

CONSTITUTION AND BY-LAWS OF THE PARENTS ASSOCIATION OF L'ECOLE DE LA VALLÉE

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CONSTITUTION

SECTION I – NAME

1. The name of the Association shall be the Association des Parents de l'École de la Vallée (herein referred to as the "Association"). For the purpose of banking and legal documents the Association may be referred to as the "A.P.E.V."

SECTION II - NON-PROFIT ORGANIZATION

2. The Association will operate as a non-profit organization with no personal financial benefit.

SECTION III – PURPOSES

1. To foster cooperation and communication between parents, the school administration and staff at L'École de la Vallée in providing for education of the students.
2. To promote and support in a financial or logistical manner the learning environment at L'École de la Vallée , as well as in its extracurricular activities.
3. To advise the school board, principal, and staff on parental views regarding any matter relating to the school, other than matters assigned to the school planning council.
4. To participate in the work of the school planning council through the Council's elected representatives.
5. 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.
6. To provide a forum for parents to discuss educational issues.
7. To serve as a sponsoring body for school events and programs.
8. 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.
9. To organize cultural, social or educational activities to promote Francophone education.
10. To carry out all other activities deemed necessary to meet the goals of the Association.

SECTION IV – DISSOLUTION

1. The Association may be dissolved by a special resolution 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 charitable organization 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 of L'École de la Vallée.
4. This section is unalterable.

BY-LAWS

SECTION V – MEMBERSHIP

1. All parents and guardians of students registered at L'École de la Vallée are voting members of the Association.
2. Administration and staff (teaching and non-teaching) of L'École de la Vallée may be invited to become nonvoting members of the Association.
3. Staff of L'École de la Vallée who are also parents and guardians of students registered are voting members of the Association.
4. Administration and staff (teaching and non-teaching) of L'École de la Vallée cannot hold the position of president or vice-president of the A.P.E.V. but may hold other positions in the executive.
5. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Association.
6. The Association shall not have at any time or at any meeting more non-voting than voting members.

SECTION VI – MEETINGS

1. The Association's working language is primarily French. Translation of written documents into English may be provided and oral translation into English will be provided at the Association's meetings upon request.
2. General meetings of the Association shall be held at least six times during the school year to conduct current business.
3. Notice of general meetings is to be provided to the members through the school newsletter or by written communication no less than 5 days before the general meetings and no less than 7 days before the AGM.
4. 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.
5. Any amendments to this Constitution and By-laws shall be made at a special meeting in accordance with the requirements of Section XIV.
6. An Annual General Meeting (herein referred to as the "AGM") for the purpose of the election of officers who will constitute the Executive of the Association (herein referred to as the "Executive") and the election of representatives on the School Planning Council shall be held no later than October 31 of each year.
7. The meetings of the Executive shall be held at the discretion of the Executive.
8. If procedural problems should arise, Morin's Rules of Order will be used to resolve the situation unless they are in conflict with the by-laws of this Constitution.

SECTION VII – 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 three (3) 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 need not to be seconded. Following discussion 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 VIII - ELECTION OF EXECUTIVE OFFICERS, SCHOOL PLANNING COUNCIL'S AND DPAC REPRESENTATIVES

1. The Executive officers shall be elected from the voting members at the AGM, except that the president or vice president positions shall not be an employee of L'École de la Vallée.
2. 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 election.
3. 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.
4. The members will elect annually from parents of students enrolled in the school, who are not employees of any school district in the province of BC or the Ministry of Education, the number of parent (s) representative (s) to the "Comité des partenaires" indicated in the "Agreement letter of the Comité des partenaires". One of the representatives should be an officer of the Association.
5. If a DPAC (District Parents Advisory Council) is established for School District 93, one representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of School District 93 or the Ministry of Education.
6. The election of representatives to the "Comité des partenaires" and DPAC must be by secret ballot if there is more than one candidate for a position.

SECTION IX - 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:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. 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 two (2) consecutive meetings without cause shall be deemed to have tendered written resignation in accordance with Section VIII.

SECTION X - TERM OF OFFICE

1. The term of office of the Executive shall be for one year to end at the Annual General Meeting of the following year.
2. The term of office of the School Planning Council and the DPAC representatives shall commence on November 1 of each year and shall be for one year.

SECTION XI - DUTIES OF THE OFFICERS

A. PRESIDENT

- a) shall convene and preside at all general, special and Executive meetings.
- b) shall ensure that an agenda is prepared and circulated in advance to the members for all general, special and Executive meetings.
- c) shall appoint committees where authorized to do so by the Executive or membership.

- d) shall be an ex-officio member to all committees.
- e) shall take such actions or ensue that such actions are taken by others to achieve the objectives and purpose of the Association.
- f) shall be the official spokesperson for the Association.
- g) shall be a signing officer.
- h) shall submit an annual report at the AGM.

B. VICE-PRESIDENT

- a) shall assume the responsibilities of the President in the President's absence.
- b) shall accept extra duties as required.
- c) shall be a signing officer.

C. SECRETARY

- a) shall provide notices and record the minutes of general, special and Executive meetings.
- B shall distribute minutes to members of the Association in a timely manner.
- c) shall keep an accurate copy of the Constitution and By-laws and if and when changes are made they shall be done so in bold and the copy amended shall be dated and initialed and a copy submitted to the school office of L'École de la Vallée for safe-keeping.
- d) shall issue and receive correspondence on behalf of the organization.
- e) shall safely keep all records of the Association.

D. TREASURER

- a) 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.
- b) shall be one of the three signing officers of the Executive in accordance with Section XII.
- c) shall prepare and submit an annual financial report of the Association for the AGM in accordance with Section XII.
- d) 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 XIII.
- e) shall ensure that another financial signing officer has access to the financial records of the Association in the event of his/her absence.

SECTION XII – 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 XIII – 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 a general meeting.
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 and the Treasurer. Two signatures,

one of whom will always include that of the Treasurer, will be required for all expenditures in excess of \$100.00. For expenditures of \$100.00 or less verbal approval by two of the three 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 August 31 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 XIV - 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;
- 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 XV - 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;
- j) supports public education.

SECTION XVI – NOTICES

1. All notices shall be deemed to have been given to the members of the Association when the notice is provided to the student at L'École de la Vallée.