



**BRITISH  
COLUMBIA**

File Number: S-44249

**ASSOCIATION DE PARENTS-ECOLE DE L'ANSE-AU-SABLE DE KELOWNA**

I hereby certify that the documents attached hereto are copies of documents filed with the Registrar of Companies on February 13, 2002

**JOHN S. POWELL  
Registrar of Companies**

**Ministry of  
Finance and  
Corporate Relations**

Corporate and Personal  
Properties Registries

Mailing Address:  
PO Box 9431 Stn Prov Govt  
Victoria B.C. V8W 9V3

Location:  
Second Floor  
940 Blanshard Street  
Victoria

(Relationship to Society)

VICE-PRESIDENT

(Signature)

(Name of Society)

ASSOCIATION DE PARENTS-ÉCOLE DE L'ANSE-AU-SABLE DE KELOWNA

Dated on 2001/11/13

DD MM YYYY

\* This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.

Note: (a) One director must be ordinarily resident in British Columbia. (b) Full names and residential addresses are required for all directors.

- 1. NICOLE LEBLANC 4328 Bedford Rd., Kelowna, BC V1W 3C5
2. SIMON ENGELMAYER 1440 Glenaire Crt., Kelowna, BC V1Y 3N1
3. GUY BOURBEAU 1590 Highland Dr. N., Kelowna, BC V1Y 4K8
4. JOCELYNE SABOURIN 2707 Casa Loma Rd., Kelowna, BC V1Z 1T6
5. SYLVIA THOMAS 4213 Jaud Rd., Kelowna, BC V1W 4C5

FULL NAMES

RESIDENTIAL ADDRESSES\*

(Name of Society)

LIST OF FIRST DIRECTORS OF ASSOCIATION DE PARENTS-ÉCOLE DE L'ANSE-AU-SABLE DE KELOWNA

Additional information and forms are available on the internet at: http://www.fin.gov.bc.ca/registries

Freedom of Information and Protection of Privacy Act (FIPPA) The personal information requested on this form is made available to the public under the authority of the Society Act. Questions about how the FIPPA applies to this personal information can be directed to the Administrative Analyst, Corporate and Personal Property Registries at (250) 356-0944, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

Ministry of Finance Corporate and Personal Property Registries Enquiries: (250) 356-8673 Hours: 8:30 - 4:30 Monday to Friday Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3 Location: 2nd Floor - 940 Blanshard Street Victoria BC Society Act (Section 3) FORM 4





BRITISH COLUMBIA

Ministry of Finance  
Corporate and Personal  
Property Registries

Mailing Address:  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3  
Location:  
2nd Floor - 840 Blanshard Street  
Victoria BC

SOCIETY  
NOTICE OF ADDRESS  
OF SOCIETY  
Form 5  
Sections 3 and 10  
SOCIETY ACT

Enquiries: (250) 356-8673  
Hours: 8:30 - 4:30  
(Monday to Friday)

Filing Fee: \$15.00  
(SEE IMPORTANT NOTE BELOW)

**INSTRUCTIONS:**

1. Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Registry may have to return documents that do not meet this standard.

2. In Box A, enter the exact name as shown in Item 1 of the society's constitution, or on the Certificate of Incorporation or Change of Name.

3. In Box B, enter the Incorporation Number. This number is assigned at the time of incorporation and is located in the upper right-hand corner of the Certificate of Incorporation.

4. In Box C, enter the complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate the office.

5. Filing Fee: \$15.00. Submit this form with a cheque or money order made payable to the Minister of Finance and Corporate Relations. (The filing fee is not applicable if you are incorporating a society.)

6. Additional information and forms are available on the internet at: <http://www.fin.gov.bc.ca/registries>

**Important Note:**

This form is used to register the address of a society at the time of incorporation (no filing fee is charged) OR to change the address of a society after it is incorporated (filing fee of \$15.00 is applicable).  
Notice of every change of address is effective on the day after the Notice is filed by the Registrar of Companies.

*Freedom of Information and Protection of Privacy Act (FIPPA)*  
The personal information requested on this form is made available to the public under the authority of the Society Act. Questions about how the FIPPA applies to this personal information can be directed to the Administrative Analyst, Corporate and Personal Property Registries at (250) 356-0944, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

**A FULL NAME OF SOCIETY**

ASSOCIATION DE PARENTS-ECOLE DE L'ANSE-AU-SABLE DE KELOWNA

**C The address of the society is: (must be a physical address)**

825 WALROD STREET

KELOWNA

**D CERTIFIED CORRECT** - I have read this form and found it to be correct.  
Signature of a current Director, Officer, or Society Solicitor

FIN 742 Rev. 2001 / 6 / 28 (Prescribed)

DATE SIGNED

MM DD

20011213

PROVINCE

POSTAL CODE

B.C.

V1Y2J5L4

**B CERTIFICATE OF INCORPORATION NUMBER**

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

ÉCOLE DE L'ANSE-AU-SABLE  
825 Walrod Street  
Kelowna, B.C. V1Y 2S4  
Téléphone : 712-9300  
Télécopie : 712-7665



Tuesday January 8, 2002

Re : Name Approval Requests

Dear Mr Monaghan,

This note is to inform you of the fact that I give my consent for the Name Approval Request

submitted to you by our Parent Committee. The new name would then be

ASSOCIATION DE PARENTS - ÉCOLE DE L'ANSE-AU-SABLE DE KELOWNA.

My written consent was a condition for the acceptance of the new name.

Thank you.

*Dominique Joyal*  
Dominique Joyal, Directrice

**SOCIETY ACT**

**CONSTITUTION**

1. The name of the Association shall be ASSOCIATION DE PARENTS-ÉCOLE DE L'ANSE-AU-SABLE DE KELOWNA.

(1) The purpose of the Association is to support and encourage the best possible education for all students of École de l'Anse-au-sable by contributing to the advancement of the school by:

- (a) Facilitating communication between parents, students, staff and administration of the school.
  - (b) Ensuring a liaison with the Federation des parents de Colombie-Britannique (F.P.F.C.B) and the regional francophone communities.
  - (c) Participating in the development and implementation of all school initiated projects for students.
  - (d) Promoting all issues of interests relevant to education and well-being of the children in their school life and make related recommendations to the school's administration.
  - (e) Encouraging participation of parents and other members of the community in the affairs of the school.
  - (f) Assisting, helping and promoting communication among Francophone Education Authority of British Columbia (CSF), other parent associations and other school districts.
  - (g) Organizing curricular and extracurricular activities including fundraising, volunteer programs or any other special events in collaboration with the school staff, when applicable.
  - (h) Doing all that may be considered necessary and conducive to attaining the above purposes.
- (2) The Association will operate as a non-profit organization with no personal financial benefit. This clause shall be unalterable.
- (3) The business of the Association shall be unbiased towards race, religion, gender or politics. This clause shall be unalterable.

3. (1) In the event of dissolution or winding up of the Association, having received charitable gaming funds from licensed charitable gaming/or direct charitable access, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the Association to a registered charity or registered charities in British Columbia, as defined in the *Income Tax Act* (Canada), as may be determined by the members of the Association at the time of winding up or dissolution. This clause shall be unalterable.

(2) In the event of dissolution or winding up of the Association, and after payment of all debts and costs of dissolution or winding up, the remaining assets and funds of the Association shall be distributed to another association or associations in School District No. 93 having purposes and objectives similar to those of the Association, as the members of the Association may determine at the time of dissolution or winding up. This clause shall be unalterable.

(3) In the event of dissolution of the Association, all records of the organization shall be placed under the jurisdiction of School District No. 93 in the person of the principal of the school. This clause shall be unalterable.

# ASSOCIATION DE PARENTS-ÉCOLE DE L'ANSE-AU-SABLE DE KELOWNA

## BYLAWS

Here set out, in numbered clauses, the bylaws providing for the matters referred to in section 6(1) of the *Society Act* and any other bylaws.

### SECTION I - INTERPRETATION

1 (1) In these bylaws, unless the context otherwise requires:

“**directors**” means the directors of the Association for the time being;  
“**School District**” means Francophone Education Authority of British Columbia (School District No. 93);  
“**Society Act**” means the *Society Act of British Columbia* from time to time in force and all amendments to it;  
“**special resolution**” means a resolution adopted by at least 75% of the members present at the meeting;

“**school**” means Ecole de l’Anse-au-sable.

(2) The definitions in the *Society Act* on the date these bylaws become

effective apply to these bylaws.

2 Words importing the singular include the plural and vice versa, and words

importing a male person include a female person and a corporation.

### SECTION II - MEMBERSHIP

3 Upon application to the Association, the members of Association de Parents-

Ecole de l’Anse-au-sable de Kelowna are the parents or legal guardians of students

registered at the school.

4 A person shall cease to be a member of the Association

(a) by delivering his resignation in writing to the secretary of the Association

or by mailing or delivering it to the address of the Association,

(b) on his death or, in the case of a corporation, on dissolution,

(c) when their children are no longer registered at the school,

(d) on being expelled, or

(e) on having been a member not in good standing for 12 consecutive months.

5 (1) A member may be expelled by a special resolution of the members passed

at a general meeting.

(2) The notice of special resolution for expulsion shall be accompanied by a

brief statement of the reasons for the proposed expulsion.

(3) The person who is the 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.

6 All members are in good standing except a member who has failed to pay his

current annual membership fee, or any other subscription or debt due and owing by the

member to the Association and the member is not in good standing so long as the debt

remains unpaid.

7 Administration and staff (teaching and non-teaching) of Ecole de l’Anse-au-sable

may be non-voting members of the Association.

8 Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the Association. At no time shall the Association have more non-voting than voting members.

### SECTION III – MEETINGS OF MEMBERS

10 General meetings of the Association shall be held at the time and place, in accordance with the *Society Act*, that the directors decide.

11 Meetings will be conducted efficiently and with fairness to the members present. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in September of each year.

13 General meetings shall be held not less than eight times per year, one of those being the AGM.

14 The directors or a minimum of ten (10%) percent of the members of the Association may, when they think fit, convene an Extraordinary General Meeting. The request for the convocation, if initiated by the members, shall be presented in writing to the directors.

15 (1) Notice of an Annual General Meeting or Extraordinary General Meeting shall specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.

(2) Notice of an Annual General Meeting or Extraordinary General Meeting shall be mailed or handed directly to a member, at least fourteen (14) days preceding the meeting.

(3) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

16 The *Morin Rules of Orders* shall guide the proceedings of the Association and directors meetings.

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

### SECTION IV – QUORUM AND VOTING

#### A. QUORUM

18 (1) Three voting members present at any duly called general meeting shall constitute a quorum.

(2) Business, other than the election of a chair and the adjournment or termination of the meeting, shall not be conducted at a general meeting at a time when a quorum is not present.

(3) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

19 If within thirty (30) minutes from the time appointed for a general meeting, a quorum is not reached, the meeting, if convened by the members, shall be terminated, in the case of the Annual General Meeting, it shall stand adjourned to the same day in the following week, at the same time and place and if, at the next meeting, a quorum is not



reached within thirty (30) minutes from the time of the convocation for the meeting, the members present shall constitute a quorum.

## **B. VOTING**

- 20 (1) Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
- (2) In the case of a tie vote, the motion is defeated.
- 21 (1) Members shall vote personally on all matters; voting by proxy shall not be permitted.
- (2) Voting is by show of hands, unless a secret ballot is requested by one or more of the members.

## **SECTION V – PROCEEDINGS OF DIRECTORS**

- 22 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The quorum of a meeting of directors shall be at least fifty (50%) percent of the directors then in office.
- (3) The President may at any time, or the secretary at the request of any director, convene a meeting of the directors.
- 23 Standing and ad hoc committees shall be formed when necessary.
- 24 (1) The directors may delegate any, but not all, of their powers to committees as they think fit.
- (2) A committee so formed shall conform to any rules and regulations imposed on it by the directors, and shall report every action done in exercise of those powers to the earliest meeting of directors following the action being taken.
- 25 A committee shall elect a chair of its meetings, but if at a meeting the chair is not present, the directors present who are members of the committee will choose one of the members present to be the chair of the meeting.
- 26 The members of a committee may meet and adjourn as they think proper.
- 27 A resolution proposed at a meeting shall be seconded.
- 28 A resolution in writing, signed by all of the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

## **SECTION VI – ELECTION OF EXECUTIVE OFFICERS**

- 29 The executive officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of the School District or Ministry of Education shall hold an executive position.
- 30 A Nominating Person or Committee shall be appointed annually before the Annual General Meeting.
- 31 Nominations shall be officially open twenty-one (21) days before the Annual General Meeting until the elections. Nominations shall be presented at the Annual General Meeting and shall be seconded by at least one (1) member of the Assembly.
- 32 A member absent during the election may be elected if he has previously submitted a verbal or written acceptance to the Nominating Person or Committee.
- 33 (1) The directors shall retire from office at each Annual General Meeting when their successors shall be elected.

(2) Separate elections shall be held for each office to be filled.

(3) An election may be by acclamation; otherwise it shall be by show of hands unless a secret ballot is requested by one or more of the members.

(4) A member in good standing, present at a meeting is entitled to one (1) vote.

(5) If a successor is not elected the person previously elected or appointed continues to hold office.

34 Voting by proxy shall not be permitted.

35 In the event of a vacancy on the executive during the year, the executive shall

appoint a new officer who shall hold office until the next election.

36 The term of office shall commence immediately following election at the AGM

and shall be for one year.

37 No person may hold any one position for more than four consecutive years.

38 No person may hold more than one elected executive position at any one time.

**SECTION VII - EXECUTIVE OFFICERS**

39 The affairs of the Association shall be managed by a board of elected officers.

40 The Executive Officers will be as follows:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Two or more Members-At-Large (Directors)

**SECTION VIII - DUTIES OF OFFICERS**

**A. The President:**

(a) shall convene and preside at membership, special, and executive meetings

(b) shall ensure that an agenda is prepared and presented

(c) shall appoint committees where authorized to do so by the executive or

membership

(d) shall be an ex-officio member to all committees except the Nominating

Committee

(e) shall take such actions or ensure that such actions are taken by others to

achieve the objectives and purposes of the organization

(f) shall be the official spokesperson for the organization

(g) shall be a signing officer

(h) shall submit an annual report

**B. The Vice-President:**

(a) shall assume the responsibilities of the President in the President's absence or upon request.

(b) shall assist the President in the performance of his duties

(c) shall accept extra duties as required

(d) shall be a signing officer

(e) shall submit an annual report

**C. The Secretary:**

- (a) shall record the minutes of general, special, and executive meetings
- (b) shall distribute minutes to Association members
- (c) shall keep an accurate and up-to-date copy of the Constitution and Bylaws and if and when changes are made, the changes shall be dated and initialed and a copy submitted to the School District for safekeeping
- (d) shall issue and receive correspondence on behalf of the organization
- (e) may be a signing officer
- (f) shall safely keep all records of the Association
- (g) shall submit an annual report

**D. The Treasurer:**

- (a) shall be responsible for and report on the accounts of the organization
- (b) shall be one of the three signing officers of the executive as per Section X
- (c) shall submit an annual financial statement at the Annual General Meeting of the Association
- (d) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section X
- (e) shall prepare a financial report for each general meeting as per Section X
- (f) shall ensure that another signing officer has access to the books in the event of his absence

**E. Members at Large (Directors):**

- (a) shall serve in a capacity to be determined by the Association at the time of their election, and at other times throughout their tenure as the needs of the Association require

**SECTION IX - CODE OF CONDUCT**

- 41 A parent who accepts a position as an Association Executive Member:
  - (a) Upholds the constitution and bylaws, policies and procedures of the Association.
  - (b) Performs his duties with honesty and integrity.
  - (c) Works to ensure that the well being of students is the primary focus of all decisions.
  - (d) Respects the rights of all individuals.
  - (e) Takes direction from the members, ensuring representation processes are in place.
  - (f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - (g) Works to ensure those issues are resolved through due process.
  - (h) Strives to be informed and only passes on information that is reliable.
  - (i) Respects all confidential information.
  - (j) Supports public education.
- 42 A breach of this code of conduct may lead to the expulsion of the member.

## SECTION X FINANCES

43 A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval by the end of October of each year.

44 All money spent above and beyond a pre-determined petty cash amount (\$75) will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.

45 All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.

46 The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

47 A Treasurer's Report shall be presented at each general meeting.

48 A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

49 Borrowing shall not be allowed.

## SECTION XI CONSTITUTION & BYLAW AMENDMENTS

50 Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.

51 (1) These bylaws must not be altered or added to except by special resolution.  
(2) Amendments shall not take effect until the special resolution is accepted for filing by the Registrar of Companies.

52 A notice of an amendment to the bylaws shall be communicated to the members, fourteen (14) days before the general meeting at which it will be discussed.

53 A constitution or bylaw amendment shall be dated, signed, and forwarded to the School District for safekeeping only.

## SECTION XII REMOVAL OF AN EXECUTIVE MEMBER

54 The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his term of office, and may elect a successor to complete the term of office.

55 Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

## SECTION XIII PROPERTY IN DOCUMENTS

56 All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate.

Dated: December 13, 2001.

WITNESS(ES)  
INCORPORATION  
APPLICANTS FOR

Name: Suzanne Venne  
Address: 485 LESTER RD.  
Address: KELLOWNA, B.C. V1K 4E8

Simon Engelmaier  
1440 Glenaire Court  
Kelowna, B.C. V1W 3N1

Name: Suzanne Venne  
Address: " "  
Address:

Jocelyne Sabourin  
2707 Casa Loma Road  
Kelowna, B.C. V1Z 1T6

Name: Suzanne Venne  
Address: " "  
Address:

Sylvia Thomas  
4213 Jaud Road  
Kelowna, B.C. V1W 4C5

Name: Suzanne Venne  
Address: " "  
Address:

Nicole Leblanc  
4328 Bedford Road  
Kelowna, B.C. V1W 3C5

Name: Suzanne Venne  
Address: " "  
Address:

Guy Bourbon  
1590 Highland Drive North  
Kelowna, B.C. V1Y 4K8