



CAMPBELL AREA MUSIC PARENTS ASSOCIATION INC.

NOTICE OF ANNUAL GENERAL MEETING

Tuesday, September 18th, 2018

**McTavish's Cafeteria,
Campbell Collegiate, 102 Massey Road, Regina**

Immediately following the 6:00pm Welcome Back BBQ

AGENDA

1.0 Introduction of 2017-2018 Board of Directors

2.0 Overview of 2017-2018 CAMPA Activities

3.0 Presentation of Financial Statements for the Fiscal Year ending July 31, 2018

A copy may be obtained in advance at no charge by emailing admin@campa.ca

4.0 Amendments to Constitution and By-laws

See attached summary for more information

5.0 Election of 2018-2019 Board of Directors

6.0 Music Department Overview of 2018-2019 Tours and Other Activities



Campbell Area Music Parents Association Inc. (CAMPA)

Amendments to Constitution and By-laws

Rationale:

The Campbell Area Music Parents Association Inc. (CAMPA) has not updated its Constitution and By-laws for several years. The proposed amendments reflect the Association's current structure, purpose, principles, and operations.

Background:

CAMPA was incorporated on July 24, 1992. The Articles of Incorporation indicated a minimum of 1 and maximum of 20 directors for the Association. At that time, it appears that the Constitution and By-laws for CAMPA were adopted from the former association (i.e. Campbell Area Band Parents Association Inc.) which had been incorporated a few years earlier, in 1988.

CAMPA has not amended its By-laws since incorporation. In August of 1998, the fiscal year-end was changed from May 31 to July 31, and a few minor amendments to CAMPA's Constitution were made in 2002 and 2006. Since then, there have been several reviews of the Constitution and By-laws, but the only change was to amend the Articles on December 15, 2016 to recognize that CAMPA had evolved from a membership organization to become a charitable non-profit several years prior.

Proposed Amendments:

The proposed amendments to the Constitution require Membership approval by special resolution at the Annual General Meeting. The suggested changes incorporate not only requirements under *The Non-profit Corporations Act, 1995*, but also contain updates to align it with the Association's current structure, purpose, and principles. These include:

- 1) Recognizing that CAMPA is a registered charity and a charitable Saskatchewan non-profit organization, and inserting the mission statement that was developed several years ago
- 2) Clarifying that CAMPA's membership includes all parents/guardians of students registered in the Campbell Collegiate Music Program, as well as the music staff employed under that program, and others approved by the Board of Directors
- 3) Clarifying that Board Members must be members of CAMPA and identifying that the minimum is 3 and maximum is 20, as well as listing current Board and Executive Officer positions, clarifying which of these are elected versus appointed, and removing details about the Board's duties and operations (which are more appropriately placed in the Association's By-laws)
- 4) Stating the date of the Annual General Meeting, inserting brief information on the election process, and clarifying the process for amendments and dissolution, all in compliance with regulatory requirements

Amendments to CAMPA's By-laws were approved by the Board of Directors on June 5, 2018, and must be submitted to the Membership at the Annual General Meeting for confirmation by ordinary resolution. The By-law amendments include:

- 1) Adopting the current terminology of the Association
- 2) Updating the election process, including information regarding terms of office and exceptions, as well as current requirements for all Board members to complete Policy Information Check and Volunteer Code of Conduct forms
- 3) Clarifying the Annual General Meeting process, as well as regular Board meeting frequency and quorum details, in accordance with regulatory requirements
- 4) Listing Board Member powers and responsibilities, as well as describing up-to-date Executive Officer duties
- 5) Providing information about financial operations which reflect current practices and regulatory requirements