

**CONSTITUTION AND BY-LAWS**  
**L'ASSOCIATION DE PARENTS - ÉCOLE KITSILANO**

November 2005

**CONSTITUTION**

**SECTION I                      NAME**

The name of the association is L'Association de Parents - École Kitsilano (herein referred to as the "Association").

**SECTION II                      PURPOSES**

1. To foster cooperation and communication between parents, the school administration and the staff of the Francophone Programme at the Kitsilano Secondary School (herein referred to as the "School") in providing for education of the students.
2. To promote and support in a financial or logistical manner the learning environment at the School, as well as in its extracurricular activities.
3. To advise the School principal and staff on parental views about School programs, policies and activities.
4. To contribute to the effectiveness of the School by promoting the involvement of parents and other community members, and to be a communication link with related groups.
5. To provide a forum for parents to discuss educational issues.
6. To serve as a sponsoring body for School events and programs.
7. To organize fund raising activities and to make use of government grants, programs, donations, gifts and private funds to meet the objectives of the Association.
8. To organize cultural, social or educational activities for the advancement of Francophone education.
9. To assist in providing funds for materials or activities deemed necessary to meet the objectives of the Association.
10. To carry out all other activities deemed necessary to meet the goals of the Association.

**SECTION III                      DISSOLUTION**

In the event of the winding up or dissolution of the Association, funds and assets of the Association remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations concerned with and carrying out the same purposes of the Association, as may be determined by the members of the Association at the time of the winding up or dissolution or, if effect cannot be given or transferred, to some organization, provided however that such organization referred to in this paragraph shall be a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.

**SECTION IV                      NON-PROFIT ORGANIZATION**

The purposes of the Association shall be carried without purposes of gain for its members and any profits or other accretions to the Association shall be used for the carrying out of its purposes.

**SECTION V                      UNALTERABLE**

Sections III, IV and V of the Constitution are unalterable in accordance with the *Association Act*.

## BYLAWS

### SECTION I MEMBERSHIP

1. All parents and guardians of students registered at the School may be voting members of the Association.
2. Administration and staff (teaching and non-teaching) of the School may be nonvoting members of the Association.
3. The Association shall not have at any time or at any meeting more nonvoting than voting members.

### SECTION II MEETINGS

1. General meetings of the Association shall be held at least six times during the school year to conduct current business.
2. Notice of general meetings is to be provided to the members through the school newsletter or by written communication from the Secretary of the Association no less than 5 days before the general meetings and no less than 7 days before the Annual General Meeting ( herein referred to as the "AGM").
3. Additional general meetings shall be held at the discretion of the Executive or upon the receipt of a petition representing fifty (50%) of the voting members.
4. Any amendments to this Constitution and By-laws shall be made at a special meeting in accordance with the requirements of Section XIII.
5. An AGM for the purpose of the election of officers who will constitute the Executive of the Association (herein referred to as the "Executive") and School Planning Council (herein referred to as the "SPC") Parent Representatives shall be held in September of each school year.
6. The meetings of the Executive shall be held at the discretion of the Executive.
7. If procedural problems should arise, the "Code Morin" will be used to resolve the situation unless they are in conflict with the by-laws of this Constitution.

### SECTION III VOTING

1. The voting members present at any duly-called general meeting shall constitute a quorum, but a quorum at no time shall consist of less than five (5) members.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. The format of the meeting will consist of an agenda and motions shall be moved and seconded. Following discretion and at the discretion of the President, a vote will be called.
4. In the case of a tie vote, the motion will be lost.
5. Voting of members on all matters must be given personally and voting by proxy shall not be permitted.
6. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot if requested by fifty (50%) of the members present at the AGM.

### SECTION IV ELECTION OF EXECUTIVE OFFICERS AND SPC PARENT REPRESENTATIVES

1. The Executive officers and the three SPC Parent Representatives shall be elected from the voting members at the AGM, except that no Executive officer or SPC Parent Representative shall be a member of the senior staff of the School or the spouse or partner of senior staff.
2. At least one of the SPC Parent Representatives must also be an elected Executive officer of the Association.
3. In the event of a vacancy on the Executive during the year, the members shall elect a new officer who shall hold office until the next AGM.
4. Any Executive officer who desires to withdraw from membership on the Executive shall notify the Executive in writing. The resignation shall become effective upon acceptance by the Executive of the Association.

## SECTION V EXECUTIVE OFFICERS

1. The affairs of the Association shall be managed by a board of elected officers.
2. The Executive officers will be as follows:
  - 1) President
  - 2) Vice-President
  - 3) Treasurer
  - 4) Secretary
3. Any one of the positions of the Executive Officers may be shared by a maximum of 2 persons.
4. No person shall hold more than one elected executive position at any one time.
5. Any Executive officer who misses four (4) consecutive meetings without cause shall be deemed to have tendered written resignation in accordance with Section VII.

## SECTION VI TERM OF OFFICE

1. The term of office of the Executive and SPC Parent Representatives shall commence immediately following their election at the AGM and shall continue until the next AGM.

## SECTION VII DUTIES OF THE OFFICERS

- A) PRESIDENT
  - 1) shall convene and preside at all general, special and Executive meetings;
  - 2) shall ensure that an agenda is prepared and circulated in advance to the members for all general, special and Executive meetings;
  - 3) shall appoint committees where authorized to do so by the Executive or membership;
  - 4) shall be an ex-officio member to all committees;
  - 5) shall take such actions or ensue that such actions are taken by others to achieve the objectives and purpose of the Association;
  - 6) shall be the official spokesperson for the Association;
  - 7) shall be a signing officer; and
  - 8) shall submit an annual report at the AGM.
- B) VICE-PRESIDENT
  - 1) shall assume the responsibilities of the President in the President's absence;
  - 2) shall accept extra duties as required;
  - 3) shall be a signing officer; and
  - 4) shall submit an annual report at the AGM.
- C) SECRETARY
  - 1) shall provide notices and record the minutes of general, special and Executive meetings;
  - 2) shall distribute minutes to members of the Association in a timely manner;
  - 3) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialled and a copy submitted to the School office for safe-keeping;
  - 4) shall issue and receive correspondence on behalf of the organization;
  - 5) shall safely keep all records of the Association;
  - 6) shall be a signing officer; and
  - 7) shall submit an annual report at the AGM.

D) TREASURER

- 1) shall administer and be responsible for the monies in the accounts of the Association and shall provide a report at the monthly general meetings on the accounts of the Association;
- 2) shall be one of the four signing officers of the Executive in accordance with Section XII;
- 3) shall prepare and submit an annual financial report of the Association for the AGM in accordance with Section XII;
- 4) shall, with the assistance of the Executive, submit a budget and tentative plan of expenditures to the members at the AGM in accordance with Section XII; and
- 5) shall ensure that another financial signing officer has access to the financial records of the Association in the event of his/her absence.

SECTION IIX COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are responsible to the Executive and members.
3. Members may be appointed annually to committees by the President (after consultation with the Executive).

SECTION IX FINANCES

1. An Annual Financial Report shall be submitted to the members at the AGM and shall be published with the notice of AGM to all members at least 7 days in advance of the AGM.
2. A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at the AGM.
3. All funds of the Association shall be on deposit in a bank or financial establishment registered under the Bank Act
4. Signing authority for accounts consists of the President, the Vice-President, the Secretary and the Treasurer. Two signatures, one of whom will always include that of the Treasurer, will be required for all expenditures in excess of \$200.00. For expenditures of \$200.00 or less verbal approval by two of the four signing officers is required.
5. Any expenditure of the Association in excess of \$200.00 will be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.
6. The end of the financial year for the Association will be June 30 of each year.
7. If a need for an audits is agreed upon by the members at any general meeting, an independent auditor ,will be appointed as needed.

SECTION X CONSTITUTION AND BY-LAW AMENDMENTS

1. Any amendments to the Constitution and By-laws of the Association may be made at a special meeting at which business is conducted, providing:
  - a) ten ( 10) days written notice of the meeting has been given to all members;
  - b) the written notice shall include notice of the specific amendments proposed; and
  - c) a two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

## SECTION XI CODE OF CONDUCT

1. The Association is not a forum for the discussion of individual school personnel, students, parents or other individual members of the School community.
2. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as an Executive officer of the Association:
  - a) upholds the constitution and bylaws, policies and procedures of the Association;
  - b) performs his/her duties with honesty and integrity;
  - c) works to ensure that the well-being of students is the primary focus of all decisions;
  - d) respects the rights of all individuals;
  - e) takes direction from the members, ensuring that representation processes are in place;
  - f) encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns;
  - g) works to ensure that issues are resolved through due process;
  - h) strives to be informed and only passes on information that is reliable and correct;
  - i) respects all confidential information; and
  - j) supports public education.

## SECTION XII DISSOLUTION

1. The Association may be dissolved by a simple majority at a general Meeting.
2. In the event of dissolution of the Association, all assets and funds remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such non-profit educational or community groups or organizations in British Columbia having a similar charitable purpose.
3. This section is unalterable.
4. In the event of dissolution of the Association all records of the organization shall be placed under the jurisdiction of the School principal.

## SECTION XIII NOTICES

1. All notices shall be deemed to have been given to the members of the Association on the notice being provided to the students at the School.

## SECTION XIV DUTIES OF SCHOOL PLANNING COUNCIL - PARENT REPRESENTATIVES

1. The three elected parent representatives to the SPC will seek to represent the interests of the full parent body on all matters within the mandate and responsibilities of the SPC as set out in the BC School Act.
2. The parent SPC representatives will work with the Association to ensure input from the full parent body for all areas in their mandate, including:
  - a) development and review of the annual School Growth Plan;
  - b) the consultations by the School Board with the SPC on:
    - i) the allocation of staff and resources in the school;
    - ii) matters contained in the board's accountability contract relating to the School;
    - iii) educational services and educational programs in the School.
3. The parent SPC representatives will report to the Association meetings.
4. The parent SPC representatives will submit a written report to the Association for the Annual General Meeting.