

**ASSOCIATION DES PARENTS / PARENTS ASSOCIATION (APA)  
LYCÉE FRANÇAIS DE TORONTO (LFT)  
STATUTES AND MANDATE**

**ARTICLE 1. NAME**

The name shall be Lycée Français de Toronto Parents Association (APA) [*Association des parents du Lycée Français de Toronto*]; sometimes known as APA, APA LFT, APE LFT, APE.

**ARTICLE 2. MISSION STATEMENT**

The goals of the APA are:

- a. To enrich the experience of students at LFT (raise and disburse funds to enhance the LFT environment);
- b. To foster and promote a school community and an effective partnership among LFT parents/guardians, staff, administration, and students by establishing and maintaining communication and cooperation within and across all sections, namely, Maternelle – TPS-GS, Primaire – CP-CM2, Collège – 6e-3e, and Lycée – 2<sup>nd</sup>-Tle (each a “Section”);
- c. To officially represent parents to LFT authorities; and
- d. To support the Mission Statement of LFT.

The APA is a not for profit, neutral association (independent of any political party, religion, union or pressure group). Communications to the members should reflect the bilingual nature of the school community. Oversight of the APA’s activities remains with the LFT Board of Directors, which, in the interest of the school and the LFT community, may at times place conditions on APA communications and activities, including dissolution of the APA.

**ARTICLE 3. MEMBERSHIP & DUES**

All parents/guardians of children currently attending LFT are APA regular members by virtue of payment of APA annual dues which are included in tuition. Annual dues are determined by the APA in consultation with the LFT Director Finance & Administration.

**ARTICLE 4. PARENTS ASSOCIATION EXECUTIVE COMMITTEE (APA EXEC)**

**A. COMPOSITION:**

1. The association is administered by an Executive Committee composed of five (5) elected members (APA EXEC).
2. In the case of a vacancy on the APA EXEC during the school year, the APA EXEC has the ability of nominating and electing (by a simple majority vote of existing APA EXEC members) a new administrator who will remain until the next election.

**B. ELECTION:**

1. The APA EXEC are elected by the members of the APA, following a vote by secret ballot, by simple majority, on a group of candidates (a “list”). The election is held prior to the Annual General Meeting (AGM), with results announced during the AGM.
2. Such parents/guardians who are interested in participating in the APA EXEC shall express their interest in writing to the Election Secretary at least 7 days prior to the election. Candidates should constitute a list of at least 5 people to form a group of administrators for submission. Those interested candidates who are unable to constitute a full list should signal their interest to the Election Secretary who may assemble a list with 5 individual names.

3. When constituting a list of candidates, care should be taken to make sure as many Sections as possible are represented by the candidates.
4. Each APA family has a right to vote, including staff members who have children enrolled in the LFT. Families will receive ballots equal to the number of current LFT students in the household (i.e. two children enrolled at LFT = two ballots; one child enrolled in LFT = 1 ballot; etc.).
5. Voting can be accomplished by mail, by returning the signed ballot(s) to school via a student (to the attention of the Election Secretary) during the published time or by personally dropping off the ballot(s) in the ballot box on voting days. As such, proxies will not be necessary.
6. Terms of office are for one calendar year.

**C. COMMITMENT OF THE ELECTED ADMINISTRATORS:**

The APA EXEC members are committed:

1. To regularly attend APA EXEC meetings;
2. To provide overall governance, leadership and strategy for all APA programs and initiatives;
3. To discuss and coordinate upcoming activities and expenditures;
4. To receive (positive and negative) comments/questions/concerns expressed by the APA members (parents) and present them, if required, to the LFT Administrators;
5. To accomplish their mandate with honesty and loyalty, adhering to working principles which shall include, without limitation, principles of respectful communications, civility, confidentiality and avoidance of conflict of interest;
6. To work together with a spirit of collaboration, openness, integrity, and respect;
7. To perform their duties without remuneration or compensation from the APA, with the exception of the reimbursement of reasonable approved expenses resulting from the needs of the Association.

**D. DUTIES OF THE MEMBERS OF THE APA EXEC**

1. During the first meeting following the AGM, the APA EXEC will elect, from within its list of administrators, one each: a. President; b. Vice President; c. Secretary; d. Treasurer; e. Communications Officer. Their duties are as follows:

**A. PRESIDENT**

1. To schedule and chair APA EXEC meetings and the AGM;
2. To attend monthly meetings with the Headmaster, Primary Director and CPE (*Conseiller principal d'éducation*);
3. To serve on school committees as required;
4. To act as a liaison between the APA and the LFT administration, Headmaster, students and support staff;
5. To communicate with the Board of Directors of the LFT on behalf of the APA; and
6. To ensure that APA activities are, if required, approved by LFT prior to implementation.
7. In cooperation with the LFT's Director Finance & Administration and the APA Treasurer to periodically (at least annually) review and oversee the APA Treasurer's management of the APA's financial activities.

**B. VICE PRESIDENT**

1. To perform the duties of the President in her/his absence;
2. To assist and support the President as required;
3. To ensure that the APA Volunteer Registry is maintained and updated.

**C. SECRETARY**

1. To distribute notices of all APA EXEC meetings at least one week prior to meetings;
2. To record and distribute minutes from the APA EXEC at least one week prior to the next scheduled meeting;
3. To collect and distribute the meeting agenda at least two days prior to the next scheduled meeting;
4. To maintain a list of all members, as received by the LFT;
5. To ensure that a complete set of meeting minutes, manuals, reports and financial statements for each year are maintained and properly stored at the school.

#### **D. TREASURER**

1. To track, record and report the financial activities of the APA;
2. To ensure that funds collected on behalf of the APA are transferred to the APA;
3. To coordinate reimbursement of funds to APA members and third parties on behalf of the APA, in accordance with Article 6;
4. To monitor and record bank and third party transactions, including:
  - a. Ensuring that funds raised and/or received by or for the APA are collected and deposited to the APA account on a timely basis;
  - b. Reconciling APA records with bank statements on a regular basis;
  - c. Complying with the banking provisions set out in Article 6; and
5. To ensure a good working relationship and strong communication with the LFT's Director Finance and Administration regarding all APA events, required reports, etc.

#### **E. COMMUNICATIONS DIRECTOR**

1. To act as a liaison between Parent Delegates and the APA;
2. To organize monthly "meetings" (in person and/or electronically and/or by phone) with Parent Delegates to:
  - a. Relay to the APA and to LFT Administration positive and negative feedback from Parent Delegates in regard to school issues; and
  - b. Promote effective and respectful communication within the LFT community.

#### **F. ALL APA EXEC MEMBERS**

1. All APA EXEC members are expected to promote the mission and spirit of the APA including promoting a positive relationship amongst the APA, the LFT administration, Headmaster, Board of Directors, students and support staff;
2. All APA EXEC members are expected to conduct themselves in accordance with the principles set out in Article 4C. .
2. The APA EXEC may also constitute various committees or name individual "members at large" as it sees fit to accomplish the goals of the APA. Each of these committees or "members at large" report to the APA EXEC and are bound by Article 4F.
3. Failure to comply with the stated working principles (Article 4C), commitment or duties may result in the removal of the status of administrator. Removal must be voted by a 75% majority of remaining administrators.

### **ARTICLE 5. MEETINGS**

#### **A. EXECUTIVE COMMITTEE MEETINGS**

1. Meetings will be held as required, typically monthly.
2. Quorum for each meeting shall be a simple majority of the members present in person or by phone/video conferencing, with the President voting only if necessary to break a tie.
3. Voting is by a show of hands or voice, unless a secret ballot is requested by any member and shall be taken in such a manner as the chair may direct.
4. The Secretary shall provide notice of each APA EXEC meeting to APA EXEC members at least one week prior to the meeting;
5. The Secretary shall provide the agenda for each APA EXEC meeting to APA EXEC members at least two days prior to the meeting.
6. The APA President shall chair APA EXEC meetings.

## **B. ANNUAL GENERAL MEETING (AGM)**

1. An annual meeting shall be held some time during the last two weeks of September, or at such other time as the Officers may determine, provided that it is held within 3 months of the end of the APA fiscal year.
2. At every annual meeting of members, in addition to any other business that might be transacted, the financial statements shall be presented to the members.
3. The announcement of the new slate of officers for the coming year shall be made (in accordance with Article 4B).
4. Questions from members to be added to the agenda must be submitted to the APA EXEC Secretary at least 72 hours prior to the meeting.
5. Decisions shall be made by a simple majority of votes of the members present at the meeting. No vote will take place on topics other than those appearing on the agenda.

## **C. SPECIAL MEETINGS**

1. The APA EXEC may hold a special general meeting if deemed necessary, or at the request of 30% of members.
2. Members will be advised in a timely manner of its occurrence and of the specific items up for discussion.
3. Decisions shall be made by a simple majority of votes of the members present at the meeting. No vote will take place on topics other than those appearing on the agenda.

## **ARTICLE 6. FINANCIAL**

### **A. FUNDRAISING AND DISBURSEMENT OF FUNDS**

1. All APA fundraising activities must be approved by the LFT Administration, adhere to LFT policies and guidelines, and support the APA Mission Statement – Article 2. Only LFT Administration has authority to issue or arrange for charitable tax receipts.
2. Each payment must be fully supported by receipts and made on a timely basis. Furthermore, each payment must be endorsed by two authorized signatures
3. The APA shall not make financial commitments exceeding its financial resources, or raise and disburse funds for outside causes or charities.
4. The APA shall maintain reserves sufficient to sustain essential operating expenses. Special reserves can also be designated for special projects.

### **B. BANKING**

1. All APA cash receipts shall be deposited and retained in the appropriate APA bank account(s).
2. All cheques/payments issued on the bank accounts of the APA shall be signed by two Officers with one of the signatures being that of the President or the Treasurer.

### **C. FISCAL YEAR**

The APA fiscal year end shall be August 31<sup>st</sup>.

### **D. REPORTING**

The Treasurer shall do the following:

1. Present budget for the Fall meeting of the APA EXEC along with comparatives against last year;
2. Prepare an estimate of the surplus and calculate the amount (surplus less reserves) the APA can declare available for surplus projects;
3. At each APA EXEC meeting, give a budget to actual overview of operations;
4. At each APA EXEC meeting provide a report on the balance sheet, including cash balances;
5. At each APA EXEC meeting provide a report on any changes to surplus and review the status of surplus projects;

6. AGM - Report on previous year's final results and estimate for current financial year.

**ARTICLE 7. AMENDMENTS TO THE CONSTITUTION**

1. The APA EXEC, the Board of the LFT or at least 30% of APA members may propose amendments to the Statutes.
2. These Statutes may be amended at a Special Meeting of the APA conducted in accordance with Article 5.

**ARTICLE 8. DISSOLUTION OF THE ASSOCIATION**

The APA may be dissolved at a Special Meeting of the APA conducted in accordance with Article 5. Dissolution may only be requested by at least 75% of members. In the case that the APA does not adhere to its mission statement (Article 2), dissolution may be imposed by the LFT Board of Directors. Upon its dissolution, any remaining funds should be donated to the LFT bursary program.

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