



L'Association Parents-École – École Côte du Soleil

BYLAWS

SECTION V: MEMBERSHIP

1. All parents and guardians of students registered at l'École Côte du Soleil are voting members of the Association including administration and staff members who are parents of students attending, l'École Côte du Soleil.
2. Staff and administration members of l'École Côte du Soleil who are parents are not eligible to be executive members
3. Administration and staff (teaching and non-teaching) of l'École Côte du Soleil may be non voting members of the Association
4. The Association shall not have at any time or at any meeting more nonvoting than voting members
5. Every member will uphold the constitution and comply with these bylaws

SECTION VI: 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 14 days before the AGM
3. Additional general meetings shall be held at the discretion of the Executive or upon the receipt of a petition representing 30% 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 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") shall be held no later than June 15 of each 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 bylaws 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 with discussions, then motions shall be moved and seconded followed by a vote that will be called.
4. Voting of members on all matters must be given personally or by signed letter presented by an attending member.
5. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot.
6. The President can vote.
7. All resolutions must be voted on at a meeting.
8. All written communication (dealing with matters of general parent concern, or representing a position, question or concern of APÉ between the APÉ and the principal) shall be approved by a majority of the executive.



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SECTION VII-A: VOTING PROCEEDURE

1. All Executive positions will be nominated by eligible voting members. You can nominate yourself.
2. Nominations will start with the Presidents position, be accepted by that person and them voted by secret ballot if more than one person is eligible.
3. This procedure will be carried out for the remaining executive positions.
4. Nominations can only be accepted by persons in attendance at the AGM or a signed letter of acceptance by a voting member.

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS, AND SCHOOL PLANNING COUNCIL

1. The Executive officers shall be elected from the voting members at the AGM. No Executive officer shall be an employee of l'École Côte du Soleil
2. In the event of a vacancy on the Executive during the year, the members shall elect a new officer who shall hold the office until the next election.
3. Any Executive officer who desires to withdraw from a membership on the Executive shall notify the Executive in writing. The resignation shall become effective once the letter is received by the Executive for the Association.
4. One parent representative to the "Comité des partenaires" Council shall be elected annually from the parents of students enrolled in l'École Côte du Soleil or Brooks Secondary Francophone program. The parent can not be an employee of any school district in the province of BC or the Ministry of Education. The elected parent will be expected to attend the general meetings of the APE.
5. The election of the representative to the "Comité des partenaires" will be by secret ballot if there is more than one candidate for the 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
 - E. Members at Large
3. Any one of the positions of the Executive Officers may be shared by a maximum of two persons.
4. Any Executive Officer who misses four (4) consecutive meetings without cause shall be deemed to have tendered written resignation.

SECTION X: TERM OF OFFICE

1. The term of office of the Executive shall be for one (1) year to the end of the AGM of the next year.
2. The term of the parent for the office of the "Comité des partenaires" shall be one (1) year. From September 1st to August 31. Voted at AGM.



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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 take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the Association.
- e) Shall be the official spokesperson for the Association.
- f) Shall be a signing officer.
- g) Shall submit an annual report to 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 Bylaws and if and when changes are made they shall be done so in Bold and the copy amended shall be dated and initialled and a copy submitted to the school office of l'École Côte de Soleil 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 meeting on the accounts of the Association.
- b) Shall be one of the four (4) signing officers of the Executive.
- c) Shall prepare and submit an annual financial report of the Association for the AGM.
- d) Shall, with the assistance of the Executive, submit a budget and tentative plan of expenditures to the members of the AGM.
- e) Shall ensure that another financial signing officer has access to the financial records of the Association in the event of his/her absence.

E. MEMBER at LARGE

- a) Shall support the Executive to achieve the objectives and purpose of the Association
- b) Shall be a signing officer if needed.



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SECTION XII: COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are the 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 should be submitted to the members at the AGM and shall be published with the notice of the AGM to all members at least 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 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, the Treasurer, and a Member at Large.
5. Any Expenditure of the Association in excess of \$100.00 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 audit is agreed upon by the members at any general meeting, an independent auditor will be appointed as needed.

SECTION XIV: CONSTITUTION AND BYLAWS 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) Seven (7) 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 the voting members present at the meeting will be required to amend the Constitution and By-laws;



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SECTION XV: CODE OF CONDUCT

1. The Association is not a forum for the discussion of individual school personnel, student, 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 a discussion with discretion, protection 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 By-laws, policies and procedures of the Association;
 - b) Performs his/her duties with honesty and integrity;
 - c) Works to ensure that the well-being of the students is the primary focus of all decisions;
 - d) Respects the right 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 provide 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: DISSOLUTION

1. The Association may be dissolved by a special resolution at a General Meeting with a 75% majority vote of those in attendance.
2. In the event of dissolution of the Association, all assets and funds remaining after satisfaction of its debts and liabilities, shall be given or transferred to such non-profitable education or community groups or organizations in British Columbia having a similar charitable purpose.
3. In the event of dissolution on the Association all records of the organization shall be placed under the jurisdiction of the school Principal of l'École Côte du Soleil.

SECTION XV11: NOTICES

1. All notices shall be deemed to have been given to the members of the Association on the notice being provided to the student at l'École Côte du Soleil.