

# The Charitable Foundation Charter Of The

The Bramalea Secondary School Alumni Trust

## “BSS Alumni Trust”

*A charitable foundation of the  
Bramalea Secondary School Alumni Association*





THANK YOU FOR SUPPORTING  
THE BSS ALUMNI TRUST  
A Charitable Foundation of the B.S.S.A.A.



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## CHARITABLE FOUNDATION "BSS ALUMNI TRUST"

The **Bramalea Secondary School Alumni Trust**, ("BSS Alumni Trust"), is a non-profit trust founded by the **Bramalea Secondary School Alumni Association**, ("BSSAA"), in partnership with the Peel District School Board, ("PDSB") and funded by volunteer donations, contributions through charitable activities for the realization of its goals and objectives. The offices of "BSS Alumni Trust" are located at Bramalea Secondary School in Brampton, Ontario, Canada. The "BSS Alumni Trust" shall be maintained by the "PDSB". The "BSSAA" is also referred to as the "Founders" of the "BSS Alumni Trust".

"BSS Alumni Trust" was established in compliance with the provisions of the laws of Ontario and Canada.

### Goals and Objectives of "BSS Alumni Trust".

- ◆ Improvement and development of the educational environment of Bramalea Secondary School, ("BSS"), and its local community;
- ◆ Supporting establishment of Centres of Excellence in Education at BSS;
- ◆ Raise funds to offset the cost of new and replacement equipment, skills development and training programs, and other projects as approved by the BSSAA
- ◆ Assist and support other education focused community programs, should resources be available, through elementary schools and community service groups

### Activities of "BSS Alumni Trust".

- ◆ Conducting festivals, exhibitions, fairs, raffles, charitable concerts, auctions and other fundraising activities enabling "BSS Alumni Trust" to implement its goals,
- ◆ Assisting other organizations by providing fundraising projects to benefit BSS and its local community with available human, material and financial resources, as approved by the BSSAA,
- ◆ Engaging local companies, public sector agencies, individuals and other parties in the promotion of the activities of "BSS Alumni Trust";

To achieve its goals, "BSS Alumni Trust" has the right:

- ◆ to obtain funding through any legal method or activity,
- ◆ to engage in contracts and other deals,

### Property, Finance and Transparency.

Equity of "BSS Alumni Trust" is formed by:

- ◆ financial means and material values through fundraising projects,
- ◆ private contributions,
- ◆ non-refundable charitable donations,
- ◆ other sources in compliance with valid laws.

Financial resources of "BSS Alumni Trust" are constituted by:

- ◆ charitable and other donations,
- ◆ volunteer offerings by enterprises, organizations and citizens,
- ◆ loans and credits,
- ◆ profit from income-generating activities represented in monetary or in-kind form in conformity with valid laws.

Accounting procedures and documentation are organized in accordance with the applicable laws. "BSS Alumni Trust" guarantees transparency and accountability of its financial operations to its Founders and potential donors.

### **Founders' Discretion.**

The following decisions remain at the exclusive discretion of the Founders:

- ◆ amendments of and additions to the current Statute,
- ◆ setting policy and strategic objectives of "BSS Alumni Trust",
- ◆ reorganization of "BSS Alumni Trust",
- ◆ forming executive organs of "BSS Alumni Trust" and determining their tenure,
- ◆ appointment of the Board's Chairperson and members of the Auditing Commission and discontinuation of their functions,
- ◆ undertaking auditory check, appointing the auditor and determining his payment scale,
- ◆ endorsing annual reports and balance statements of "BSS Alumni Trust",
- ◆ participation in non-profit organisations and societies,
- ◆ endorsing internal by-laws of "BSS Alumni Trust",

### **Board of Trustees.**

Board of Trustees is the supervisory organ of "BSS Alumni Trust" overseeing activities of "BSS Alumni Trust" and disbursement of financial means.

Board of Trustees:

Shall be comprised of the following persons as a minimum;

- ◆ An executive member of the BSSAA who shall hold the position of "Chair" and who can only vote on a proposal when there is a tie;
- ◆ The current Principal of BSS, or their designate, whose primary responsibility shall be to prioritize the needs of the school's respective to disbursement of "BSS Alumni Trust" funds;
- ◆ Three other members of the BSSAA, appointed by the Executive of the BSSAA; and
- ◆ Two members from the local community, ("Members at Large"), appointed on mutual agreement of the Executive of the BSSAA and the current Principal of the school

### **Board of Directors.**

Board of Directors is a permanent collegial organ of "BSS Alumni Trust" executing general management of its organizational activity. It is composed of the Chairperson, Executive Director, Administrative Director and board members. Founders of "BSS Alumni Trust" make a decision regarding formation of the Board and number of its members.

Chairperson:

- ◆ is appointed by the Founders for two years,
- ◆ is entrusted with the following responsibilities:
  - ≈ making decisions and issue resolutions obligatory for all members/employees of "BSS Alumni Trust",
  - ≈ appointing and delegating tasks to volunteers including Executive and Administrative Directors,
  - ≈ performing other duties foreseen in the Statute.

Executive Director:

- ◆ is appointed by the Chairperson's decree;
- ◆ performs the following duties:
  - ≈ ensures prompt implementation of the Founders' decisions,
  - ≈ manages property and financial means of "BSS Alumni Trust",
  - ≈ acts on behalf of "BSS Alumni Trust" without proxy, representing it in its dealings with all organs of governmental authority, enterprises and organizations equally in Canada and abroad,
  - ≈ opens bank accounts, issues proxies including the ones transferring the power of attorney to the third parties,
  - ≈ independently engage in contracts and agreements, makes deals and signs documents on behalf of "BSS Alumni Trust",
  - ≈ certifies excerpts from minutes of the meetings of "BSS Alumni Trust",
  - ≈ organizes accounting and book-keeping procedures in accordance with valid regulations and bears responsibility for their authenticity and timeliness,
  - ≈ performs other tasks and functions necessary to achieve the goals of "BSS Alumni Trust".

Administrative Director:

- ◆ is appointed by the Chairperson's decree,
- ◆ performs the following duties:

- ≈ submits project proposals and plans foreseen in the Statute to the Founders for approval,
- ≈ submits implementation reports, including annual financial report not later than three months after the financial year closure and annual balance statement,
- ≈ makes decisions and issues resolutions regulating internal operations of "BSS Alumni Trust",
- ≈ manages and coordinates activities of the administrative departments, branches and offices of "BSS Alumni Trust".

Chairperson reserves the right of delegating certain functions to Executive and Administrative Directors during his/her absence.

#### **Auditory Commission (Auditor).**

Auditory Commission inspects financial activities of "BSS Alumni Trust", its branches and offices, assesses compliance of "BSS Alumni Trust's" activities with its Statute and legality of the Board's decisions. The Commission is appointed for the term of three years. Planned annual audit checks are undertaken by the Commission. The Commission submits an annual report not later than one month after the financial year closure. The Peel District School Board, in its role as the legal holder of the trust account, reserves the right to appoint and/or approve the Auditory Commission; at its pleasure.

#### **Bylaws and Constitution**

The Bylaws and Constitution of the "BSS Alumni Trust" shall be the Bylaws and Constitution, respectively, of the Bramalea Secondary School Alumni Association; amended to define the Board of Trustees, the Board of Directors and the Auditory Commission (Auditor).

#### **Reorganization and Liquidation of "BSS Alumni Trust".**

Discontinuation of the activities of the "BSS Alumni Trust" may come as a result of the liquidation or reorganization of the "BSS Alumni Trust" in a form of a merger, an adjunction, a division or a separation. The "BSS Alumni Trust" can be reorganized voluntarily upon the decision of the Founders or upon the court ruling in cases and in order stipulated.

Residual property of the "BSS Alumni Trust" after settlement of the pending debts and payments upon its liquidation should become the property of Bramalea Secondary School and used at the discretion of the school's administration.

#### **Receipts for Tax Purposes**

The "BSS Alumni Trust" shall issue tax receipts for qualifying donations exceeding a value of \$25.<sup>00</sup> CAD. The Peel District School Board on behalf of the "BSS Alumni Trust" will issue such receipts; in accordance with the Laws of the Province of Ontario and Canada.

#### **Meetings of the "BSS Alumni Trust"**

1. The Board of Trustees shall meet:
  - ◆ As a minimum, once every four months beginning in January of each year on a mutually determined time at a mutually determined venue
  - ◆ In response to a request for a meeting by the Peel District School Board
  - ◆ Meeting times, dates and venues shall be set by the Chair who shall communicate the information to members of the Board
2. The Board of Directors shall meet:
  - ◆ As a minimum, once every two months beginning in January of each year on a mutually determined time at a mutually determined venue
  - ◆ In response to a request for a meeting by the Peel District School Board
  - ◆ Meeting times, dates and venues shall be set by the Chair who shall communicate the information to members of the Board
3. Auditory Commission shall meet:
  - ◆ As a minimum two times a year on a mutually determined time at a mutually determined venue;
  - ◆ In response to a request for a meeting by the Peel District School Board
  - ◆ Meeting times, dates and venues shall be set by the Chair who shall communicate the information to members of the Board