

Society Incorporation Number: S0026279

*Willow Point Parents Advisory  
Committee Association.*

## **BYLAWS**

### **1. Definitions**

- a) “community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws;
- b) “district” means School District No. 72;
- c) “DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No.72;
- d) “EWP” means Ecole Willow Point;
- e) “PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in EWP;
- f) “Parent” as defined in the *School Act* means;
  - i. the guardian of the person of the student or child;
  - ii. the person legally entitled to custody of the student or child; or
  - iii. the person who usually has the care and control of the student or child;
- g) “School” means any public elementary or secondary educational institution as defined in the *School Act* operating within School District 72; and
- h) “CPF” means Canadian Parents for French which operates provincially to support departments of education by providing French as a Second Language (FSL) resources to parents and educators.

### **2. Membership**

- a) All Parents of students registered in EWP are voting members of the Council.
- b) Administrators and staff of EWP may be invited to become non-voting members of the Council.
- c) Every member will uphold the constitution and comply with these bylaws.

### **3. Meetings of Members**

- a) General meetings will be conducted with fairness to all members.
- b) General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.
- c) At general meetings members will not discuss individually school personnel, students, parents or other members of the school community.
- d) The council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
- e) Members will be given reasonable notice of general meetings.

#### **4. Proceedings at General Meetings**

- a) A quorum for general meeting will be five voting members.
- b) If at any time during a general meeting quorum ceases to be present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- c) Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
- d) In the case of a tie vote the chair does not have a second or casting vote and the motion is defeated.
- e) Members may vote in person. However, if a vote is needed before a general meeting, the option of an email vote can be conducted with all members included from the previous general meeting (including all executive members). This will include a digital motion/amendment which requires signing to represent a vote.
- f) Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
- g) A vote for elections will be taken by secret ballot according to the *School Act* and a vote to destroy ballots will be taken after every election.

#### **5. Executive**

- a) The role of the executive is to manage Council's affairs between general meetings.
- b) Executive will include the president, vice-president, recording secretary, corresponding secretary, treasurer, recording treasurer, CPF representative, DPAC representative and two hot lunch coordinators.
- c) Any voting member of the Council is eligible to serve on the Executive except employees or elected officials to School District 72 or the Ministry of Education.
- d) The executive will be elected at each annual general meeting.
- e) The executive will hold office for a term of 1 year from July 1 to June 30.
- f) If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.
- g) The members may, by a vote of not less than 75% of the votes cast, remove an executive member before the expiry of his or her term of office and may elect an eligible member to complete the term.
- h) Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.
- i) No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

#### **6. Executive Meetings**

- a) Executive meetings will be held at the call of the president.
- b) A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.
- c) Executive members will be given reasonable notice of executive meetings.
- d) All matters requiring a vote at executive meetings will be decided by a simple

majority of the votes cast (50% plus 1).

- e) In the case of a tie, the chair does not have a second or casting vote and the motion is defeated.

## **7. District Parent Advisory Council**

- a) One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of School District 72 or the Ministry of Education.
- b) The election of a representative to the DPAC must be by secret ballot.
- c) DPAC representatives will hold office for a term of 1 year.
- d) If a DPAC representative resigns or ceases to hold office for any other reason, the members may elect an eligible member of Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

## **8. Conduct of Executive**

- a) On election or appointment, every executive member must sign and agree to abide by a code of ethics.
- b) Every executive member must act in the interests of the parent membership of the Council.
- c) An executive member who is interested, either directly or indirectly involved, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the members and executive. All executive members must avoid using his or her position on the Council for personal gain.
- d) Any information received in confidence by an executive member from school personnel, a student, parent or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

## **9. Duties of Executive**

- a) the President will:
  - i. speak on behalf of Council;
  - ii. consult with Council members;
  - iii. preside at membership and executive meetings;
  - iv. ensure that an agenda is prepared in advance of meetings;
  - v. ensure that Council activities are aimed at achieving the purposes set out in the constitution; and
  - vi. be a signing officer and retain access to email and drop box.
- b) the Vice-President will:
  - i. support the president;
  - ii. assume the duties of the president in the president's absence or upon request;
  - iii. assist the president in the performance of his or her duties;
  - iv. accept extra duties as required; and
  - v. be a signing officer and retain access to email and drop box.

- c) the Recording Secretary will:
  - i. record and file minutes of all meetings;
  - ii. keep an accurate copy of the constitution and bylaws and make copies available to members upon request; and
  - iii. ensure a safekeeping of all records of the Council.
  
- d) the Corresponding Secretary will:
  - i. ensure that members are notified of meetings; and
  - ii. issue and receive correspondence on behalf of Council
  - iii. ensure there is proper child care for general meetings when necessary.
  - iv. retain access to email and drop box.
  
- e) the Treasurer will:
  - i. be a signing officer;
  - ii. ensure all funds of the Council are properly accounted for;
  - iii. ensure that proper financial records and books of account are maintained;
  - iv. report on all receipts and disbursements at general and executive meetings;
  - v. make financial records and books of account available to members upon request;
  - vi. with the assistance of the executive, prepare an annual budget; and
  - vii. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.
  
- f) the Recording Treasurer will:
  - i. be a signing officer;
  - ii. prepare all receipts and disbursements for the Council; and
  - iii. support the Treasurer in fulfilling all of their responsibilities.
  
- g) the DPAC Representative will:
  - i. act as the liaison between Council and DPAC;
  - ii. attend meetings of DPAC and represent, speak and vote on behalf of Council;
  - iii. report regularly to members and executive on matters relating to DPAC and of relevance to EWP;
  - iv. seek and give input to the DPAC on behalf of the Council; and
  - v. receive, circulate and post DPAC newsletters, brochures and announcements to the members and executives.
  
- h) the Hot Lunch Coordinators will:
  - i. plan the menu and budget for hot lunch;
  - ii. manage the hot lunch ordering system;
  - iii. work with suppliers, staff, parents and PAC with regards to the hot lunch planning and implementation; and
  - iv. conduct all other matters in relation to the hot lunch program.

- i) the CPF Representative will:
  - i. act as a liaison between Council and CPF;
  - ii. report regularly to members and executives on matters relating to CPF and of relevance to EWP;
  - iii. receive, circulate and post CPF newsletters, brochures and announcements to the members and executives.
  - iv. complete applications and requests between EWP and CPF regarding any events, funding or other matters.

## **10. Committees**

- a) The members or executives may appoint committees to further Council's purposes and carry on its affairs.
- b) The terms of reference of each committee will be specified by the members or executive at the time the committee is established.
- c) Committees will report to the members and executives as required and will operate within their terms of reference.

## **11. Financial Matters**

- a) The financial year of the Council will be July 1 to June 30;
- b) The Council may raise and spend money to further its purposes;
- c) All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the *Bank Act* or the *Financial Institutions Act*.
- d) Two signatures will be required on all banking documents.
- e) The executive will prepare a budget and present it to the membership for approval within 2 months of the beginning of the school year.
- f) The executive will present all proposed expenditures beyond the current budget for approval at general meetings.
- g) A treasurer's report will be presented at no less than every second general meeting.
- h) Members may appoint an auditor at a general meeting.

## **12. Constitution and Bylaw Amendments**

- a) The members may by a vote of not less than 75% of the votes cast amend the Council's constitution and bylaws;
- b) Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting;
- c) Where the proposed amendments exceed one page they need to be given to every member but must be posted in a conspicuous place in the school or made accessible to all members.

## **13. Property in Documents**

- a) All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the Council shall be deemed to be the property of the Council and shall be turned over to the president when the member, executive member or committee member ceases to perform the task to which the papers relate.

#### **14. Dissolution**

- a) In the event of winding up or dissolution of the association, funds and assets of the association, remaining after the satisfaction of its debts and liabilities, shall be given or transferred to a new Parent Group within Willow Point School that may have formed as a result of the dissolution. In the event of this not being the case the funds and assets shall be given to Willow Point School for the purchase of educational and/or sports equipment. This clause was previously unalterable.
- b) In the event of winding up or dissolution, all records of the Council shall be given to the principal of EWP.

#### **15. Clauses previously in the Constitution**

- a) The operation of the association shall be carried out chiefly in the city of Campbell River, in the Province of British Columbia. This clause was previously unalterable.
- b) The purpose of the association shall be carried out without purpose of gain for its members and any profit or other accretions to the association shall be for promoting its purposes. This clause was previously unalterable.

Adopted by Willow Point Parents Advisory Committee Association at:

Campbell River, British Columbia, on May 12 2025