

# BY-LAWS

2016/17

Ratified at AGM June 2016

## PART 1 INTERPRETATION

- 1.1 In these By-Laws, unless the context otherwise requires,
- (a) "Association" means the Sooke Principals' and Vice-Principals' Association;
  - (b) "table officers" means ~~President~~, Co-Presidents, ~~Vice-President~~ Co- Vice Presidents, Treasurer, Negation chair and Past President as determined pursuant to Part 5;
  - (c) "directors" means the directors of the Association for the time being as determined pursuant to Part 5;
  - (d) "member" means any person employed within the Sooke School District as set out under By-Law 2.02(a) and By-Law 2.02(b), and is in good standing, except where otherwise specified;
  - (e) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
  - (f) "conflict of interest" means a conflict between the personal, professional or vocational interest of a member of the board with the interest of the Association in respect of any matter upon which the member of the board may be permitted or required to debate or decide.
  - (g) AGM means Annual General Meeting
  - (h) GM means General meeting
  - (i) BCPVPA means "British Columbia Principals' and Vice Principals' Association".
- 1.2 The definitions in the Society Act on the date these By-Laws become effective apply to these By-Laws.

## PART 2 – MEMBERSHIP

- 2.1 Any person employed by the S.D. NO.62 (SOOKE), as Principal or Vice Principal shall be an active member in the Chapter.
- 2.2 The Annual membership dues shall be determined by the Executive, after considering the recommendation of members.
- 2.3 All members shall pay membership dues as determined under By-Law 2.02
- 2.4 Every member shall uphold the Constitution and comply with these By-Laws.

### **PART 3 - MEETINGS OF MEMBERS**

- 3.1 There will be an Annual General Meeting held each year in June.
- 3.2 The executives may at any time convene a General Meeting.
- 3.02 Notice of a General Meeting shall specify place, day, hour and case of special business, the general nature of the meeting.

### **PART 4 – PROCEEDINGS OF GENERAL MEETINGS**

- 4.1 “Roberts Rules of Order” shall govern the procedures of all meetings of the Association.
- 4.2 Quorum is 30% and must be met if a vote is called.
- 4.3 Chairperson is the ~~President~~ Co-Presidents or in the absence of the ~~President~~ Co-Presidents, one of the Table Executive.
- 4.4 Voting Rights
  - (a) Each member at the AGM is entitled to 1 vote;
  - (b) Voting by proxy is not permitted;
  - (c) Any member has the right to call for a secret ballot on any question that has been called from the Agenda;
  - (d) Voting at a general meeting is by show of hands, unless secret ballot called;

### **PART 5 – TABLE OFFICERS AND DIRECTORS**

- 5.1 The number of table officers and directors of the chapter shall be a minimum of 9 or such number as may be decided upon by the members at an annual general meeting and shall include:
  - (a) The positions of ~~President~~ Co-Presidents, ~~Vice President~~ Co-Vice Presidents, Treasurer and Negotiation Chairperson will be elected positions;
  - (b) The immediate past president is automatically a member
  - (c) The positions (as listed) will be drawn from the director's pool:
    - Secretary
    - Zone 3 Representative
    - Professional Development
    - Scholarship
    - Professional library
    - Year End Dinner and Retirement Event

- Social
- Hospitality

- 5.2 The ~~president~~ Co-President, ~~Vice-President~~ Co-Vice Presidents, treasurer and negotiation chair shall be elected at an annual general meeting from the active members and together with the past president s shall form the table officers.
- 5.3 The directors shall be elected at an annual general meeting from the active members.
- 5.4 Where applicable, separate elections shall be held for each office to be filled.
- 5.5 An election may be acclamation; otherwise it shall be by secret ballot.
- 5.6 The directors may at any time appoint a member as a director to fill a vacancy in the directors.
- 5.7 a director so appointed hold office only until the conclusion of the next following annual general meeting of the Chapter, but is eligible for re-election at the meeting.
- 5.8 All elected and appointed directors will take office on July 1 of the year in which they are elected or appointed. Transition/training will take place from the date of election at the AGM to July 1 of the year in which they are elected.
- 5.9 The Table executive and directors shall exercise the powers of the Association to the extent and in the manner specified in these By-Laws and the Society Act and shall provide supervision and guidance on matters of policy.
- 5.10 No rule made by the Chapter in a general meeting invalidates a prior act of the directors that would have been valid if that rule had not been made.
- 5.11 The members of our Association complete the term of office at the Annual General Meeting.
- 5.12 No table officer or director shall be remunerated for being or acting as a table officer member or director but a table officer or director shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the chapter.
- 5.13 The ~~President~~ Co-Presidents ~~has~~ have ten days (replacement cost) that can be used at the discretion of the ~~President~~ Co-Presidents to do Association work. One or more of these days may be assigned to a designate, completing Association work for the ~~President~~ Co-Presidents.

## **PART 6 – PROCEEDINGS OF TABLE OFFICERS AND DIRECTORS**

- 7.1 The table officers and directors may meet at the places it thinks fit to dispatch business, adjourn and otherwise regulate meetings and proceedings.
- 7.2 The quorum necessary to transact business shall be a majority of the Board then in office.
- 7.3 The ~~President~~ Co-Presidents, ~~President-Elect~~ Co-Presidents Elect or a ~~Vice-President~~ Co-Vice President shall chair all meetings of the executive but, if none of these is present within 30 minutes after the time appointed for holding the meeting, the directors present may choose one of their members to chair the meeting.

- 7.4 The ~~President~~ Co-Presidents may at any time, and on the request of a majority of the table officers and directors shall, convene a meeting of the executive.
- 7.5 The table officers may delegate some, but not all, of their powers to committees. A committee so formed shall conform to any rules imposed on it by the table officers, and shall report as directed by the table officers.
- 7.6 The members of a committee may meet and regulate their proceedings as they see fit.
- 7.7 Questions arising at a meeting of the executive shall be decided by a majority of votes.
- 7.8 Each table officer and director is entitled to vote.
- 7.9 In case of an equality of votes the chairperson does not have a second or casting vote and the motion is defeated.

## **PART 7 – DUTIES OF OFFICERS**

- 7.1 The ~~President~~ Co-Presidents or designate shall represent the Chapter at Chapter Council meetings.
- 7.2 The Past President shall chair the nominations committee. In the absence of a Past President a designate will run the elections.
- 7.3 The ~~President~~ Co-Presidents shall preside at all meetings of the directors and the Chapter.
- 7.4 The ~~President~~ Co-Presidents shall be member ex officio of all appointed committees.
- 7.5 The ~~President~~ Co-Presidents ~~is~~ are the chief elected officer in the execution of their duties.
- 7.6 The ~~Vice-President~~ Co Vice-Presidents shall carry out the duties of the President Co-Presidents during his/her absence. The ~~President~~ Co-Presidents will delegate activities as required to share the work load.
- 7.7 The treasurer shall:
- (a) keep the financial records, including books of account, necessary to comply with the Society Act;
  - (b) render financial statements to the executive, members and others when required;
- 7.8 The Negotiations Chairperson shall:
- a) Take the BCPVPA training in the year they are chair
  - b) Negotiate on behalf of the members of the Association
  - c) Select a committee of 4
  - d) Report to;
    - the Executive monthly
    - the General Meeting
    - the Annual General Meeting

7.9 The Secretary shall:

- (a) conduct the correspondence of the Chapter;
- (b) keep minutes of all meetings of the Chapter and executive
- (c) Have custody of all records and documents of the Chapter
- (d) have custody of the common seal of the Chapter;
- (e) Maintain the register of members

7.10 “Zone 3 Representative” member shall:

- (a) Meet with Saanich and Victoria Principals’ and Vice Principals’ Zone 3 representatives and University of Victoria representatives to plan professional development and social opportunities;
- (b) Promote Zone 3 events with members
- (c) Report to;
  - the Executive monthly
  - the General Meeting
  - the Annual General Meeting

7.11 “Scholarship ” member shall:

- (a) Inform Edward Milne Community School, Belmont Secondary School, Westshore Centre for Training and Trades, Royal Bay Secondary and First Nations Graduates of scholarship opportunity in writing.
- (b) Provide the criterion for the scholarship application to Edward Milne Community School, Belmont Secondary School, Westshore Centre for Training and Trades, Royal Bay Secondary and First Nations Graduates.
- (c) Collect all completed applications and meet to select the winners that best meet the criterion.
- (d) Inform the Treasurer of the successful winners so that when presented with the required documentation a check can be given.
- (e) Report to;
  - the Executive monthly
  - the General Meeting
  - the Annual General Meeting

7.12 “Professional Library” member shall:

- (a) Maintain a professional library that can be accessed by members
- (b) Present titles to Executive for approval for ordering
- (c) Inform members in writing current listings
- (d) Report to;
  - the Executive monthly
  - the General Meeting
  - the Annual General Meeting

7.13 “Year End Dinner/Retirement Dinner” member shall:

- (a) Pick a date for the annual dinner
- (b) Find a venue
- (c) Invite Retirees, School District Executive and Member
- (d) Submit fee payment for members to district office, collect fee from retirees and SD Executive
- (e) Ensure all monies given to Treasurer to deposit
- (f) Ensure all bills given to Treasurer for payment
- (d) Report to;
  - the Executive monthly
  - the General Meeting
  - the Annual General Meeting

7.14 “Social” member shall:

- (a) Organize social events for the membership
- (b) Ensure all bills given to Treasurer for payment
- (c) Report to;
  - the Executive monthly
  - the General Meeting
  - the Annual General Meeting

7.15 "Hospitality" member shall:

- (a) Recognize birthdays of members, send flowers or cards as required
- (b) Ensure all bills given to Treasurer for payment
- (c) Report to;
  - the Executive monthly
  - the General Meeting
  - the Annual General Meeting

**Note: Constitutional changes (strike through and the inclusion of Royal Bay Secondary in the Scholarship Section 7.11) made from motion at the AGM May 26,2016.**