

***DE LA SALLE COLLEGE 'OAKLANDS'  
PARENTS' ASSOCIATION***

***CONSTITUTION AND BYLAWS***

March 2003

# **CONSTITUTION FOR PARENTS' ASSOCIATION**

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## **SECTION 1: Definitions**

The name of the Community Association for De La Salle College 'Oaklands' shall be the "De La Salle College 'Oaklands' Parents' Association", hereinafter referred to as the **Association**.

## **SECTION 2: Objectives**

In addition to the objectives outlined in the Mission Statement of De La Salle College 'Oaklands', the Association shall be guided by the following objectives:

- 2.1 To promote and facilitate the active and meaningful participation of the parents in the education of their children at De La Salle College 'Oaklands'.
- 2.2 To facilitate the partnership among the parent community, the Brothers of the Christian Schools and the Board of Directors of De La Salle College 'Oaklands'.
- 2.3 To promote understanding and communication regarding the policies and programs at De La Salle College 'Oaklands' between the parents and students.
- 2.4 To act as a consultative body to the Brothers of the Christian Schools, the Board of Directors and the Principal of De La Salle College 'Oaklands'.
- 2.5 To assist the Principal and staff of De La Salle 'Oaklands' in enhancing the educational and extra-curricular activities at De La Salle.

The Association, properly constituted, shall be governed by this Committee and by such further bylaws as may be drafted and approved by Members of the Association.

## **SECTION 3: Membership**

Each parent/guardian of a student attending De La Salle is a Member of the Association.

**SECTION 4: Governance of the Association**

**4.1 Officers**

The officers of the Association shall consist of a President, Vice-President, Secretary and Treasurer.

The officers of the Association may not hold the same office for more than two consecutive one-year terms. In the event that prior to the AGM no nomination has been received for an office, at the AGM the Executive Committee may nominate for election an officer who has held the same office for more than two consecutive one-year terms.

No person shall hold more than one office in any given year.

**4.2 Duties of the officers**

**.1 President**

The President shall act as the official representative of the Association and shall provide the necessary leadership in the formation and execution of the policies and resolutions of the association.

The President shall preside at all meetings of the Association.

The President shall be the official representative of the Association at meetings of the governing bodies of the school.

The President shall be an ex-officio member of all Committees of the Association.

The President shall convene regular meetings of the Executive Committee, the Annual General Meeting of the Association and shall prepare an Annual Report on the activities of the Association.

During any absence of the President such duty or power may be exercised by the Vice-President.

.2 Vice-President

The Vice-President shall assist the President at all times in the discharge of his/her duties. In the absence of the President, the duties and responsibilities of the Presidents shall be exercised by the Vice-President.

In the absence of the President or Vice-President such duty or power may be exercised by another member of the Executive Committee appointed by the President.

.3 Secretary

The Secretary of the Association shall keep a record of the proceedings of the Association, shall attend to all official correspondence and communication, posting of notices and filing of records. The Secretary shall give proper notice of all meetings to the Members of the Association.

.4 Treasurer

The Treasurer of the Association shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account.

The Treasurer shall provide, at regular meetings of the Executive Committee or whenever required, an account of all transactions of the Association and of the financial position of the same, shall prepare a full Financial Statement for submission to the Accountants of the Association. The Treasurer shall present to the Executive Committee no later than October 31 of each year the previous year's Financial Statement.

The Treasurer shall be ex-officio on the Finance Committee.

*4.3 Grade Representatives*

*4.3.1 Grade Representatives*

A Member of the Association shall be elected at the Annual General Meeting to represent each grade level and to coordinate the activities of the Class Liaisons.

Grade representatives shall be members of the Executive Committee.

All Grade Representatives must have a child enrolled at the grade level they represent.

4.3.2 Volunteer Coordinator

A member of the Association shall be elected at the Annual General Meeting to act as the Liaison between the Officers of the Association and the Grade Representatives.

The Volunteer Coordinator is responsible for the compilation and maintenance of the Parent Volunteer list.

All Parents' Association volunteer requirements shall be directed to and through the Volunteer Coordinator. Also, the Volunteer Coordinator is responsible for selecting and overseeing the Event Volunteer Coordinator for the various PA sponsored or supported events.

The Volunteer Coordinator shall be a member of the Executive Committee

4.4 *Executive Committee*

.1 Composition and Role

The Executive Committee shall consist of the Officers of the Association, the Volunteer Coordinator, the Grade Representatives, and the Past President of the Association.

Elections to the Executive Committee of the Association shall be held annually at the Annual General Meeting.

The Executive Committee shall be responsible for carrying out the objectives of the Association and for the day-to-day administration and operation of the Association.

.2 Meetings

The Executive Committee shall have regular meetings and shall meet no fewer than five (5) times throughout the school year and at other times at the call of the President. The times and dates of all meetings shall be made available to all Members of the Association.

At the Executive committee, a quorum shall consist of two Officers of the Association and three Grade Representatives.

Only Members of the Executive Committee shall be eligible to vote on resolutions tabled during Executive Committee meetings. Voting at the Executive Committee shall be decided by a majority of the Executive Committee present.

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The Executive Committee shall hold its first meeting not more than 30 days following the Annual General Meeting. At this first meeting, the Executive Committee will establish its program objectives for the coming year together with its budget.

The meetings of the Executive Committee shall be open to any Member of the Association except that the President may require that a part of any meeting may be held in camera, restricted to the members of the Executive Committee.

There shall be a standing agenda for the Executive Committee meetings.

Any Association member wishing to have an item on the agenda of the Executive Committee shall notify the Secretary of the Association in writing at least 7 days before the meeting.

The designated representatives of the Board of Directors and the Principal shall be invited to all meetings of the Association.

### **.3 Vacancies**

Vacancies on the Executive Committee, however caused, may, so long as a quorum of the Members remains in office, be filled by the Executive Committee from among the Members of the Association.

If there is no quorum, the remaining Members of the Executive Committee shall forthwith call a meeting of the General Membership to fill the Vacancy.

### **.4 Attendance**

Any member of the Executive Committee who misses more than three consecutive Executive Committee meetings shall forfeit his/her position, Members will advise the Secretary if unable to attend.

A Grade Representative who is unable to attend an Executive Committee meeting shall appoint, as an alternate for that meeting, another member with a child enrolled at the same grade level and shall so advise the Secretary in advance of the meeting.

**SECTION 5: *Voting at Meetings of Members***

**5.1 *Voting***

Each Member of the Association shall be entitled to one vote on each question arising at the Annual General Meeting and special meetings.

At all meetings, every question shall be decided by a majority of the Members present.

Except for the voting on the election of the Executive Committee, which shall be done by secret ballot, every question shall be decided in the first instance by a show of hands unless a poll is demanded by any Member.

In the case of a tie vote, whether upon a show of hands or a poll, the chairperson of the meeting shall call a second vote and if a tie still occurs the chairperson shall declare the question defeated.

A member who is unable to attend the AGM may authorize, in writing, another member to act and vote as his/her proxy at the AGM. An original of the proxy, signed by the member, shall be provided to the Secretary prior to or at the commencement of the AGM, otherwise the proxy may not be exercised.

**5.2 *Quorum***

At the Annual General Meeting and at other General Meetings of the Association a quorum shall consist of 25 members of the Association including the Executive Committee.

Should the aforesaid quorum not be reached, the Executive committee shall reschedule the meeting and send out a further notice to the Members.

If a quorum is not reached in the second meeting, then the business of the Association shall be carried out by the Members present at that meeting.

**SECTION 6: Meetings of the Association**

**6.1 Annual General Meeting (AGM)**

An Annual General Meeting of the Association shall be called by the President of the Association and held before May 30 each year for the purpose of electing a new Executive Committee, for presenting to the members the Annual Report of the Executive Committee and the Financial Statements of the Association and for the purpose of entertaining resolutions and amendments to the Association's bylaws.

**6.2 Special General Meetings**

The Executive Committee of the Association may call a special General Meeting of the Association on a date and time set by the Executive Committee.

**6.3 Notices of Meetings**

**.1 Annual General Meeting**

A first notice of the Annual General Meeting at which the election of the new Officers and Grade Representatives will occur shall be sent to the members by the Secretary at least 45 days prior to meeting. The notice shall be sent together with the invitation for nominations.

A second notice shall be sent to the members at least 14 days prior to the AGM together with the list of nominees as prepared by the Nominating Committee.

**.2 Executive Committee Meetings**

At least 7 days notice shall be given for the Executive Committee meetings which are not part of the regularly posted schedule of Executive Committee meetings.

**SECTION 7: *Financial Management***

**7.1 *Accountants***

The Executive Committee shall retain independent professional Accountants to review the Financial Records of the Association.

The fiscal year of the Association shall begin on July 1st.

The Accountants shall conduct an Annual Review of the Financial Statements prepared by the Treasurer including all financial records kept by the Treasurer and shall report their findings to the Association.

**7.2 *Signing Authority***

Cheque signing and issuing shall be done by two of the officers, one of whom shall be the President or the Treasurer.

**7.3 *Fundraising***

All fundraising activities, whether for the school or for an approved organization, shall be related to charitable, humanitarian, educational, or service activities consistent with the objectives of the Association and the tenets of Catholicism.

**7.4 *Use of Funds***

Funds raised by the Association shall be used for school related activities and to pay for the general expenses of carrying out the business of the Association.

For these purposes, the Association shall maintain a bank account. All revenue from any activity of the Association must be deposited into the bank account or into a bank account in the name of De La Salle College "Oaklands". The Association shall maintain detailed records of any money deposited into its own accounts or into the School's accounts.

For these purposes, the Association shall maintain a bank account. All revenue from any activity of the Association must be deposited into the bank account.

**7.5 *Remuneration***

No Member of the Association shall receive remuneration for carrying out his/her Association duties.

**SECTION 8: *Standing Committees***

**8.1 *Membership and Protocol***

Membership on committees is open to any Member of the Association. All committees will be chaired by a Member designated by the Executive Committee.

Committee Chairs will be designated immediately following the Annual General Meeting.

It is the responsibility of the Chair of each committee to recruit sufficient volunteers to carry out the business of the committee. The Chair of the committee will record the resolutions of the committee and shall submit a report at each meeting of the Executive Committee.

**8.2 *Finance Committee***

The Finance Committee will develop and administer the annual budget of the Association.

**8.3 *Curriculum Committee***

The Curriculum Committee will assist and advise in the continuing development of the curriculum and co-curricular activities.

**8.4 *Communications Committee***

The Communications Committee will coordinate and disseminate information related to the activities and interests of the Association through the Grade Representatives and newsletter.

**8.5 *Fundraising Committee***

The Fundraising Committee shall undertake various projects from which the net proceeds will be used to further the aims and objectives of the Association.

**8.6 Ad Hoc Committees**

As required, the Executive Committee shall strike ad hoc committees to carry out specific assignments throughout the current year.

**8.7 Nominating Committee**

The Nominating Committee shall be chaired by the Past President. The Nominating Committee consisting of no less than 2 Members will be appointed by the Executive at least 75 days prior to the Annual General Meeting.

The Nominating Committee shall prepare a list of candidates for election as Officers and Grade Representatives.

At least 45 days prior to the AGM the Nominating Committee shall request the Secretary to send to the members an invitation for nominations to serve on the Executive Committee.

If insufficient nominations are received, the Committee shall attempt to recruit the required number. The Nominating Committee shall then prepare a list of the nominees. Such a list shall be sent to the Members together with the second notice regarding the AGM.

**SECTION 9: Amendments to Bylaws**

The bylaws of the Association may be amended at the Annual General Meeting of the members by a vote of no less than two thirds (2/3) of the Members constituting the quorum, provided notice in writing of the proposed amendments shall have been given to the Secretary of the Association at least one (1) month before the meeting. Notice of the proposed amendments shall be sent to the Members together with the second notice calling the annual meeting, at least 14 days prior to the meeting.

**SECTION 10: *Conflict Of Interest***

Any Member who is in any way, whether directly or indirectly, interested in a contract or an arrangement, or proposed contract or proposed arrangement, with the Association shall declare the nature and extent of such interest to the Association at the time. Such Member shall not vote on any question or motion to approve or otherwise relating to, such contract or arrangement.

**SECTION 11: *Dissolution of the Association***

The Association shall be dissolved when and if the school ceases to operate.

In the event of dissolution of the Association, the disposal of funds in the Treasury shall be voted upon at the final General Meeting, provided notice in writing containing the amount of funds in the Treasury and the intent to dispose of the funds shall have been sent to the Members of the Association together with the notice of the final General Meeting of the Association.