

## CONSTITUTION

### SECTION 1

The name of the society is the Richmond District Parents Association.

### SECTION 2

The purposes of the Association are:

- I. To foster parental involvement so that parents may cooperate constructively in the education and safety of students.
- II. To provide increased awareness, understanding and support for the public school system in order to unite educators and the general public in securing the highest advantages in education for students.
- III. To improve communications and the process of sharing information between and within schools, as well as District-wide.
- IV. To be effective advocates for parents, children and youth within the school community.
- V. To advise the **School Board** on parental views concerning the school district programs and policies.

### SECTION 3

There shall be no personal financial benefit associated with membership in the Association. This provision is unalterable.

### SECTION 4

The business of the Association shall be unbiased towards race, religion, gender, **sexual orientation** or **political affiliation**. This provision is unalterable.

## BYLAWS

### SECTION 1

#### DEFINITIONS

1. In these bylaws, unless the context otherwise requires,
  - I. "Association" means the Richmond District Parents Association.
  - II. "Directors" means the **elected** Directors of the Association for the time being.
  - III. "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it.
  - IV. **"Members" means the elected/appointed delegate of any Parent Advisory Council in School District #38 Richmond or their proxy.**
  - V. "Parent" means any person who has care and/or custody of a child.
2. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
3. Words importing the singular include the plural and vice versa; and words importing a male person include a female person.

### SECTION 2

#### MEMBERSHIP

4. Voting membership of the Association may be granted upon application to the Association, and shall consist of one **delegate elected/appointed by each individual school Parent Advisory Council from the Richmond School District #38**, with one vote per Parent Advisory Council.
5. Directors duly elected or appointed in accordance with these bylaws shall be members of the Association with one vote each.
6. Upon the application being accepted by the Association, representatives from the Richmond Board of **Education, District Administration, School Administrators Association (RASA), Teachers Association (RTA), Support Staff (CUPE 716)** and other community organizations who demonstrate an interest in, and support for the public school system, shall be invited to attend as non-voting members.

7. Parents who have children attending schools in **Richmond School District #38** shall be encouraged to attend the meetings of the Association.
8. A person shall cease to be a voting member, and a member in good standing of the Association
  - I. by delivering his resignation in writing to the Secretary of the Association, or
  - II. by delivering it to the address of the Association;, or
  - III. on ceasing to be a Director of the Association;
  - IV. on ceasing to be the delegate appointed by the individual Parent Advisory Council
  - V. on being expelled
9. A member may be expelled
  - I. by a special resolution of the members passed at a general meeting
  - II. a notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
  - III. the person who is a subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

### SECTION III.

#### MEETINGS

10. There shall be an Annual General Meeting at which the election of **Directors** shall take place. This meeting shall be held in May of each year, and additional general meetings shall be held once a month from September to April. The December meeting shall be held at the discretion of the membership.
11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
12. The executive meetings and extraordinary general meetings shall be held at the discretion of the President, or upon receipt of a petition representing ten per cent (10%) of the registered voting members.

13. Fourteen (14) days written notice of a general meeting shall specify the place, day and hour of meeting, and, in case of **special resolutions, the general nature of those resolutions.**

## SECTION IV

### VOTING

14. A quorum shall consist of nine (9) members of which not more than four (4) shall be Directors.
15. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote.
16. In the case of a tie vote, the motion shall be lost.
17. Voting by proxy shall not be permitted.
18. Voting shall be accomplished by a show of hands with the exception of the election of officers or special resolutions which shall be done by secret ballot **unless otherwise chosen by a majority of voting members present.**
19. A member in good standing who is present at a meeting is entitled to one vote.

## SECTION V

### DIRECTORS AND OFFICERS

20. The affairs of the Association shall be managed by a Board of Directors The Directors of the Association shall be as follows:
  - I. President
  - II. Vice-President
  - III. Secretary
  - IV. Treasurer

- V. A minimum of two, and a maximum of six, Directors-at-Large
- VI. Immediate Past President

21. The Board of Directors shall be elected by the members attending the Annual General Meeting of the Association. Elections shall be decided by a simple majority vote.
22. Offices shall be assumed on June 30th of each year.
23. The Directors shall be elected for a term of one year, or until their successors are elected. No person shall serve in the same office for more than **four** consecutive years **except in unusual circumstances, as brought forward by the executive and approved by a two thirds majority of those voting members present at the Annual General Meeting.**
- ~~24. No person may serve as a director as well as a delegate appointed by an individual school Parent Advisory Council.~~
- ~~25. A person who serves as a Director of the Association may also serve on the executive of a Parent Advisory Council but can no longer vote as a Parent Advisory Council delegate.~~
26. The directors may appoint a qualified individual to complete a term as a Director should a vacancy occur in the Board of Directors during the year. This appointment shall be sanctioned by an ordinary resolution.
27. The members may, by special resolution, remove a Director before the expiration of his term of office, and may elect a successor to complete the term of office.
28. No Director shall be remunerated for being, or acting as a Director, but a Director shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association.
29. No person may be a Director of the Association while holding the office of School Trustee on the Richmond Board of **Education**.
30. The elections shall be conducted by the immediate past President, acting as Chairperson of the nominating committee. In the event the immediate past President is absent, the President shall appoint an alternate Chairperson.

## SECTION VI

### DUTIES OF OFFICERS

31. The President shall preside at all meetings of the Association and of the Directors.
32. The President is the Chief Executive Officer of the Association and shall supervise the other Directors in the execution of their duties.
33. The Vice President shall carry out the duties of the President in his absence.
34. The Secretary shall
  - I. keep minutes of all meetings of the Association and Directors;
  - II. maintain the register of members, and
  - III. have custody of all records and documents of the Association except those required to be kept by the Treasurer.
35. The Treasurer shall
  - I. keep the financial records, necessary to comply with the Society Act, and
  - II. render financial statements to the Directors, Members and others when required.
36. The offices of Secretary and Treasurer may be held by one person who shall be known as the Secretary/Treasurer.
37. The Directors-at-large shall serve in the capacities to be confirmed by the Association at the time of election, and at other times throughout their tenure as the needs of the Association require.

## SECTION VII

### FINANCES

38. In order to carry out the purposes of the Association the Directors may, on behalf of and in the name of the Association, raise or secure the payment or repayment of money in the manner that they decide, and, in particular but without limiting the foregoing, by the issue of debentures.

39. No debenture shall be issued without the sanction of a special resolution.

40. The members may, by special resolution, restrict the borrowing powers of the Directors, but a restriction so imposed shall expire at the next annual general meeting.

## SECTION VIII

### AMENDMENTS

41. Amendments to the Constitution and Bylaws of the Association may be proposed by any voting member provided that such proposed changes be submitted to the Board of Directors in March for inclusion on the agenda of the annual general meeting.

42. A special resolution shall be required to amend the Constitution and Bylaws of the Association.

## SECTION IX

### CODE OF CONDUCT

43. The Association shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

44. A Director who is approached by a parent with a concern related to an individual is in a privileged position and shall treat such discussion with discretion, protecting the confidentiality, where possible, of the persons involved.

45. A parent who accepts a position as a Director of the Association shall

- I. uphold the constitution and bylaws, policies and procedures of the Association;
- II. perform his duties with honesty and integrity;
- III. work to ensure that the educational well-being of students shall be the primary focus of all decisions;
- IV. respect the rights of all individuals, and
- V. take direction from the members, ensuring that representation processes are in place.

46. **Social Media**

- I. All social media connected to the Association will be managed by the Directors or by a member designated by the President.
- II. No one shall comment on behalf of the Association on any media platform without prior permission of the Association President.
- III. All communications by the Association, regardless of platform, will be for Association, School District or Education related information purposes only. Association communication channels shall not be used for any commercial, political or personal commentary, endorsement or disapproval unless related to Association Directors or Members.

## SECTION X

### DISSOLUTION

47. In the event of dissolution of the Association, and following payment of all outstanding debts, the disbursement of remaining funds shall be decided upon by the members at the final general meeting. If a quorum is not present, then these funds shall be placed under the jurisdiction of the Richmond School District #38.

48. In the event of dissolution of the Association all records of the Association shall be placed under the jurisdiction of the Richmond School District #38.