

# **Colquitz Performing Arts Parents Association**

## **CONSTITUTION & BYLAWS**

**July 10, 2022**

### **ARTICLE 1. NAME**

- 1.1 The name shall be "Colquitz Performing Arts Parents' Association" (the "Association");
- 1.2 The Association will operate as a non-profit organization with no personal financial benefit for the Association, or its members; and
- 1.3 The business of the Association shall be conducted with no bias towards any of the prohibited grounds under the Canadian Human Rights Act.

### **ARTICLE 2. PURPOSE OF THE ASSOCIATION**

- 2.1 To support, encourage and improve the quality and sustainability of performing arts education at Colquitz Middle School;
- 2.2 To support the Performing Arts Director(s) and staff at Colquitz Middle School;
- 2.3 To organize Association fundraising activities; and
- 2.4 To advocate for the support of performing arts education at the district, city and provincial level;

### **ARTICLE 3. DISSOLUTION CLAUSE**

- 3.1 In the event the Association is dissolved for any cause, its assets shall be realized and the surplus after paying off all its liabilities shall be transferred to the Colquitz Middle School fine arts budget account as controlled and administered by Colquitz Middle School, with the request that these funds be used for performing arts education and the Colquitz Middle School performing arts program;

## BYLAWS

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### ARTICLE 4. MEMBERSHIP

- 4.1 All parents/guardians of Colquitz Performing Arts students are voting members of the Association;
- 4.2 The Performing Arts Director(s) of the Colquitz Performing Arts program shall be a voting member of the Association;
- 4.3 A person ceases to be a member of the association:
  - a) when he or she ceases to be affiliated with the Colquitz Performing Arts Program either as a parent/guardian of a student enrolled in the program or as Performing Arts Director(s).
  - b) on being expelled with just cause; and
- 4.4 A person ceases to be an executive member of the association
  - a) by delivering his or her resignation in writing to the secretary of the association or by e-mailing it to the performing arts director(s)
  - b) being expelled with just cause; and
  - c) having been a member not in good standing for 5 consecutive months.
- 4.5 Every voting member of the Association shall be eligible to be on a committee or the executive;
- 4.6 Every member shall uphold the Constitution and comply with these Bylaws;

### ARTICLE 5. MEETINGS

- 5.1 Executive meetings will be held as often as necessary, usually once monthly during the school year, and are open to all Association members;
- 5.1.1 A general meeting will be held once a year (usually in June) and this will be considered the Annual General Meeting at which time the executive and officers will be elected;
- 5.2 The executive and Performing Arts Director(s) shall submit a report (verbal or written) at the Annual General Meeting summarizing the previous year's activities and making recommendations.
- 5.3 Robert's Rules of Order shall apply if the Constitution and Bylaws do not provide a solution to a situation that may arise with regards to the Performing Arts Association business;

## **ARTICLE 6. QUORUM AND VOTING**

- 6.1 All executive, general and annual general meetings must have a quorum present in order to conduct business. A quorum is five (5) voting members present;
- 6.2 Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible voting members present;
- 6.3 Voting by proxy shall be permitted; however, any authorization of proxy must be in writing and any such form of proxy shall only be valid and in effect for one (1) meeting of the Association;
- 6.4 In the case of a tie, the president will cast the deciding vote; and
- 6.5 Except as provided elsewhere in these Bylaws, voting shall be done by a show of hands, or where requested by two (2) voting members present, by secret ballot. Voting by electronic ballot may be permitted if authorized by majority vote of the executive;

## **ELECTION OF EXECUTIVE OFFICERS**

- 6.6 Executive Officers shall be elected from voting members at the Annual General Meeting;
- 6.7 The term of office shall commence at the close the Annual General Meeting and will continue until the close of the next Annual General Meeting;
- 6.8 In the event of a vacancy in an executive position during the year, the remaining members of the executive may appoint a member to fill the vacancy;
- 6.9 Any person shall declare a possible conflict of interest prior to running for, or holding an executive position; and
- 6.10 Nominations shall be called for at least once prior to the Annual General Meeting. This call may be made at a general meeting, by notice at school events, in the newsletter, by e-mail or by separate mail out;

## **ARTICLE 7. EXECUTIVE OFFICERS**

- 7.1 A committee of elected officers will manage the business of the Association;
- 7.2 The titles and duties may be determined by the needs of the Association;
- 7.3 The composition of the executive is as follows:
  - a) President;
  - b) Vice President;
  - c) Secretary;
  - d) Treasurer
  - e) Fundraising Co-ordinator

f) Performing Arts Director(s);

and may include any of the following positions:

g) Performing Arts Manager(s);

h) Communications Coordinator;

i) PAC Representative;

j) Member(s) at Large; and

## **ARTICLE 8. DUTIES OF EXECUTIVE OFFICERS**

### **8.1 President**

- Convenes and chairs general, special and executive meetings. Ensures that an agenda is prepared and presented;
- Knows the Constitution, Bylaws and meeting rules;
- Appoints committees where authorized to do so by the executive or membership;
- Ensures that Association activities are aimed at achieving the objectives and purposes of the Association;
- Shall be the official spokesperson for the Association;
- Shall prepare an annual report with input from the executive;
- Be a signing officer;

### **8.2 Vice President**

- Will assume the President's duties and responsibilities in the absence of the President and assist in the proper management of Association business;

- Be a signing officer;

### 8.3 Secretary

- Ensures that members are notified of meetings;
- Records the minutes of general, Annual General, and executive meetings and takes the minutes of all meetings available and submit to all directors for posting on the Association's websites;
- Keeps an accurate and up to date copy of the Constitution and Bylaws and will make copies available to any member upon request;
- Issues and receives correspondence on behalf of the Association;
- Safely keeps all records of the Association;
- Keeps a complete and current inventory, including location, of all Association assets;
- Be a signing officer

### 8.4 Treasurer

- Receives funds on behalf of the Association;
- Submits all funds collected on behalf of the Association to the account held at Island Savings;
- Collects and presents a report of receipts, expenditures and any other financial standings at monthly general meetings;
- Disburse funds authorized by the association;
- Ensure that proper financial records and book of account are maintained;
- Have financial records available to members;

- Make sure another signing officer has access to all account information and records in treasurer's absence;
- Be a signing officer;
- Submit an annual report at the AGM;

#### 8.5 Fundraising Co-ordinator(s)

- Responsible for the co-ordination and planning of all fundraising activities on behalf of the Association;
- Acts as a liaison between fundraising committees, sponsors and community supporters and the executive;
- Tracks and ensures accuracy of allocation of funds to student accounts and CPAPA student in need account.

#### 8.6 Performing Arts Manager(s)

- Acts as a liaison between the executive and the Performing Arts Director(s) to ensure the Performing Arts Parents Association is effectively supporting the Director(s) and Colquitz Performing Arts Program;
- In conjunction with the Performing Arts Director(s), makes all necessary arrangements for Performing Arts Tours; and

#### 8.7 Communications Co-ordinator

- Prepares and submits information about Performing Arts Program activities for the school newsletter and Association's website;
- Manages the Association website email;

- Provides communications support for fundraising activities;

#### 8.8 PAC Representative

- Reports on events and information from PAC meetings; and
- Acts as a liaison for issues of interest to both the PAC and the Association;

#### 8.9 Members at Large

- Serve in a capacity as requested by the executive;

### **ARTICLE 9. FINANCE**

9.1 All funds of the Association will be held in an account with Island Savings;

9.2 All fundraising dollars which are allocated to student accounts (if applicable) will be recorded separately from the Association operating account,

9.2A If the money is not used by any family member before they leave CMS, the money will be transferred into the student in need account.

9.3 The Association shall not have borrowing powers;

9.4 The Association fiscal year begins on September 1, and ends on August 31, each year;

9.5 Financial records for the previous fiscal year shall be complete and available for review by the October general meeting, each year;

9.6 A request by a student or family for financial assistance in relation to Performing Arts events will be considered in confidence by a panel



comprised of: School Representative (Principal or Vice Principal)  
Performing Arts Director(s) In addition to the financial aspect, the review will consider a student's

- 9.7 All money raised by the Association will belong to the Association and will be used to support Colquitz Performing Arts activities and events in accordance with the Constitution and Bylaws;
- 9.8 All money raised through fund raising events and allocated to student accounts shall be used for expenses related to Colquitz Performing Arts activities and events or other costs related to participation in the Colquitz Performing Arts Program; and
- 9.9 In an event that the tour gets canceled, the management of individual student account funds will have to follow the policy of SD61.

#### **ARTICLE 10. AMENDMENTS**

- 10.1 The constitution or bylaws of the Association may be amended at any general, special or annual general meeting. A special meeting may be convened for this purpose; and
- 10.2 Association members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the Association.

#### **ARTICLE 11. PROPERTY IN DOCUMENTS**

- 11.1 All documents, records, minutes, correspondence or other papers, electronic, or digital medium, kept by a member, executive member or committee member in connection with the Association shall be deemed to be the property of the Association and shall be turned over to the president when the member or committee member ceases to perform the task to which the information on the medium relates.