

## CONSTITUTION

1. The name filed with BC Registry Services of the society shall be "Association des parents de l'école au Coeur-de-l'île 2017" (herein referred to as the "the Association" incorporation number; S-0059150).
2. The following are the purposes of the Association:
  - (1) foster cooperation and communication among parents, the school administration and staff at l'école Au-coeur-de-l'île and the community in providing a safe and secure organization in an appropriate environment for education of the students;
  - (2) act as advisors and advocates to the school principal and staff and the school district on parental views about school programs, services, policies and activities;
  - (3) inform parents regarding école Au-coeur-de-l'île services and programs;
  - (4) promote, in a financial or logistical manner, the French learning environment at l'école Au-coeur-de-l'île as well as in its extracurricular activities;
  - (5) organize cultural, educational, physical or social activities, which will benefit the development of a stronger Francophone cultural identity in the students of l'école Au-coeur-de-l'île;
  - (6) operate a preschool and daycare program for those eligible children who are preparing for, or wishing to, enter the Francophone program operated by the Conseil scolaire francophone de la Colombie-Britannique;
  - (7) provide a place where members of the school community can meet, exchange and make known their opinions on questions relevant to Francophone education;
  - (8) exchange ideas and cooperate with other organizations or societies that share similar objectives;
  - (9) organize fund raising activities if the committee deems it necessary in order to meet its objectives; make use of government funds, donations, gifts and private funds;
  - (10) buy, rent or sell equipment and/or material deemed necessary to meet the needs of the association; and
  - (11) carry out all other activities deemed necessary to meet the association's goals.
3. The purposes of the society shall be carried out without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes
4. Upon winding up or dissolution of the society:
  - (1) funds and assets of the society remaining after the satisfaction of its debts and liabilities shall be given or transferred to a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as

may be determined by the members of the Society at the time of winding up or dissolution or such charitable organization or organizations in British Columbia having a similar charitable purpose;

- (2) all funds from the gaming account shall be disbursed in accordance with the provision of the Gaming Policy and Enforcement branch, Ministry of Public Safety and Solicitor General; and
  - (3) records of the organization shall be placed under the jurisdiction of the school principal of l'école Au-cœur-de-l'île.
5. The Association's working language is primarily French. Translation of written documents and oral interpretation into English may be provided at the Association's meeting upon request.
  6. Paragraphs 3, 4, 5 and 6 of the Constitution are unalterable.

### **Bylaws of l'Association des parents de l'école au Cœur-de-l'île (2017)**

Here set forth, in numbered clauses, are the bylaws providing for the matters referred to in Section 6(1) of the Society Act and any other bylaws.

#### **PART 1 – INTERPRETATION**

1. (1) In these by-laws, unless the context otherwise requires:

“the Association” means l'Association des parents de l'école Au-cœur-de-l'île;

“Board” means the board of directors of the Association;

“Member” means a person who became a member in accordance with these by-laws and has not ceased to be a member;

“Directors” means the directors of the Society as elected or acclaimed by the members for the term;

“Parent” means, with respect to a student or a child registered at école Au-cœur-de-l'île:

- a) the guardian of the student or child;
- b) the person legally entitled to custody of the student or child; or
- c) the person who usually has the care and control of the student or child.

“School” means l'école Au-cœur-de-l'île; and

“Registered address” of a member means his address as recorded in the student registry of the school.

- (2) The definitions in the Society Act are applicable on the date for which these by-laws become effective.
2. Words in the singular include the plural and vice versa and words denoting a male person include a female person and a corporation and vice versa.

#### **PART 2 – MEMBERSHIP**

3. The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently become members, in accordance with these by-laws and, in either case, have not ceased to be members.
4. All parents of students registered at the school are automatically voting members of the Association.
5. Administration and staff (teaching and non-teaching) of l'école Au-cœur-de-l'île may be invited to become non-voting members of the Association.
6. Members of the community may be invited to become non-voting members of the Association.
7. Every member of the Association:
  - (1) shall uphold the constitution and comply with these by-laws;
  - (2) attend general meetings whenever possible;
  - (3) be supportive of the school, its programs and services.
8. A person shall cease to be a member of the Association:
  - (1) by delivering his resignation in writing to the secretary of the society or by mailing it to the address of the society; or
  - (2) upon his death; or
  - (3) when he no longer has any children registered at the school.

### **PART 3 - MEETINGS OF MEMBERS**

9. A minimum of 6 General meetings of the Society shall be held each school year in accordance with the Society Act, at such time and place as the directors decide.
10. The directors must convene a general meeting at the request of 10% or more of the voting members.
11.
  - (1) Notice of the general meeting must specify the place, day and hour of meeting and the principal items on the agenda.
  - (2) Notice of a general meeting shall be provided to members at least 7 days in advance.
  - (3) 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 of that meeting.
12. An annual general meeting shall be held no later than October 31 of each school year.
13. The Morin Rules of Order shall guide the proceedings of all meetings of the Association.

### **PART 4 - PROCEEDINGS AT GENERAL MEETINGS**

14. The procedure for a General meeting is as follows

- (1) verification of quorum;
- (2) adoption of the agenda;
- (3) adoption of the minutes of the last general meeting;
- (4) directors' reports;
- (5) school principal's report;
- (6) questions relating to the reports;
- (7) new business; and
- (8) adjournment of meeting.

15.

- (1) A quorum is 30% of Directors.
- (2) Business, other than election of a director, shall be conducted at a general meeting at a time when a quorum is present.
- (3) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

16. If within 30 minutes from the time appointed for a general meeting a quorum is not present

- (1) the meeting, if convened at the request of the members, shall be terminated; or
- (2) in any other case, it shall stand adjourned to the following month at the same time and place.

17. The president of the society or, in his absence, the vice-president or, in the absence of both, one of the other directors present shall preside as chairperson of a general meeting.

18.

- (1) A resolution proposed at a general meeting needs to be seconded and the chairperson of a meeting may move or propose a resolution.
- (2) In the case of a tie vote, the chairperson does not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.

19.

- (1) A member present at a meeting is entitled to one vote.
- (2) Voting is by show of hands unless otherwise determined by the members (including e-votes).
- (3) Voting by proxy is not permitted.

## **PART 5 – BOARD OF DIRECTORS**

20. The directors may exercise all such powers and do all such acts and things as the society may exercise and do, which are not by these by-laws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting but subject, nevertheless, to the provisions of:
- (1) all laws affecting the society,
  - (2) these by-laws, and
  - (3) rules which are made from time to time by the Society in general meeting cannot be inconsistent with these by-laws.
21. A rule, made by the Society 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.
- 22.
- (1) The number of directors shall be at least five (5) or such number as may be determined necessary at a general meeting.
  - (2) The president, vice-president, secretary and/or treasurer and at least one other person are the directors of the Association.
- 23.
- (1) The directors may at any time appoint a member as a director to fill a vacancy on the Board of Directors.
  - (2) A director, so appointed, holds office only until the conclusion of the following annual general meeting of the Society but is eligible for re-election at the meeting.
24. Any director, who desires to withdraw from member on the Board of Directors, shall notify the Board of Directors in writing. The resignation shall become effective upon the acceptance by the Board of Directors.
25. If a director resigns his office, or otherwise ceases to hold office, the remaining directors shall appoint a member to fill the vacancy.
26. An act or proceeding of the directors is not invalid merely because there is less than the prescribed number of directors in office.
27. The members may, by special resolution, remove a director before the expiration of his term of office and may elect a successor to fill the vacancy.
28. No director shall be remunerated for being or acting as a Director but a director may be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.

## **PART 6 - PROCEEDINGS OF DIRECTORS**

- 29.
- (1) The directors may meet together, at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit. Electronic voting is allowed for urgent matters,

however, if any director objects to a specific e-vote for any reason, the vote shall be deferred to either a general meeting or a meeting of the directors.

- (2) The directors may fix the quorum necessary for the transaction of business and unless so fixed the quorum shall be a majority of the directors then in office.
- (3) The president is the chairperson of all meetings of the directors but if, at any meeting, the president is not present, within 15 minutes after the time appointed for holding the meeting, the vice-president shall act as chairman but if neither is present the directors present may choose one of their members to be the chairperson.
- (4) A director may convene a meeting of the directors.

30.

- (1) The directors may delegate any, but not all, of their responsibilities to committees as they see fit.
- (2) A committee so formed in the exercise of the responsibilities so delegated must conform to any rules that may be imposed on it by the directors and shall report every act done in exercise of those responsibilities at the next meeting of the directors.
- (3) The Association reserves the right to create and/or dissolve committees so as to fulfill the purposes of the Association as stated in its Constitution.

31. A committee shall elect a chairperson of its meetings. If no chairperson is elected or if, at any meeting, the chairperson is not present within 15 minutes after the time appointed for holding the meeting, then the directors present, who are members of the committee shall choose one of their members to be chairman of the meeting.

32. The members of a committee may meet and adjourn as they see fit.

33. It is not necessary to give notice of the meeting to the newly-elected or appointed director for the meeting to be duly constituted:

- (1) in the case of the first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members,
- (2) for a meeting of the directors at which a director is appointed to fill a vacancy in the directors.

34.

- (1) Questions arising at any meeting of the directors and committee shall be decided by a majority of votes.
- (2) In the case of a tie vote, the chair does not have a second or casting vote and the proposed resolution shall not pass.

35. A resolution proposed at a meeting of directors or committee need not be seconded. Any of the directors may propose a resolution.

36. A resolution in writing signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors (including electronic correspondence).
37. A director who misses four (4) consecutive meetings without cause shall be deemed to have tendered written resignation in accordance with paragraph 30.

## **PART 7 – DUTIES OF DIRECTORS**

38. The president shall:
  - (1) chair all meetings of the Association;
  - (2) make sure that an agenda is prepared and distributed in advance to the members for all meetings of the Association;
  - (3) take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the Association;
  - (4) be the official spokesperson for the Association;
  - (5) be a signing authority of the Association; and
  - (6) submit an annual report at the Annual General Meeting.
39. The vice-president shall:
  - (1) carry out the duties of the president during the president's absence;
  - (2) accept extra duties as required; and
  - (3) be a signing authority of the Association.
40. The secretary shall:
  - (1) conduct the correspondence of the society;
  - (2) provide notices and record minutes of all meetings of the Association and the Board of directors;
  - (3) safely keep all records of the Association except those required to be kept by the treasurer; and
  - (4) maintain the register of members.
41. The treasurer shall:
  - (1) administer and be responsible for the monies in the accounts of the Association;
  - (2) keep such financial records including books of account as are necessary to comply with the Society Act and the By-laws of the Association;
  - (3) render financial statements to the directors, members and others when required; and
  - (4) be a signing authority of the Association.
42. The other members of the Board shall:
  - (1) Participate to the decision making process of the Association; and

(2) Chair committees and accept extra duties as required.

43. The offices of secretary and treasurer may be held by one person who is to be known as the secretary-treasurer.

44. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

## **PART 8 – OPERATION OF PRESCHOOL, DAYCARE AND/OR CHILD MINDING PROGRAMS**

45. In the event where the Association offers a preschool, daycare and/or a child minding program, the Board of Directors will be responsible for the operation of the programs.

46. In carrying out its duties, the Board will form an advisory committee to promote the participation of the staff and parents, who have a child attending the programs, in the decision making process.

47. The committee so formed will advise the Board on matters related to:

- (1) The philosophy of the programs;
- (2) The hours of operation;
- (3) The budget, including the fees for the programs; and
- (4) The hiring of staff.

48. The committee will consist of at least 3 members:

- (1) The director of the service;
- (2) A parent with a child attending at least one of the programs; and
- (3) A member of the Board of the Association.

49. The director of the programs will be responsible for the day to day operation of the programs and will act under the supervision of the President of the Board or his appointee.

50. The Executive Director of the programs:

- (1) has the authority to make purchases of \$500 or less without the consent of the Board of Directors
- (2) must notify and obtain consent from the Board of Directors to make purchases in excess of \$500.
- (3) and a member of the Board shall be signatories for, on-line, access to the bank account.
- (4) will be allowed to carry out transactions but shall always require approval of by another signatory.
- (5) will not be a signatory for cheques. Cheques will be signed by two (2) other signatories who must be Board members.



51. There must be four (4) signatories for transactions on the Program's bank account, including the Executive Director of the Programs and three (3) members of the Board.
52. The programs' bank accounts will be maintained at either 35% of annual revenue or the equivalent of 3 months operating expenses at all times so as to ensure working capital movement. The choice of the method of calculating will be determined by the Board of Directors.

## **PART 9 – BORROWING**

53. Borrowing is not allowed unless approved by a majority of the members.

## **PART 10 – ELECTIONS**

54.
  - (1) Nominations must be officially open seven (7) days before the Annual General Meeting and until the elections.
  - (2) Nominations must be presented to the Board in writing and signed by a member and by the nominee if the nominee is absent at the AGM.
  - (3) A member can nominate himself but his nomination must be seconded by another member.
  - (4) A member absent during the election may be elected if he has previously submitted a verbal or written acceptance of its nomination.
  - (5) Before each election, the chairperson will ask for and accept any nominations from members present at the assembly.
55.
  - (1) The directors must retire from office at each annual general meeting when their successors are elected.
  - (2) Separate elections must be held for each office to be filled.
  - (3) An election may be by acclamation; otherwise it must be by secret ballot.
  - (4) If no successor is elected the person previously elected or appointed continues to hold office.

## **PART 11 - NOTICES TO MEMBERS**

56. A notice may be given to a member, either personally, by e-mail or by mail at the member's registered address.
57. A notice sent by mail or e-mail 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 properly addressed .
58. The notice of an annual general meeting or of an extraordinary general meeting must be given at least seven (7) days before the meeting.

## **PART 12 - BY-LAWS**

59. On being admitted to membership and upon request, each member is given access to a copy of the constitution and by-laws of the society.
60. These by-laws shall not be altered or added to except by special resolution.
61. A two-thirds (2/3) majority of votes of those voting members present at the Annual General Meeting will be required to amend the Constitution or By-laws.

## **PART 13 - CODE OF CONDUCT**

62. The Association is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
63. A director 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.
64. A parent who accepts a position as a director of the Association shall:
  - (1) uphold the Constitution and By-laws, policies and procedures of the Association;
  - (2) perform his/her duties with honesty and integrity;
  - (3) work to ensure that the well-being of students is the primary focus of all decisions;
  - (4) respect the rights of all individuals;
  - (5) take direction from the members, ensuring that representation processes are in place;
  - (6) encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns;
  - (7) work to ensure that issues are resolved through due process;
  - (8) strive to be informed and only pass on information that is reliable and correct to the best of his knowledge;
  - (9) respect all confidential information.

**Dated: 2 Oct 2017**

---

**Witnessed by;**

**Applicants for incorporation;**

---

**Dominique Brose, President**

2405 Back Rd, Courtenay, BC, V9N 9G8

**Marie-Josée Lavoie, V.-P.**

1290 Ridgemount Dr., Comox, BC V9M 4H1

**Annie Bérard, Treasurer**

3070 Bood Rd, Courtenay, BC, V9N 9V2

**Hugo St-Laurent, Secretary**

346 Forester Ave, Comox, BC, V9M 0B1

**Luisa Perry, Advisor**

1342 Coast View Dr. Comox, BC, V9M 3S7

**Edith Langlais, Advisor**

509 Torrence Rd. Comox, BC V9M 3G7

**Mélanie St-Pierre, Advisor**

4678 Kirkland Rd. Courtenay, BC, V9N 3T8

**Sara Sandwith, Advisor**

4645 McQuillan Rd, Courtenay, BC V9N 3T6


**Vanessa Groult, Child care Advisor**

275 Quadra Place, Comox, BC, V9M 3B8

**Association des parents de l'école au Coeur-de-l'île (2017)**

Dated: 2 Oct 2017

Witnessed by;

  
**Dominique Brose, President**

2405 Back Rd, Courtenay, BC, V9N 9G8

Applicants for incorporation;

  
**Marie-Josée Lavoie, V.-P.**

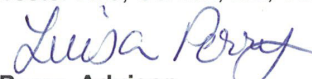
1290 Ridgemount Dr., Comox, BC V9M 4H1

  
**Annie Bérard, Treasurer**

3070 Bood Rd, Courtenay, BC, V9N 9V2

  
**Hugo St-Laurent, Secretary**

346 Forester Ave, Comox, BC, V9M 0B1

  
**Luisa Perry, Advisor**

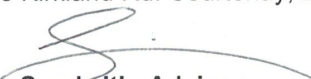
1342 Coast View Dr. Comox, BC, V9M 3S7

  
**Edith Langlais, Advisor**


509 Torrence Rd. Comox, BC V9M 3G7

  
**Mélanie St-Pierre, Advisor**

4678 Kirkland Rd. Courtenay, BC, V9N 3T8

  
**Sara Sandwith, Advisor**

4645 McQuillan Rd, Courtenay, BC V9N 3T6

  
**Vanessa Groult, Child care Advisor**

275 Quadra Place, Comox, BC, V9M 3B8

**Association des parents de l'école au Coeur-de-l'île (2017)**