal code) <u>20 Darlington Dr.</u> <u>Sherwood Park AB T8H 1R8</u>
Print Name: <u>Jamie Kotowich</u>	
Signature: <u>[Signature]</u>	Address: (including postal code) <u>174 Darlington Dr</u> <u>Sherwood Park AB T8H 1N7</u>
Print Name: <u>Shelley Miller</u>	
WITNESS Signature: <u>Julie Ann Toma</u> <u>[Signature]</u>	Address: (including postal code) <u>33 Chelsea Way</u> <u>Sherwood Park AB T8H 1E6</u>



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HOLY SPIRIT CATHOLIC SCHOOL COUNCIL SOCIETY BYLAWS

MEMBERSHIP

- 1: All parents of students attending Holy Spirit Catholic School including ECS parents are members of the Holy Spirit Catholic School Council. A membership fee, if any, in the society shall be determined, from time to time, by the members at a general meeting.
- 2: Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause, which the society may deem reasonable.

PRESIDENT

- 3: The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

BOARD OF DIRECTORS

- 4: Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society.
- 5: 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, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members of the Board provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days and notice will be given by a newsletter to all parents with children registered at Holy Spirit Catholic School.
- 6: A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
- 7: Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause that the society may deem reasonable.

SECRETARY

- 8: It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of

FILED 201

AUG 16 2005

Registrar of Corporations
Province of Alberta

RECEIVED BY

AUG 16 2005

Corporate Registry

the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

- 9: The Secretary shall send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

TREASURER

- 10: The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

AUDITING

- 11: The books, accounts, and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society in each year shall be September 1 to August 31.
- 12: The books and records of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

MEETINGS

- 13: This society shall hold an annual meeting at least 21 days prior to the end of the school year. Notice of the annual general meeting will be given to Parents, ECS Parents and the School Community not less than 21 days before the date of the meeting. Notice will be given by the newsletter to all parents with children registered at Holy Spirit Catholic School and will describe the matters to be dealt with at the annual general meeting in each year.
- 14: At the first meeting of the Society in September there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary-Treasurer), and three directors (CSPCC member and 2 Auditors). The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.

- 15: General meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered in the mail eight days prior to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, delivered in the mail eight days prior to the meeting.
- 16: The Quorum for any meeting will consist of at least 2 Board members, the Principal or Assistant Principal, a Teacher and 5 voting members.

VOTING

- 17: Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise.

REMUNERATION

- 18: Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the association shall receive any remuneration for his/her services.

BORROWING POWERS

- 19: For the purpose of carrying out its objects, 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.

BYLAWS

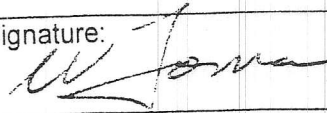
- 20: The Bylaws may be rescinded, altered, or added to by a Special Resolution.

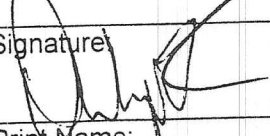
SPECIAL RESOLUTION

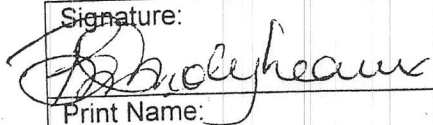
- 21: As defined in the Societies Act, Special Resolutions are voted on at a general meeting of which not less than 21 day's notice specifying the intention to propose the resolution has been duly given and is only carried by a vote of not less than 75 percent of those members present at the meeting.

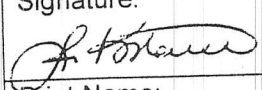
Dated August 9, 2005

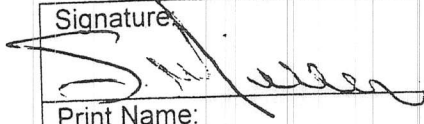
SIGNATURES ON ATTACHED PAGE FOLLOWING

Signature: 	Address 33 Chelsea Way		
Print Name: Wanda Toma	City/Town Sherwood Park	Province AB	Postal Code T8H 1E6

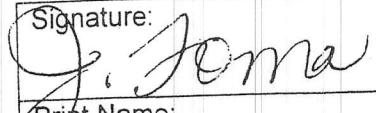
Signature: 	Address 10 CROCUS Way		
Print Name: DAVID WYATT	City/Town SHERWOOD PARK,	Province AB,	Postal Code T8H 2J9

Signature: 	Address 15 Aster Court		
Print Name: Rosemarie Molyneaux	City/Town Sherwood Park,	Province AB	Postal Code T8H 1M6

Signature: 	Address 20 Darlington Drive		
Print Name: Jamie Kotowich	City/Town Sherwood Park,	Province AB	Postal Code T8H 1R6

Signature: 	Address 174 Darlington Dr T8H 1N7		
Print Name: Shelley Miller	City/Town Sherwood Park	Province AB	Postal Code T8H 1N7

WITNESS

Signature: 	Address 33 Chelsea Way		
Print Name: J. Toma	City/Town Sherwood Park	Province AB	Postal Code T8H 1E6