

Constitution and Bylaws

February 2015

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CONSTITUTION

ARTICLE 1 – ORGANIZATION

The name of the organization shall be the Wishart School Supporters (WSS) here after known as '*the WSS*'

- a. The mailing address of *the WSS* is Wishart Elementary School, 3310 Wishart Road, VICTORIA, BC V9C1R1

ARTICLE 2 – PURPOSES OF THE WSS

The purposes of *the WSS* shall be to promote and support education as well as to contribute to a sense of community at the Wishart Elementary School.

BYLAWS

PART 1 – DEFINITIONS

In these bylaws, unless the context otherwise requires:

- (a) “officers” are the president, vice presidents, treasurer, and secretary
- (b) “directors” are those elected or appointed to director positions
- (c) “executive” consists of the officers and directors
- (d) “*THE WSS*” means the Wishart School Supporters ;
- (e) “PAC” means Parents’ Advisory Council
- (f) “parents” means the parent(s), guardian(s) and grandparent(s) of (a) child(ren) currently enrolled in Wishart Elementary School;
- (g) “district” means School District #62 (Sooke) SD62; and
- (h) “assets” refers to any money in our community bank account
- (i) “gaming funds” refers to the money applied for and granted by the BC Gaming Policy and Enforcement Branch

PART 2 – MEMBERSHIP

1. To be a voting member of *the WSS* a person must be a parent, guardian or grandparent with students registered at Wishart Elementary school,
2. Every member shall uphold the constitution and comply with these bylaws and any rules of *the WSS*.
3. A delegate may be expelled from a meeting for violating the constitution, bylaws or rules of *the WSS* by a resolution of the delegates present;
 - a) The WSS president, or designate, will follow up with the member in writing within 14 days

PART 3 – MEETINGS OF MEMBERS

General meetings of *the WSS* will be held monthly except during the months of July and August, when no meetings take place.

Every meeting, including the Annual General Meeting, is a general meeting.

- a) The executive may, when necessary, convene an extraordinary general meeting in addition to those meetings specified in bylaw 11;
- b) The executive shall convene an extraordinary general meeting in addition to those specified in bylaw 11, upon written request of not less than 10% of the voting members, provided the request for the meeting includes the purpose of the meeting.
- c) Notice of a general meeting shall specify the place, date and hour of meeting, and the general nature of the business.
- d) The accidental omission to give notice of a meeting or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at the meeting.
- e) The *WSS* annual general meeting shall be held once in every calendar year in May and in any event not more than 15 months after the holding of the last annual general meeting.

PART 4 – PROCEEDINGS AT GENERAL MEETINGS

The most current version of “Robert’s Rules of Order” in effect shall govern the proceedings at all meetings of *the WSS*.

- a) No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- b) A quorum is 30% of the current voting members, provided that shall never be less than 3 voting delegates.
- c) If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting shall be terminated.

Chairperson:

- a) The president of *the WSS* shall chair or appoint a chair, for all general meetings.
- b) If at a general meeting the president is absent, and the president has not appointed a chair at the time appointed for holding the meeting an executive member may volunteer and upon approval of the majority of those present the meeting will proceed. If no executive member is willing the meeting will be cancelled;
- c) All resolutions proposed at a meeting must be seconded.
- d) In the case of a tie vote the motion is considered failed.
- e) A delegate present at a meeting of members is entitled to one vote;
- f) Voting is by show of hands, except for the election of directors and officers which shall be by secret ballot;
- g) Proxy voting is not permitted.

PART 5 – EXECUTIVE; OFFICERS AND DIRECTORS

1.

- a) The executive may exercise all the powers and do all the acts and things that *the WSS* may 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 WSS* in general meeting, but subject, nevertheless, to:
 - i. all laws effecting *the WSS*;
 - ii. these bylaws; and
 - iii. rules, not being inconsistent with these bylaws, which are made from time to time by *the WSS* in general meeting.
- b) No rule, made by *the WSS* in general meeting, invalidates a prior act of the executive that would have been valid if that rule had not been made.

- 2..
 - a) The executive must retire from office May 31st after the Annual General Meeting when their successors will have been elected;
 - b) The retired executive will be eligible for re-election, provided that, no director shall hold the same officer position for more than 3 consecutive years;
 - c) Term of office shall be for one year, commencing June 1st;
 - d) Elections of executive shall be in the following order:
 - I. president;
 - II. vice-president;
 - III. treasurer;
 - IV. secretary;
 - V. any other directors to be elected;
 - VI. past president is automatically a director by virtue of having served as the president the preceding year;
 - e) An election may be by acclamation; otherwise it shall be by secret ballot.
 - f) If no successor is elected, the person previously elected or appointed continues to hold office.
3.
 - a) The call for nominations for directors and officers shall be made at the general meeting in May of each year. Nominations from the floor at the Annual General Meeting in June will also be accepted, provided the candidate for office consents to his or her appointment.
4.
 - a) The executive may at any time appoint a delegate to fill a vacancy in the executive.
 - b) A director so appointed holds office only until the conclusion of the next following annual general meeting of *the WSS*, but is eligible for re-election at the meeting.
5. (1) If an executive member resigns his office or otherwise ceases to hold office, the remaining Executive members shall appoint a delegate to take the place of the former executive member.
(2) No act or proceeding of the executive is invalid only by reason of there being less than the prescribed numbers of executive in office.

PART 6 – PROCEEDINGS OF EXECUTIVE

1. (1) The executive may meet together at the place they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit, provided that, the executive are expected to represent fairly, the views of the majority of the voting members and not to act solely on their own behalf.
(2) The quorum necessary to transact business at an executive meeting shall be 50% of the executive then in office.
(3) The president shall chair all meetings of the executive, but if at a meeting the president is not present within 15 minutes after the time appointed for holding the

meeting, the vice-president shall act as chair, but if none of the them are present the executive present may choose one of their members to chair that meeting.

2. Coordinators

The executive may delegate any, but not all, of their powers to coordinators consisting of executive or delegates, as they see fit.

PART 7 – DUTIES OF OFFICERS

3. The president shall:

- (a) preside or delegate an executive member to preside at all meetings of THE WSS and of the executive;
- (b) supervise the executive in the execution of their duties;
- (c) be the spokesperson for the WSS;
- (d) be a member of all committees;
- (e) be one of the signing officers;
- (f) discuss the WSS correspondence with the secretary; (g) with executive input, compile the agenda items and make copies available at the meeting.
- (h) by way of the secretary issue notice of meeting of the WSS and executive;

4. The past president may:

- (a) be a resource person;
- (b) be the elections officer.

5. The vice-president shall:

- (a) act as president in absence of president;
- (b) be one of the signing officers;
- (c) take on other duties as deemed necessary.

6. The secretary shall:

- (a) receive, write and send the correspondence of *the* WSS; issue notice of meeting of *the* WSS and executive;
- (b) keep minutes of all meetings of *the* WSS and the executive and shall distribute those minutes to all members within 14 days of any meeting;
- (c) have custody of all records and documents of *the* WSS except those required to be kept by the treasurer;
- (d) and maintain a current register of members and delegates.

7. The treasurer shall:

- (a) keep the financial records,
- (b) generate financial statements for the executive, delegates and others when required;
- (c) report on current financial situation of *the* WSS at all general and executive meetings
- (d) bring copies of current bank statements to all general meetings.

- (e) apply for gaming funds annually. File all documents required to complete gaming requirements.
 - (f) be one of the signing officers;
8. In the absence of the secretary from a meeting, the executive shall appoint another person to act as secretary at the meeting.

PART 8 – DUTIES OF DIRECTORS

Description of appointed Director Positions

1. The Events Coordinator

- (a) Shall in consultation with the Principal, organize fundraising activities throughout the year as agreed upon by the WSS.
- (b) Shall organize and actively participate in preparation for school extracurricular events, as agreed by the WSS
- (c) Shall enlist help for each event as required.
- (d) Shall be responsible for keeping up to date procedural records

2. Food and Beverage Coordinator:

- (a) Shall be responsible for arranging monthly lunch program and ordering necessary food dictated by individual orders;
- (b) Shall be responsible for facilitating all areas concerning the most effective and efficient manner for food distribution, collection of funds, monitoring and rectification of problems, which might occur:
- (c) Shall be responsible for arranging all food and beverages for concessions at WSS events and requested school functions:
- (d) Shall enlist help for each event as required.
- (e) Shall be responsible for keeping up to date procedural records

3. The Fundraising Coordinator:

- (a) Receive, write and send the correspondence of *the WSS*; issue notice of meeting of *the WSS* and executive;
- (b) keep minutes of all meetings of *the WSS* and the executive and shall distribute those minutes to all members within 14 days of any meeting;
- (c) have custody of all records and documents of *the WSS* except those required to be kept by the treasurer;
- (d) and maintain a current register of members and delegates.

4. The Sooke Parents Education Advisory Council (SPEAC) shall:

- (a) The SPEAC representative shall represent the WSS at all SPEAC meetings,
- (b) Shall appoint a replacement when unable to attend
- (c) Shall report district information at the general meetings of the WSS as required
- (d) Shall keep up to date procedural records.

5. Safety Committee Rep

- (a) Ensures all comfort packs are updated every year.

- (b) Every two years verifies contents of emergency bags and replaces necessary items.
- (c) Reports to *the WSS* at the monthly general meetings on any new safety programs.

6. Members at Large

- (a) supports *the WSS* and the appointed Directors positions in their duties.

PART 8 – FINANCIAL AND BORROWING

1. In connection with the financial affairs of *the WSS*, the following shall apply:
 - (a) the executive shall present a draft budget at the no later than the October general meeting each year;
 - (b) non-budgeted expenditures over \$500.00 must first be approved by a resolution of the delegates;
 - (c) all disbursements of funds of *the WSS* must be by cheque or other auditable document;
 - (d) *the WSS* fiscal year shall be July 1st to June 30th ;
 - (e) a review of the *WSS* books shall be done by *the WSS* accountants within 30 days of the end of each fiscal year and the accountants report shall be part of the annual report.
2. The signing authority for *the WSS* shall be any two (2) of the signing officers.
3. In order to carry out the purposes of *the WSS* the executive may, on behalf of and in the name of *the WSS*, raise or secure the payment or repayment of money in the manner they decided,

PART 9 – AUDITOR

1. *The WSS* shall not be required to have an auditor unless the delegates resolve to appoint an auditor.

PART 10 – NOTICE TO MEMBERS

1. A notice may be given to a member, either personally, by email or by mail, at the member's known address or at the school.

2. A notice sent by mail shall be deemed to have been given on the third business day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
3. (1) Notice of a general meeting shall be given to:
 - (a) every member shown on the register of members on the day notice is given; and
 - (b) the auditor, if one has been appointed.
 - (c) the schools administration(2) No other person is entitled to receive a notice of general meeting

PART 11 – BYLAWS – COPIES AND CHANGES

1. On being admitted to membership, each member is entitled to and *the WSS* shall, upon request, provide the member, without charge, a copy of the constitution and bylaws of *the WSS*.
2. The constitution and bylaws shall only be altered by resolution after not less than 30 days notice is given to members and delegates.

PART 12 – DISSOLUTION

1. (1) If *the WSS* is dissolved the assets of *the WSS* will be distributed among appropriate charitable organizations with no assets being retained by delegates of *the WSS*. (2) Gaming funds shall be dealt with in the manner that Gaming Policy and Enforcement Branch deems correct.

Signed by 3 *THE WSS* Executive and a witness;

FULL NAME	FULL NAME
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POSITION	POSITION
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Executive's signature	Executive's signature
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FULL NAME	WITNESS FULL NAME
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POSITION	Position/title
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Executive's signature	Witness's signature
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Signed and dated at Colwood, British Columbia, this ___ day of _____, 20__.

The amendments to this document were approved at the General meeting _____, 20__