

# Edinburgh Home and School Association

500 Hudson Avenue, Montreal West QC H4X 1X1



## CONSTITUTION and BY-LAWS

Revised: Fall 2008

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# CONSTITUTION

## Article I Name

The name of this organization shall be:

The Edinburgh Home and School Association

## Article II Mission

THE EDINBURGH HOME AND SCHOOL ASSOCIATION HAS A MISSION:

1. To act as an independent, volunteer, non-profit organization dedicated to enhancing the education and general well being of children by bringing into closer relationship the home, the school and the community.
2. To promote the involvement of parents, students and educators to secure for every child the highest level of learning and advancement.
3. To act as a voice for all parents.
4. To make parents aware of current educational practices and major issues which affect education.
5. As stipulated by the Federation, the Association must remain independent from any government or union run area of school life.

# By-Laws

## Article I Definition of Terms

It shall be understood that when the following terms appear in the Constitution and By-Laws they shall be deemed to have specific meaning defined as follows:

**Association**                      The Edinburgh Home and School Association

**Federation**                      Quebec Federation of Home & School Association, Inc.

**Executive Committee** Consisting of the following officers: President, Vice-President, Treasurer, Secretary, Membership Chair; and selected Executive Members

**Member**                              Individuals / staff / families from the Edinburgh Community who have paid the prescribed fees to the Federation

## Article II

### Membership and Fees

1. Voting membership in the Association shall be granted upon payment of the prescribed fees to the Federation.
2. Voting membership shall consist of individuals / families / staff desiring to participate in, support and promote the objectives of the Association for the educational, cultural and overall well being of ALL children attending Edinburgh.
3. One membership per family.
4. Membership fees shall be made payable to Edinburgh Home & School Association.
5. Membership fees shall be in accordance with the amount approved at the Federation's Annual General Meeting each spring.
6. Membership fees are non-refundable.
7. A membership campaign shall take the course of 30 days at the start of each school year with payments to be sent to the Federation no later than September 30<sup>th</sup> each year.
8. An extended campaign may be conducted after September 30<sup>th</sup> each year for an additional period of four (4) months until the end of January unless a family has just move into the community.
9. The Membership Chair shall maintain a list of members in good standing which will be used for voting purposes at all meetings.
10. The Association shall pay the annual administration fee to the Federation by September 30<sup>th</sup> as set out at the Federation's Annual General Meeting.

## **Suspension/Removal from Association**

1. A member may be suspended by a resolution passed by two-thirds (2/3) vote at a regular meeting. The suspension shall remain in effect until a Special Meeting is called to either reinstate or expel the member.
2. During the debate on suspension or removal, the member involved has the right to participate in and/or address the meeting.
3. Causes for suspension and/or removal from office include, but are not limited to:
  - a. failure or refusal to disclose necessary information on matters of Association business;
  - b. unauthorized expenditures or signing of checks;
  - c. misuse of the Association's funds;
  - d. unwarranted attacks or inability to work cooperatively with other members, the school administration or parent volunteers;
  - e. misrepresentation of the Association and its officers to outside persons.

## **Suspension/Removal from Office**

1. An officer may be suspended with cause by the Executive Committee and subsequently removed from office by the members of the Association at a Special Meeting.
2. A two-thirds (2/3) vote of the Executive Committee still in good standing is required for suspension and a two-thirds (2/3) vote of the members present at the Special Meeting is required for removal.
3. Causes for suspension and/or removal from office include, but are not limited to:
  - a. continued gross or willful neglect of duties of the office;

- b. failure or refusal to disclose necessary information on matters of Association business;
  - c. unauthorized expenditures or signing of checks;
  - d. misuse of the Association's funds;
  - e. unwarranted attacks or inability to work cooperatively with other members of the Executive Committee or Association, the school administration or parent volunteers;
  - f. misrepresentation of the Association and its officers to outside persons.
4. During the debate on suspension or removal from office, the officer involved has the right to participate in and/or address the meeting.

## Article III

### Dissolution of Association

Voluntary dissolution of a local Home & School Association requires the following procedure:

- a. A decision by an Association to disband can only be taken by a two-thirds (2/3) vote of members present at a General Meeting, provided that there is a quorum at such a meeting in accordance with the Association's By-Laws, and that a formal notice of such an intent has been included in the announcement of the General Meeting.
- b. The reasons for a proposal of dissolution shall be forwarded in writing to Federation at least sixty (60) days before any action taken.
- c. In the case of a decision to dissolve, all assets shall be sent to the Federation to be held in trust until the association is re-constituted.

If a school is being closed, the following procedure shall be applicable:

- a. School closings do not affect the QFHSA membership status of individual members.
- b. The disposal of all assets, including equipment, belonging to the local association connected with the school being closed shall be the responsibility of said association. If said association wishes it may place its assets in trust with Quebec Federation pending final decision as to its disposal.
- c. The long term educational needs of the students shall be the determining factor when decisions are made with regards to the disposal of assets.





# Article IV

## Officers, Executive and Committee Member Job Descriptions

### OFFICERS

#### PRESIDENT

##### Leadership:

- Facilitates an atmosphere of common purpose and cooperation, creating a cohesive group from many individual talents and interests.
- Welcomes new members, encourages participation and innovation.
- Shares responsibility and delegates duties.
- Instructs new officers and committee chairs of their duties, and is aware of the importance of planning continuity in office.

##### Organization:

- Presides at meetings.
- Creates the meeting agenda in consultation with other members of the Executive Committee and calls the meeting at the time appointed.
- Is familiar with the fundamentals of parliamentary procedure, recognizing impartially the rights of all members to participate in discussion.
- Is knowledgeable about the constitution, by-laws, rules of order and procedure.
- Maintains files and records.
- Signs cheques and documents with 2 other members of Executive Committee.
- Submits President's Yearend Report to the Federation prior to June 30<sup>th</sup>.

##### Liaison:

- Invites school administrators, staff, and other organizations to exchange liaison representatives.
- Distributes to the officers, chairmen and members the information and material intended for their use from the provincial federation.
- Attends or delegates an alternate to represent the association at district, area or regional council meetings.
- Forwards the names and addresses of the newly elected Executive Committee and Committee Chairmen to the Federation.

- Is responsible for ensuring representation at the Annual General Meeting of the Federation.
- Organizes representation at fall conference of the Federation.

#### **VICE-PRESIDENT**

- Acts as aide to the President.
- Presides at meetings in the absence of the President.
- Assumes responsibility for the administrative details delegated by the President.
- Represents the Association upon request of the President or of the Executive Committee.
- Assumes the duty of the President in case of resignation or until the position is filled in accordance with the by-laws.
- Performs other specific duties that may be provided for in the by-laws, or are assigned by the President.
- Notifies members not present at the meeting of duties assigned to them.
- Notifies members of their appointment to committees.

#### **TREASURER**

- Receives all monies, pays all bills, and does the banking.
- Keeps an accurate record of all receipts.
- Presents a written report at monthly meetings and hands out a copy to all members at general meeting.
- Keeps an inventory of purchases and assets.
- Submits an annual budget to all members at first meeting of the school year.
- Arranges for an audit of the financial books when agreed upon by the Executive Committee.
- Forwards per capita fees and administration fee to the Federation and other councils when designated in a timely manner.
- Keeps all cancelled cheques, invoices, receipts, and other financial records for a minimum of ten (10) years, in a designated secure area within the school.
- Confers closely with the President and the Executive Committee and participates in all financial decisions.
- After each fundraising event submits a report to the president on how much was collected and what was accomplished with this money.

- Submits Treasurer's Financial Report to the Executive Committee and the Federation prior to June 30<sup>th</sup>.

### **SECRETARY**

- Records an accurate, brief and impartial account of all business transacted at all meetings. Important points of the program, such as topic, method of presentation and names of participants are included.
- Counts the members when a vote is necessary.
- Minutes of the previous meeting must be sent members who were present at said meeting at least one week prior to the next scheduled meeting.
- Presents the Minutes for approval at the next meeting.
- Files committee reports and correspondence together with a copy of the replies.
- Sends out notices of executive, regular or special meetings.
- Ensures that the minutes are kept in perpetuity.
- Ensures that a copy of all minutes and correspondences are kept at a location designated by the Executive Committee and available to all members.
- Deals with external and social correspondence as mandated by the president or the executive committee.

### **MEMBERSHIP CHAIR**

- To promote an annual membership drive to encourage and increase membership each year.
- Collect all information on members and give membership fees to treasurer in a timely manner.
- To ensure the Head office and local executives have information required to maintain correspondences with the local members.
- To report membership status to the Officers and Executive.
- Maintain a list of members in good standing.

### **VACANCY**

If an officer must be absent for an extended time, a temporary replacement may be appointed at a general meeting to fulfil their duties during their absence.

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## CO-POSITIONS FOR OFFICERS

Co-Positions for officers are permitted. If an officer finds their duties too cumbersome, they may submit a resolution requesting that their position be shared.

## LENGTH OF TERM

Officer positions should be held for a term of two (2) years. Members may stand for re-election following their two (2) year term but no member should hold the same position longer than six (6) years.

## EXECUTIVE MEMBERS

- There shall be no more than 6 Executive members.
- Must make every effort to be present at all Executive and Monthly Association meetings.
- Will work with the officers to develop an annual plan that allows the implementation of the Association's mission.

If an executive is to be replaced their status on the Executive Committee becomes inactive

## LENGTH OF TERM

Executives Member positions should be held for a term of two (2) years. Members may stand for re-election following their two (2) year term but no member should hold the same position longer than six (6) years.

## COMMITTEE MEMBERS

Duties and responsibilities of Committee Members will be set forth by the Executive Committee annually.

Committees may be established as required:

1. The chairperson of each committee shall be a member of the Association and may be appointed by the Executive Committee or the Association.

2. Members for each sub-committee shall be recruited at the first Regular Meeting of the school year. Members may also be recruited from the general parent population of the school.
3. The chairperson of each committee shall present a complete and timely report of its business and seek approval from the Association for matters of consequence.
4. The outgoing chairperson of any sub-committee shall pass on the previous years' files and information to the incoming chairperson.

## Article V

# Banking, Treasury and Fundraising Operations

1. The Association shall open a bank account with any branch of any chartered bank selected by the Executive Committee.
2. There shall be three (3) signing officers. The signatories should be: the Treasurer, the President and the Vice-President. Cheques must be signed by any two (2) of the three (3) signatories.
3. The Treasurer is to provide a report at each Association and Executive Committee meeting.
4. The Treasurer is to actively participate in budget planning each year.
5. Budget planning for each fiscal year will take place no later than two (2) weeks following the October General Monthly Meeting of the new school year. All members of the Executive Committee shall partake in this exercise.
6. All monies collected from fundraisers and other sources must be counted by at least two (2) persons and kept in a secured area designated by the Executive Committee.
7. All expenses must be approved by the members.
8. Expenses under \$500.00 arising between meetings may be approved by the President and Co-President, providing the expense is ratified by the members at the following general meeting.
9. The fiscal year of the Association shall start on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.
10. As finances permit, the Association shall pay fees for delegates to attend the Federation's Fall Conference and the Annual General Meeting in the spring. The Executive Committee may ask for delegates to attend both conferences.

11. A second account may be opened for a specified fundraising initiative. There shall be three (3) signing officers for all additional accounts, of which the Treasurer must be one. However, the other 2 signatories must NOT be the same as those of other Association accounts. Cheques must be signed by any two (2) of the three (3) signatories.
12. All financial records, statements and invoices shall be maintained for a period of ten (10) years.

### Time Limit on Requested and Allotted Funds

1. Any monies that have been allotted for a particular event must be used within the year that such event has been applied or scheduled for at the time of the request.
2. In the case that money has not been used by the designated deadline the funds may be redirected to other needs at the discretion of the members at a general meeting.

### Fundraising Initiatives

1. All new fundraising initiatives must be presented to the membership and be voted on.
2. Fundraising initiatives must be parent driven. Campaigns which involve direct selling by the student population will not be allowed (i.e. chocolate sales). no door-to-door sales



# Article VI

## Meetings


1. Executive Meetings shall be held as follows:
  - a. First meeting shall be prior to the start of school, if possible. If not possible, than no later than the end of the second week of school.
  - b. In June, prior to the end of school, to review the year's progress and begin planning for the following year.
  - c. At any other time throughout the year, as needed.
2. Association meetings shall be held throughout the year. There shall be at least three (3) meetings prior to the December break, and at least four (4) meetings from January to June.
3. The Association's Annual General Meeting shall be held in May. At least seven (7) days' notice shall be given in writing to all members. At this meeting election of the following year's Executive Committee shall occur.
4. An emergency meeting will be called for special circumstances requiring the disbursement of large sums of money; the President must give a minimum of four (4) business days notice in order to properly advise all voting members.
5. At each monthly meeting, three (3) executive plus three (3) members shall constitute a quorum. If there is not a quorum the meeting shall be cancelled. *of officers*
6. If an Executive knows they will be unable to attend the monthly meeting, the President must receive two business day's notice along with an update of ongoing projects.
7. Voting members must be present at the meeting in order to exercise their right to vote, proxy votes will not be permitted

8. Only one (1) vote per family will be permitted at all meetings.
9. A resolution will pass if <sup>a majority</sup> ~~75%~~ of the members present at a meeting vote in favour of the resolution.
10. Whenever possible or finances permit, the President shall attend both the Federation's Fall Conference and the annual General Meeting in April. Should the President not be in a position to attend the conferences, a delegate may be appointed by the Executive Committee to take her/his place.

# Article VII

## Amendments to the Constitution and By-Laws

1. The Constitution and By-Laws may be amended by a two-thirds (2/3) vote at a Special Meeting called for this purpose, provided that due notice of the proposed amendments has been sent to all members at least ten (10) business days prior to the meeting.
2. Amendments to the By-Laws shall take effect as soon as approved, but in no case may be applied retroactively.
3. Amendments to the Constitution shall take effect after acceptance by the Federation.



10%  
of members  
or by proxy  
present to  
constitute  
a quorum.