

CONSTITUTION AND BYLAWS

ASSOCIATION DE PARENTS - ECOLE JULES-VERNE

October 2018

CONSTITUTION

SECTION I NAME

The name of the association is Association de Parents - Ecole Jules-Verne (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 Ecole Secondaire Jules-Verne (herein referred to as the "School") in providing a Francophone educational program with no cultural and linguistic limitation to admissible 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 fundraising 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 be a representative, in the name of all parents of the School, who are entitled to the Right, under Section 23 of The Canadian Charter of Rights and Freedoms, to have their children educated in the language of the minority, namely the French language, in publicly funded French-language school facilities.
11. To carry out all other activities deemed necessary to meet the goals of the Association.

BYLAWS

INTERPRETATION AND DEFINITION

1. In these Bylaws, unless the context otherwise requires:
 - a. "AGM" means the annual general meeting of the Association;
 - b. "Association" means Association de parents - Ecole Jules-Verne;
 - c. "Comité de partenaires" means the committee created under Bylaw D-400-18 adopted by the Conseil scolaire francophone de la C.-B. on June 21, 2008;
 - d. "Comité de partenaires Delegates" means Directors and/or parents elected by the members of the Association as the parents representatives on the "Comité de partenaires de l'École Jules-Verne";
 - e. "Directors" means the Directors of the Association in office;
 - f. "Executive" means the Officers and Directors of the Association in office;
 - g. "General meeting" means a meeting of the members of the Association;
 - h. "Member" means a person who became a member in accordance with these bylaws and has not ceased to be a member;
 - i. "Officers" means the President, Vice President, Secretary, Treasurer and "Comité de partenaires Delegate" of the Association;
 - j. "Parent" means, in respect of a student or a child registered at École Jules-Verne:
 1. the guardian of the student or child; or
 2. the person legally entitled to custody of the student or child; or
 3. the person who usually has the care and control of the student or child.
 - k. "Registered address" of a member means the member's address as recorded in the register of members;
 - l. "Term" means the time between the annual general meeting and the immediate next annual general meeting;
 - m. "School" means École Secondaire Jules-Verne.
2. Definitions in the Societies Act on the date these bylaws become effective apply to these bylaws.
3. Words referring to the singular include the plural and vice versa; and words referring to a male person include all genders, and may refer to a corporation.

SECTION I MEMBERSHIP

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

4. A parent becomes a member by filling out the application form provided by the school.
5. Every member shall uphold the constitution and comply with these Bylaws.
6. Every member shall inform the Secretary or their designate of their up-to-date address and email address (if any) for the purposes of receiving notices from the Association.
7. A person shall cease to be a member in good standing of the Association:
 - a. by delivering or emailing their resignation in writing to the Secretary of the Association or by mailing it to the address of the Association;
 - b. upon their death; or
 - c. when they no longer have any children registered at the School.

SECTION II MEETINGS OF THE MEMBERS

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 five (5) days before the general meetings and no less than fourteen (14) days before the AGM.
3. Notice of a general meeting must specify the place, day and hour of the meeting and the principal items on the agenda. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
4. The Executive shall ensure that all reports, including financial reports, required by law to be prepared by the Association for the annual general meeting are prepared.
5. Additional general meetings shall be held at the discretion of the Executive or upon the receipt of a petition representing ten (10) percent of the voting members.
6. Any amendments to this Constitution and Bylaws shall be made at a special meeting.
7. An AGM for the purpose of the election of Directors who will constitute the Executive of the Association and Comité de partenaires Delegates, shall be held in September of each school year.
8. The meetings of the Executive shall be held at the discretion of the Executive.
9. The meetings may be held in whole or in part, by telephone or other communications medium if all participating in the meeting are able to communicate with each other.
10. The Executive may meet together at such places as they think fit for the transaction of business, adjourn and otherwise regulate their meetings and proceedings as they see fit, provided that such regulations are not inconsistent with the Constitution of the Association and these Bylaws.
11. If procedural problems should arise, the "Code Morin" will be used to resolve the situation unless they are in conflict with the bylaws of this Constitution.
12. The Association's working language is primarily French. Translation of written documents into English will be provided upon request to ensure the inclusion of all members.

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 Directors, which shall be done by secret ballot if requested by at least fifty (50) percent of the members present at the AGM.
7. A special resolution means a resolution adopted by at least two-thirds (2/3) of the members present at the meeting.
8. A member present at a general meeting is entitled to one vote.

SECTION IV ELECTION OF THE EXECUTIVE AND COMITÉ DE PARTENAIRES DELEGATES

1. The Executive and the Comité de partenaires Delegates shall be elected by the voting members at the AGM. No Executive Director or Comité de partenaires Delegates 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 Comité de partenaires Delegates must also be an elected Executive Director of the Association. The number of Comité de partenaires Delegates shall be determined as per section B.1. of the Conseil scolaire francophone "Comité de partenaires, guide d'accompagnement".
3. In the event of a vacancy on the Executive during the year, the members shall elect a new Director who shall hold office until the next AGM. Any Director so appointed shall serve the remaining term of the Director they are replacing.
4. Any Executive Director 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.
5. The Executive may exercise all such powers and do all such acts and things as the Association may exercise and do, which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in general meeting, but subject, nevertheless, to the provisions of:
 - a. all laws affecting the Association;
 - b. these bylaws; and
 - c. rules, not being inconsistent with these bylaws, which are made from time to time by the Association in a general meeting.
6. A rule made by the Association in a general meeting does not invalidate a prior act of the Directors that would have been valid if that rule had not been made.

7. The number of Directors shall be an odd number between five (5) or seven (7) or such number as may be determined from time to time by special resolution passed at a general meeting, but at no time the number of Directors shall be less than three (3).
8. The Directors shall retire from office at each annual general meeting when their successors are elected. If no successor is elected, the person previously elected or appointed continues to hold office.
9. The Directors shall be elected at the annual general meeting for one term.
10. The members may, by special resolution, remove a Director for any reason before the expiration of his term in office and may elect, by majority vote, a successor to serve until the next AGM.
 - a. A brief statement of the reason(s) for the proposed removal shall accompany the notice of special resolution.
 - b. The person who is the subject of the proposed resolution for removal shall be given an opportunity to be heard in person at the general meeting before the special resolution is put to vote.

SECTION V DUTIES OF THE DIRECTORS

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

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 initialed 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.

D. Treasurer

1. shall administer and be responsible for the monies in the accounts of the Association and shall provide a report at the general meetings on the accounts of the Association;
2. shall be one of the four signing officers of the Executive;
3. shall prepare and submit an annual financial report of the Association for the AGM;
4. shall, with the assistance of the Executive, submit a budget and tentative plan of expenditures to the members at the AGM; 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.

E. Directors

1. shall participate in the affairs of the Executive;
2. shall accept extra duties as required.

F. Comité de partenaires Delegates

1. attend all meetings of the "Comité de partenaires";
2. will seek to represent the interests of the Association on all matters within the mandate and responsibilities set out in the Conseil scolaire francophone "Comité de partenaires, guide d'accompagnement"
3. represent, speak and vote on behalf of the Association at the "Comité de partenaires" meetings;
4. request and take direction from the members and the Executive;
5. report to members and the Executive the nature of the discussions and the decisions made by the "Comité de partenaires";
6. attend general and Executive meetings as directed by the members or the Executive.

SECTION VI 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).
4. The Association shall participate in the Comité de partenaires, as the Conseil scolaire francophone promotes the creation of partner committees to promote participatory management in each of its schools and respond to the needs of all learners. The Association shall participate by electing a number of delegates as per Section IV 2. of these Bylaws.

SECTION VII 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 fourteen (14) 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 but cannot be done more than two (2) times during a financial year.
5. Any expenditure above and beyond that of the adopted budget of the Association in excess of \$200.00 or any third or more expenditures of \$200.00 or less in a fiscal year, 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 July 31 of each year.
7. If a need for an audit is agreed upon by the members at any general meeting, an independent auditor will be appointed as needed.
8. The Directors shall ensure that all financial and other reports that have to be filed after the annual meeting are filed as required by the Society Act and Income Tax Act or other law.

SECTION VIII BORROWING

1. Borrowing is not allowed.

SECTION IX CONSTITUTION AND BYLAW AMENDMENTS

1. Any amendments to the Constitution and Bylaws of the Association may be made at a special meeting at which business is conducted, providing:
 - a. fourteen (14) 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 Bylaws.
2. On being admitted to membership, and upon request, each member is entitled to an electronic or hard copy of the Constitution and Bylaws of the Association.

SECTION X 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 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 process is 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 XI 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 nonprofit educational or community groups or organizations in British Columbia having a similar charitable purpose.
3. In the event of dissolution of the Association all records of the organization shall be placed under the jurisdiction of the School principal.
4. This section was previously unalterable.

SECTION XII NOTICES

1. Notice of a general meeting may be given to a member, either:
 - a. by email if the member provided an address for that purpose;
 - b. by mail to the member's registered address; or
 - c. hand delivered.
2. Notice sent by mail or email shall be deemed to have been given on the second day following that on which the notice is sent, and in proving that notice has been given, it is sufficient to prove that the notice was sent to the address or email address provided by the member as required by these Bylaws.
3. Notice of a general meeting shall be given to every member shown on the register of members on the day notice is given.

SECTION XIII NON-PROFIT ORGANIZATION

1. 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.
2. This section was previously unalterable.

SECTION XIV PARENTS' ADVISORY COUNCIL

1. There must be only one parents' advisory council for Ecole Secondaire Jules-Verne, as per section 8 (3) of the School Act and Association de Parents – Ecole Jules-Verne shall be it.

PREVIOUS CONSTITUTIONAL PROVISIONS

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 recognize 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.

This section was previously unalterable.

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