

**Watson Road Elementary**  
**Parent Advisory Council Society**  
**Constitution**

**Article 1 - Name:**

The name of the organization shall be the Watson Road Elementary Parent Advisory Council Society.

**Article 2 - The Purpose of the Society is:**

1. To enhance communication among parents, students, school administration and staff, and community members.
2. To review and make recommendations to school staff and administration (the School Board and /or Ministry of Education if required) on:
  - a) Student progress reporting, discipline issues, and extra-curricular activities
  - b) School policy and procedures
  - c) Programs and services
  - d) Facilities and equipment
  - e) Parent/community education
  - f) Learning resources
  - g) Classroom visitations and volunteer activities
3. Contributing to the effectiveness of the school by promoting volunteer involvement and co-operation between the home, the school and the community relative to educational issues.
4. Fundraising in order to assist with extra-curricular and/or school programs or resources.

**Article 3 - Mission Statement:**

The Society is dedicated to the education and well being of the child. The primary mandate of the Society shall be to promote and support education, to contribute to a sense of school community, to encourage effective communication between home and school, to foster meaningful parent participation, and to strengthen the role of families in educational activities and decision making in our school. This provision is alterable.

**Article 4** - The Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes. This clause is unalterable.

**Article 5** – No Executive member of the Society shall be remunerated for services rendered to the Society but may be paid his or her reasonable expenses in acting as an officer. This clause is unalterable.

**Article 6 - Dissolution Clause:**

1. Upon dissolution of the Society, the assets remaining after the payment of all costs, charges and debts incurred, shall be transferred to another organization having similar objectives or purposes, which will be decided by the members at the final general meeting, with consideration given to the School District #23 and the Principal of Watson Road Elementary School. This clause is unalterable.

# Bylaws

## Section 1 – Membership:

1. Each person must apply and be accepted as a member of the Society:
  - a) Criteria for membership are parents and legal guardians of students currently enrolled in the school
  - b) Rights of membership:
    - 1) All members have the right to vote.
    - 2) Staff members of Watson Road Elementary, elected officials of School District #23 and Ministry of Education who are parents and legal guardians of students currently enrolled in Watson Road Elementary and have been accepted as members, cannot run for an Executive position.
    - 3) All members have the right to run for an Executive position.
    - 4) All members must follow the Code of Conduct to remain in good standing.
    - 5) All members have the right to be notified and attend Society general and extraordinary meetings and vote.
    - 6) In the event that a member does not follow the Code of Conduct, he/she will be considered not in good standing and the Chairperson may ask the member to leave the meeting.
    - 7) Members will be notified of upcoming meetings by posting the notice on the Society bulletin board at Watson Road Elementary at least 14 days prior to the meeting.
    - 8) All members in good standing have the right to attend all general and extraordinary meetings.
2. Cessation of membership is when a parent or legal guardian no longer has a child enrolled in the school.

## Section 2 – Code of Conduct:

1. The Society’s meetings are not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. All members must discuss issues in a respectful manner. Any form of misconduct (verbal or physical abuse) will not be tolerated.
3. An Executive Officer 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.

## Section 3 – Meetings:

### 1. Executive Meetings:

- a) Executive meetings will be held at least once a month unless otherwise decided by a majority vote at an executive meeting
- b) A minimum of 5 executive meetings must occur during the school year
- c) Meetings will be conducted efficiently with fairness to members present
- d) An executive meeting may be called to meet whenever necessary for the welfare of the school
- e) Robert’s Rules of Order (version 13) will be used to resolve procedural problems unless they conflict with the Bylaws or the Society Act
- f) The Chairperson may reschedule and/or table any topic at an executive meeting with the approval of at least 2 voting members

- g) In the event that a member does not follow the Code of Conduct, he/she will be considered not in good standing and the Chairperson may ask the member to leave the meeting
- h) Any member may be invited to attend a specific executive meeting by a majority vote of the Executive

**2. General Meetings:**

- a) General meetings will be held at least once a month unless otherwise decided by a majority vote at a general meeting
- b) Meetings will be conducted efficiently with fairness to members present
- c) Robert's Rules of Order (version 13) will be used to resolve procedural problems unless they conflict with the Bylaws or the Society Act
- d) The Chairperson may reschedule and/or table any topic at a general meeting with the approval of at least 2 voting members
- e) In the event that a member does not follow the Code of Conduct, he/she will be considered not in good standing and the Chairperson may ask the member to leave the meeting
- f) An AGM (Annual General Meeting) will be held in June each year to elect new Executive Officers and new Student Planning Council Representatives
- g) Members will be notified of upcoming general meetings by posting the notice on the Society bulletin board at Watson Road Elementary at least 14 days prior to the meeting

**3. Extraordinary General Meetings:**

- a) Extraordinary meetings may be called by the Executive, the committee Chairperson, or by a formal request to the President by 10% of the membership
- b) Meetings will be conducted efficiently with fairness to members present
- c) Members will be notified of upcoming extraordinary general meetings by posting the notice on the Society bulletin board at Watson Road Elementary at least 14 days prior to the meeting
- d) Robert's Rule of Order (version 13) will be used to resolve procedural problems unless they conflict with the Bylaws or the Society Act
- e) The Chairperson may reschedule and/or table any topic at an extraordinary meeting with the approval of at least 2 voting members
- f) In the event that a member does not follow the Code of Conduct, he/she will be considered not in good standing and the Chairperson may ask the member to leave the meeting

**4. Annual General Meeting (AGM):**

- a) The Society's AGM shall be held in June of each school year
- b) Members will be notified of the AGM by posting the notice on the Society bulletin board at Watson Road Elementary at least 14 days prior to the meeting
- c) The Secretary shall present a copy of the minutes from the previous year's AGM
- d) The Treasurer shall present annual financial statements, which include a balance sheet and an income statement, at the AGM
- e) The Treasurer shall present a proposed budget for the upcoming school year
- f) The election of Executive Officers and Student Planning Council Representatives occur at the AGM
- g) Before the election proceeds, a call for nominations must be made 3 times
- h) A motion to transfer signing authority to the new Executive Officers occurs at the AGM

**5. Quorum:**

A quorum for the transaction of business of the Society shall be as follows:

- a) For general or extraordinary general meetings there must be at least six members of which three are not the Society Executive Officers

- b) For executive meetings at least 40% of the Executive Officers must be present
- c) In the event of quorum failure, the Chairperson must declare the meeting as an information session and reconvene the order of business to the next Society meeting

**Section 4 – Special Resolutions:**

- 1. The Society shall pass Special Resolutions for changes to the Constitution and Bylaws, for removal of an Executive Officer, for borrowing funds, and otherwise required by the Society Act.
- 2. The Society shall follow the Society Act guidelines for passing Special Resolutions. These guidelines state that 75% of the members present must vote in favor of the resolution and that members will be notified of the resolution by posting a notice on the Society bulletin board at Watson Road Elementary at least 14 days prior to the meeting.
- 3. The Society shall send a copy of the Special Resolution to the registrar of the Society Act for certification.

**Section 5 – Voting:**

- 1. All Society members have one vote.
- 2. In the event of a tie vote the motion is defeated.
- 3. No proxy voting allowed.
- 4. Majorities as follows:
  - a) For Constitution and Bylaw amendments, a Special Resolution must be passed
  - b) For School Planning Council elections, a candidate must receive the majority (50% + 1) of votes cast
  - c) For all other purposes: 60% of the members present must vote in favor of the motion, unless otherwise required by the Bylaws or the Society Act
- 5. Voting will be by show of hands unless the Executive or a majority of voters requests a secret ballot, with the exception of the election of the School Planning Council Representatives, which must be by a secret ballot.
- 6. In the event that a secret ballot is used, a vote shall be taken to destroy the ballots.

**Section 6 - Executive Officers:**

- 1. A board of elected officers (the Executive) shall manage the affairs of the Society. The Executive Officers shall be as follows:
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
  - e) Copac Representative
  - f) Lunch Program Administrator
  - g) Special Events Administrator
- 2. An Elected Officer may be removed before the expiration of his/her term of office by a Special Resolution. The following steps must also be taken:
  - a) The President/Vice President shall call an extraordinary general meeting
  - b) The President/Vice President shall give Notice of Intent of cessation to the Executive Officer in writing
  - c) Voting must be done by secret ballot

## **Section 7 - Executive Officers' Duties:**

To encourage a smooth transition between retiring Executive Officers and their replacements, all retiring Executive Officers shall prepare an "End of Term Report". This report should summarize what they accomplished during the term, any outstanding issues to be dealt with and any hints for performing the job.

### **1. President:**

- a) shall preside at all meetings of the Society
- b) shall set the agenda for all meetings of the Society in consultation with the Executive and the Principal
- c) shall be one of the financial signing officers
- d) shall be an exofficio member to all committees
- e) shall appoint one committee member where authorized to do so by the Executive
- f) shall serve as the official spokesperson for the Society
- g) shall ensure that gaming and grant applications are completed if applicable
- h) in the event that there are vacant Executive positions, the President shall reassign those duties to other Executive Officers until the position is filled
- i) shall perform all duties generally empowered to the President

### **2. Vice –President:**

- a) shall act in the President's position in his/her absence
- b) shall assume the responsibility of the President if for any reason the position is vacated until a by-election can occur
- c) shall assist the President in the performance of his/her duties
- d) shall be one of the financial signing officers
- e) shall be responsible for promoting the purpose of the Society and for sending appropriate acknowledgements to students, parents and/or staff when significant events occur
- f) shall oversee the publication of the Society newsletter in conjunction with the Secretary
- g) shall be responsible for filing amendments to the Constitution and Bylaws and for filing the Society Annual Report
- h) shall be responsible for ensuring all election procedures are completed in accordance with the Constitution and Bylaws of the Society

### **3. Treasurer:**

- a) shall maintain an accurate record of all expenditures of the Society
- b) shall be one of the financial signing officers
- c) shall receive all monies for and on behalf of the Society
- d) shall keep all Society financial records confidential and shall not release information to any party not a member of the Society, unless authorized to do so by the Executive
- e) shall disburse funds authorized by the Executive or the Society
- f) shall give a financial report at all general meetings
- g) shall prepare and circulate complete financial reports at the executive meeting for review before the general meeting
- h) shall deposit all monies collected on behalf of the Society in an account at a recognized financial institution approved by the membership
- i) shall have the financial records ready for inspection and/or audit
- j) shall present an annual financial statement at the Annual General Meeting
- k) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- l) shall present a proposed budget for the following year at the Annual General Meeting
- m) shall perform all duties generally empowered to the Treasurer

### **4. Secretary:**

- a) shall keep accurate and official minutes of all meetings of the Society and Executive
- b) shall keep a current copy of the Constitution and Bylaws

- c) shall keep accurate records of incoming and outgoing correspondence and provide such correspondence for review at general meetings
- d) shall be responsible for maintaining files
- e) shall take attendance at all meetings and ensure a quorum is met
- f) shall distribute minutes to members present at meetings
- g) shall post minutes on the Society bulletin board
- h) shall publish a Society newsletter in conjunction with the Vice-President
- i) shall be responsible for all papers and mail belonging to the Society that are not specifically the responsibility of another officer
- j) shall post notice of all general and extraordinary meetings on the Society bulletin board at Watson Road Elementary at least 14 days prior to the meeting

**5. COPAC Representative**

- a) shall attend all monthly Central Okanagan Parent Advisory Committee (COPAC) meetings and report back at the general and executive meetings
- b) shall seek information from the Society when required

**6. Lunch Program Administrator**

- a) shall keep the Executive up to date
- b) may require signing authority if deemed necessary
- c) shall ensure that the government Food Safe Program regulations are followed
- d) shall appoint Lunch Program Coordinators to help organize and maintain a regular lunch program by:
  - 1. scheduling volunteers as required
  - 2. creating and distributing a menu
  - 3. collecting and organizing the classroom orders
  - 4. ordering and arranging food delivery to the school
  - 5. serving and distributing food
  - 6. submitting all receipts and expenditures to the Treasurer

**7. Special Events Administrator**

- a) shall keep the Executive up to date
- b) shall present fundraising and special event ideas to the membership at Society meetings
- c) in conjunction with the Treasurer, shall submit a detailed breakdown of income and expenditures for each event at the required Society meeting
- d) shall appoint Special Events Coordinators to help organize events by:
  - 1. scheduling volunteers as required
  - 2. gathering fundraising and event information
  - 3. arranging fundraising and special events by coordinating committees for these events
  - 4. keeping accurate records of events in conjunction with the Secretary and the Treasurer

**Section 8 – School Planning Council Representatives:**

- a) Three parent representatives to the School Planning Council shall be elected annually from the members of the Society who are not employees of any school district
- b) One of the representatives must be an elected officer of the Parent Advisory Council Society
- c) The term of office for the School Planning Council Representatives shall be one year
- d) School Planning Council Representatives may be re-elected an unlimited number of terms
- e) The election of representatives must be by secret ballot
- f) A vote shall be taken to destroy the ballots

### **Section 9 – School Planning Council Representatives Duties:**

The School Planning Council Representative:

- a) shall be one of three elected representatives
- b) may represent and speak on behalf of the Society at School Planning Council meetings and School Board meetings
- c) shall take direction from the general membership of the Society
- d) shall report back to the Society at general meetings
- e) may attend all executive meetings

### **Section 10 – Committees:**

1. Committees are responsible and accountable to the Society.
2. The Executive may appoint one member to sit on a committee.
3. School staff will be afforded representation on committees but may not chair.
4. Society members may be appointed to committees by a majority vote of the Society.
5. No committee shall have the authority to act without the express consent of the Executive.
6. The committee Chairperson will be determined by the committee members.
7. Extraordinary meetings called by the committee must follow the Bylaws of the Society's Constitution.
8. Committee recommendations must be brought forward to the Society members for voting, in accordance with the Society's Constitution and Bylaws.

### **Section 11 – Election Procedures:**

1. The Executive Officers shall be elected by the voting members at the Annual General Meeting in June.
2. The Student Planning Council Representatives shall be elected by the voting members at the Annual General Meeting in June.
3. The term of office shall take effect on July 1<sup>st</sup> and end June 30<sup>th</sup> of each year.
4. Call for nominations shall be made at the general meeting in May.
5. In the event that any position becomes vacant during the school year, a by-election will be held at the next general meeting following a call for nominations.
6. Call for nominations at meetings shall be made 3 times.
7. Voting will be by show of hands unless the Executive or a majority of voters requests by secret ballot, with the exception of the Student Planning Council elections which must be by secret ballot.
8. In the event that a secret ballot is used, a vote shall be taken to destroy the ballots.
9. Society members must have written notice of persons nominated for Executive Officers and School Planning Council Representatives prior to the AGM.
10. Nominations for Executive Officers and School Planning Council Representatives can be brought forward at the AGM.
11. Any Society member can serve on the Executive for as many years as he/she is elected to a position but no person may hold any one position for more than 2 consecutive years.
12. If an elected position remains vacant after the AGM, a call for nominations for that position must occur at the September and October general meetings. At the October general meeting, if no one comes forward for the position, a motion may be made to re-elect, for a one year extended term, the officer who vacated the position.
13. No person may hold more than one elected executive position at any one time.

### **Section 12 – Finances of a Non-Reporting Society**

1. The fiscal year shall commence June 1<sup>st</sup> and end May 31<sup>st</sup> of each year.
2. The Executive must ensure a minimum balance of \$1000.00 of unallocated total funds in the Society general bank accounts.
3. Expenditures over \$100.00 require the approval of the membership.
4. The Treasurer shall maintain an account at a recognized financial institution approved by the membership.

5. The financial signing authority shall be vested in the President, Vice-President, Treasurer, and Lunch Program Administrator with two signatures required.
6. Any monies shall be turned over to the Treasurer as quickly as possible for the member's own protection.
7. The Treasurer is responsible for keeping all funds belonging to the Society secure and depositing the funds as quickly as possible.
8. Receipts must be kept for all expenditures. Any receipts for expenses incurred on behalf of the Society shall promptly be turned over to the Treasurer together with a listing of the item, date of purchase and name of purchaser.
9. The financial records of the Society shall be audited at the end of a Treasurer's term or every two years. A copy of the audit report shall be distributed as soon as possible to the Executive. The audit report shall be made available to members upon request.
10. All Society minutes and financial records must be retained properly for seven years.
11. A person with bookkeeping experience shall audit the accounts of the Society.
12. No Executive Officer or relative shall audit the accounts of the Society.
13. In the event that a signing officer resigns or forfeits his/her position, their signing authority must be terminated immediately.
14. The Society may borrow, raise or secure the payment of monies in such manner and amount as sanctioned by a Special Resolution of the membership. No debenture shall be issued without authority of a Special Resolution.

### **Section 13 – Constitutional and Bylaw Amendments:**

1. A special committee consisting of a minimum of three members of which at least one is from the current Executive shall review the Constitution and Bylaws every 3 years.
2. The Constitution and Bylaws may be amended by Special Resolution at any general meeting.
3. Any amendments to the Constitution and Bylaws must be sent to the Secretary/Treasurer of School District #23 and the government body that regulates the B.C. Society Act.

### **Section 14 – Documents and Property**

All documents, records, minutes, correspondence, papers, equipment, or other Society items kept by a member, Executive Officer, or committee member in connection with the Society shall be deemed to be property of the Society and shall be turned over to the President when the member, Executive Officer, or committee member ceases to perform the task to which the papers relate.



**Dated June 28, 2000**

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**WITNESS (ES)**

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