

# CONSTITUTION OF THE ÉCOLE VICKERS PUBLIC SCHOOL BAND PARENTS ASSOCIATION



---

## I. TITLE

This organization shall be known as The École Vickers Public School Band Parents Association [hereinafter referred to as “the association”].

## II. PURPOSES

The purpose of the Association shall be:

- a) To promote an interest in band music among pupils of École Vickers Public School of the Saskatchewan Rivers Public School Division #119 Board of Education.
- b) To lend all possible support, both moral and financial to the continued progress of the pupils enrolled in the École Vickers Public School Music Program, in co-operation with the Saskatchewan Rivers Public School Division #119 Board of Education.

## III. MEMBERSHIP

Membership in the Association will automatically include:

- a) All parents and guardians of students registered in the École Vickers School Band and Music Program; and
- b) Other persons at the approval of the Executive.

#### **IV. BOARD OF DIRECTORS AND OFFICERS**

- a) The Board of Directors shall be constituted at the Annual Meeting and shall be determined in the following manner:
  - i) President, to be elected;
  - ii) Vice-President, to be elected;
  - iii) Secretary, to be elected;
  - iv) Treasurer, to be elected;
  - v) Band Directors, by virtue of their positions;
  - vi) Past-President, by virtue of his/her position.
  
- b) In lieu of a Secretary and a Treasurer, the Association may elect a Secretary-Treasurer.
- c) The President, Vice-President, Secretary, Treasurer (or Secretary-Treasurer), and the Past-President are the Executive Officers of the Association and shall be elected to hold the office for a term of one year, with the exception of the President who may serve one year as Past-President following a term as President.
- d) The Association may, by special resolution, remove any Director before the expiration of their term of office and may elect another person in their stead; the person so elected shall retire from office at the same time as the Director who was replaced.
- e) A retiring officer shall be eligible for re-election.
- f) The powers of the Board shall consist of:
  - i) The power to manage all the affairs of the Association, between annual meetings;
  - ii) The power to appoint standing or ad hoc committees as it deems necessary;
  - iii) The power to conduct or authorize the conduct of fund-raising activities; and,

#### **V. MEETINGS**

- a) The Annual General Meeting of the Association shall be held each year on a date to be fixed by the Board of Directors.
- b) Notice of a general meeting shall be given to the members by means to be decided by the Board of Directors; such notice to be issued at least fourteen days prior to the date of the general meeting.
- c) Fifteen members present at a general meeting shall constitute a quorum for the purposes of transacting business.

- d) The Board of Directors shall meet at the call of the President, the Vice-President, or Band Director.
- e) Five of the Directors present shall constitute a quorum for the purposes of meeting of the Board of Directors provided two of the Directors present are executive officers of the Board.
- f) An elected Director who fails to attend five or more executive meetings per term may be removed by the executive. Upon such removal, the resulting vacancy may be filled by the appointment of the remaining executive to complete the current year.

## **VI. AMENDMENTS**

The Constitution and By-laws may be amended by a majority vote of the members present at the Annual General Meeting. The amendments must have been presented at the immediately preceding meeting of the Board of Directors and the membership notified of such amendments two weeks prior to the Annual General Meeting.

## **VII. DISSOLUTION**

Upon dissolution of the Association, any monies or other property of the Association shall be turned over to the Music Department of École Vickers Public School, Prince Albert, Saskatchewan.

# BY-LAWS OF THE ÉCOLE VICKERS PUBLIC SCHOOL BAND PARENTS ASSOCIATION



---

## I. DUTIES OF THE EXECUTIVE

- a) The President shall preside at all meetings of the Association and shall be ex-officio a member of all committees.
- b) The Vice-President shall assume all the duties of the President in his/her absence or inability to act.
- c) The Secretary shall keep the minutes of all Board Meetings and of the Annual General Meeting, attend to all correspondence concerning the Association and keep all correspondence on file.
- d) The Treasurer shall keep an accurate record of all receipts and disbursements showing each activity or project separately. S/he shall issue receipts when required for funds received and shall issue cheques for all disbursements as approved by the Board of Directors. S/he shall present financial statements to the Annual General Meeting for the close of the fiscal year.
- e) The Band Director(s) shall be responsible for all aspects of the operation of the bands.
- f) The Past-President shall assist the executive in its operations.

## II. ELECTIONS

- a) A Nominating Committee shall be appointed by the President prior to the Annual General Meeting. The Past-President shall act as Chairperson of the Nominating Committee. In the event of a Past-President being unable

to chair the Nominating Committee, the Vice-President will serve as Chairperson.

- b) The report of the Nominating Committee will be made at the Annual General Meeting. Nominations may be made from the floor after such report.
- c) Elections for the appropriate members of the Board of Directors are to be conducted at the Annual General Meeting.
- d) Elected members of the Board of Directors will take office at the Annual General Meeting.

### **III. FISCAL YEAR**

The Fiscal Year of the Association shall be from July 1 until June 30.

### **IV. FUNDS**

All funds of the Association shall be kept in a Chartered Bank, a Credit Union, or a Trust Company. The signing officers for the bank account shall be the Treasurer, President, Vice-President, and Band Director. Signatures of two signing officers are required on each cheque.

### **V. AUDITOR**

The Auditor shall be appointed by the membership at each Annual General Meeting, but need not be a member. S/he shall audit the financial records of the Association annually, and shall present a report to the membership at the first Annual General Meeting immediately following the close of the fiscal year.