

**SOCIETY**

FORM 10  
\_\_\_\_\_

Certificate of Incorporation  
No. S-0015097

**SOCIETY ACT**  
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**COPY OF RESOLUTION**

The following is a copy of a special resolution passed in accordance with the bylaws of the society on October 10, 2001

*"BE IT RESOLVED as a special resolution that*

*(a) the June 6, 2001 resolution to replace the bylaws of the Society be rescinded, and*

*(b) the bylaws of the Society be repealed in their entirety and replaced with the bylaws set out in the attached."*

Dated October 18, 2001.

CARNARVON COMMUNITY SCHOOL  
ADVISORY COUNCIL

By: 

Vice-Chair

Relationship to Society

**CARNARVON COMMUNITY SCHOOL ADVISORY COUNCIL**

**BYLAWS**

**Article 1      Interpretation**

1. In these bylaws, the following terms shall have the following meanings:
  - a. "Parents" means all parents and legal guardians of Students;
  - b. "School" means Carnarvon Community School (including, for so long as it exists, Carnarvon Community Preschool); and
  - c. "Students" means children enrolled at the School.
2. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

**Article 2      Membership**

3. Any Parent may apply for membership in the Society and upon acceptance by the Executive shall be a voting member. A voting member will cease to be a member when they are no longer a Parent, or upon submitting to the Executive a written request to terminate membership in the Society.
4. Administration and staff (teaching and non-teaching) at the School may apply to be non-voting members of the Society and upon acceptance by the Executive shall be non-voting members. Such a non-voting member will cease to be a member when they are no longer employed at the School, or upon submitting to the Executive a written request to terminate membership in the Society.
5. Persons in the school community who are not Parents may also apply to be non-voting members of the Society and upon acceptance by the Executive shall be non-voting members. Such a non-voting member will cease to be a member upon submitting a written request to terminate membership in the Society.
6. It is the duty of each member, in order to remain in good standing in the Society, to comply with the bylaws of the Society. No member may be expelled from the Society.

**Article 3      Executive Officers**

7. The affairs of the Society shall be managed by a board of elected officers and the immediate past Chair (the "Executive").

8. The Executive officers will be as follows:

- a. Chair (may be divided into two positions, of Co-Chairs)
- b. Vice-Chair
- c. Treasurer
- d. Secretary
- e. Fundraising Chairperson

and such other positions as the Society may from time to time determine.

#### Article 4      Meetings

9. There shall be an annual general meeting for the purpose of election of Executive officers held once in each calendar year, during the school year, and additional general meetings shall be held approximately once a month during the school year to conduct current business, all on a day and time to be determined by the incumbent Executive.

10. The Executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon receipt of a petition representing at least 10% of the voting members.

11. The date and time of general meetings shall be set by the Chair in consultation with the School's administration, and notice of meetings shall be posted in the School at least 14 days prior to each meeting.

#### Article 5      Voting

12. A quorum is three voting members present, or a greater number that the members may determine at a general meeting.

13. Unless otherwise provided by these Bylaws or the Society Act, questions arising at any meeting shall be decided upon by a simple majority vote.

14. Voting shall be done by a show of hands or, at the discretion of the Chair, by ballot (secret or otherwise).

15. Each voting member in good standing present at a meeting of the members is entitled to one vote.

16. Voting by proxy shall not be permitted.

17. In the case of a tie vote, the motion will be lost.

**Article 6**      **Election of Executive Officers**

18. Executive positions are filled by volunteer members, except that no employee or elected official of the Vancouver School District or Ministry of Education shall hold an executive position. No member of the Executive will receive any remuneration for his or her duties.

19. The Executive may exercise all the powers and do all the acts and things that the Society may lawfully exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting.

20. A call for volunteers to fill the Executive positions for an upcoming academic year shall be made at the one or two general meetings in the months prior to the Annual General Meeting.

21. A list of the Executive positions and the corresponding Parent volunteers shall be presented at the Annual General Meeting. In the event of there being only one candidate for an Executive position, the individual shall be elected by acclamation. In the event of there being more than one candidate for an Executive position, the Executive officer shall be elected by the members at the Annual General Meeting.

22. In the event an Executive position is not filled at the Annual General Meeting, or in the event of a vacancy on the Executive during the year, then the members may at any time during the academic year select a new officer, who shall hold office until the next Annual General Meeting.

**Article 7**      **Term of Office**

23. The term of office of an Executive officer shall commence on the 1<sup>st</sup> day of the first calendar month following the Annual General Meeting, and shall continue until the 1<sup>st</sup> day of the first calendar month following the next Annual General Meeting.

24. Any member may serve as an Executive officer for as many years as he or she is elected to a position.

25. Upon completion of a term, a Chair who is not re-elected shall act in an advisory role to the new Chair for one year.

26. An Executive officer may be removed from office by a vote of 50% or more of the voting members.

**Article 8      Duties of the Executive Officers**

27.    The Chair is the chief executive officer of the Society and shall:
- a.      convene and preside at all general, special and executive meetings;
  - b.      ensure that an agenda is prepared and presented for each general meeting;
  - c.      in the event that the Society does not have a District Parent Advisory Council (DPAC) representative, the Chair shall assume these responsibilities or delegate them when necessary;
  - d.      appoint committees where authorized to do so by the Executive or members;
  - e.      review the financial records and reports prepared by the Treasurer;
  - f.      be a signing officer; and
  - g.      submit an annual report at the Annual General Meeting.

Where there are two persons sharing the position of Chair, then the duties of the Chair shall be split between the Co-Chairs as they, in their discretion, shall determine.

28.    The Vice-Chair shall:
- a.      assume the responsibilities of the Chair in the Chair's absence; and
  - b.      be a signing officer.
29.    The Treasurer shall:
- a.      be responsible for and report on the accounts of the Society;
  - b.      with the assistance of the Executive, draft a budget for presentation at a time determined by the Executive;
  - c.      prepare a financial statement for publication in a School newsletter and presentation at the Annual General Meeting, after review and approval by two members of the Executive;
  - d.      be a signing officer;
  - e.      ensure that another signing officer has access to the financial records of the Society in the event of an absence of more than one month; and

f. submit an annual report at the Annual General Meeting.

30. The Secretary shall:

- a. record the minutes of each general, special and Executive meeting and make minutes available to the Executive and members;
- b. maintain a file with the minutes;
- c. maintain the seal, if the Society has one;
- d. maintain a file with an up-to-date copy of the Constitution and Bylaws of the Society; and if and when amendments are made they shall be done so in red on the original copy and dated and initialed by the Chair and Secretary, and the Secretary shall submit a copy to the Vancouver School Board office for safe-keeping;
- e. be a signing officer; and
- f. maintain a file of annual reports.

31. The Fundraising Chairperson shall:

- a. coordinate all fundraising activities in consultation and cooperation with the Executive and the School administration;
- b. oversee fundraising assistants in their projects as necessary; and
- c. submit an annual report at the Annual General Meeting.

#### Article 9      Committees

32. There shall be a standing Childcare Committee which will oversee the operation of both the preschool and out-of-school facilities, including without limitation the staffing, licensing and finances of such facilities. The members of the Childcare Committee shall include the Program Director(s) for the preschool and out-of-school facilities, such number of volunteer members (selected from among the members who are Parents of Students using such facilities) as the Program Director, in consultation with the Executive, deems suitable, and one person selected by the Committee as the liaison with the Society. The Childcare Committee may establish its own bank account(s), and if it does, then it may select the signing authorities for such account(s) from among its members and members of the Executive, but shall in any case comply with the provisions of Section 37 below. The Childcare Committee shall submit to the Treasurer, at such time requested by the Treasurer, an annual report and financial statements, and such additional reports as the Executive may from time to time request.

33. Additional committees (standing or ad-hoc) shall be formed if and when necessary, based on the organizational needs of the Society.

34. Committees report to the Executive of the Society.

#### Article 10    Finances

35. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a general meeting to be determined by the Executive.

36. All funds of the Society shall be on deposit in a bank or financial institution registered under the Bank Act.

37. The Executive shall name at least three signing officers, one of whom shall be the Treasurer, for the banking and legal documents. Two signatures are required for these documents. In the event that a cheque is made payable to one of the signing officers, the payee will not be one of the two signatures.

38. All non-budgeted money spent above \$100 shall be presented to and voted on by the members at any general meeting.

39. A financial statement shall be presented at the Annual General Meeting.

40. A majority of voting members at any general meeting may require an audit, whereupon an independent auditor will be appointed by the Chair.

#### Article 11    Borrowing

41. The Society shall have the power to borrow or raise or secure the payment of money in such manner as the Society shall think fit, provided that no debenture shall be issued without the passing of a special resolution.

#### Article 12    Constitution and Bylaws

42. Amendments to the Constitution and Bylaws of the Society may be made at any general meeting at which business is conducted, provided that:

- a. at least 14 days' prior written notice of the meeting has been given, and the notice of the meeting includes notice of the specific amendments proposed; and
- b. 3/4 of the voting members present at the meeting vote in favor of the proposed amendments.