

Constitution

of

Westwood Home and School Association

WWHSA

2800 Rue du Bordelais
St. Lazare, QC

Adopted: May 8, 2014

Amendments: June 11, 2015

Amendments: May 18, 2016 (proposed)

CONSTITUTION

Article I

NAME and PURPOSE

NAME

The name of this organization shall be:

Westwood Home and School Association (hereinafter referred to as **WWHSA**)

WWHSA shall be affiliated and maintain its membership with the Quebec Federation of Home and School Associations Inc. (QFHSA).

PURPOSE

1. To act as an independent, volunteer, non-profit organization dedicated to enhancing the education and general well-being of children and youth by bringing together the stakeholders of home, school and 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.

Article II

Powers

For the carrying on of the above-mentioned purposes, the organization may:

1. Provide facilities for bringing together the members of **WWHSA** for discussions of matters of general interest, and to stimulate co-operative effort;
2. Develop between educators and the general public such united effort as shall secure for every child the highest advantage in physical, mental, moral and spiritual education;
3. Maintain a non-partisan, non-commercial, non-racial and non-sectarian organization;
4. Carry-on fundraising;
5. Buy or rent equipment;
6. Receive contributions through a membership fee;
7. Carry out anything else within the law necessary to reach the group's objectives.

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Article III

MEMBERSHIP

Voting membership in the Association shall be granted upon payment of the prescribed fees to the Federation.

1. *Regular voting membership*

Regular voting membership shall consist of parents or legal guardians who are paid members, desiring to participate in, support and promote the educational and cultural objectives of **WWHSA** for the overall well-being of all students.

2. *Affiliate voting membership*

Affiliate voting membership shall consist of a regular voting member, in good standing at a different local home and school association, and that is in good standing with the **WWHSA**.

Article IV

EXECUTIVE

1. The Executive shall consist of a maximum of 7 persons, elected at the Annual General Meeting, or later, from among the members in good standing, of the **WWHSA**. They shall be:

- (i) President (up to 2 co-presidents)
- (ii) Vice-President [up to 2]
- (iii) Secretary
- (iv) Treasurer
- (v) Membership Coordinator

2. Each position of the Executive shall be filled for a term of 1 year.
3. Executive shall be eligible for re-election; however, a person may serve within the same position for no more than 3 consecutive years, unless a special motion is adopted to extend the mandate. ~~as an Executive for no more than 10 consecutive terms.~~
4. If an Executive position falls vacant, it shall be the responsibility of the Executive Committee to find a replacement.

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Article V

MEETINGS

ANNUAL AND OTHER GENERAL MEETINGS

1. The Annual General Meeting shall be held each spring.
2. Special General Meetings of the **WWHSA** may be requested by the President, majority of the Executive Committee or at least 10% of the membership.
3. **WWHSA** shall meet at least 6 times a year.
4. The Executive shall meet at least 2 times per year.

Article VI

Finance

1. **WWHSA** shall maintain, in its name, a bank account with a branch of any chartered bank, which the Executive Committee shall designate.
2. **WWHSA** shall have its account independently reviewed preferably by ~~an~~ a volunteer accountant (CA or CPA) upon request by the QFHSA
3. The signing officers shall be members of the Executive;
4. The number of signatories needed shall be 2;
5. Financial reports must be submitted to the membership at least 6 times during the year and at year end;
6. A Year-end Financial Report must be submitted to the QFHSA every year, signed by the President and Treasurer.

ARTICLE VII

AMENDMENTS

1. The Constitution may only be amended at the Annual General Meeting by a majority of two-thirds (2/3) of the votes of the members present, provided that due notice of the

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- proposed amendments have been provided to all regular and affiliate voting members at least four (4) weeks prior to the meeting.
2. Amendments to the Constitution shall come into effect thirty (30) days after the AGM or as soon as it is published on our website, which ever comes first.

ARTICLE VIII

DISSOLUTION (in accordance to QFHSA By-laws)

1. Voluntary dissolution of **WWHSA** requires the following:
 - a. A decision to disband can only be taken by a two-thirds vote of members present at a General Meeting, provided that there is a quorum at such a meeting in accordance with the **WWHSA** By-Laws, and that a formal notice of such an intent has been forwarded to all members, and that a motion to disband has been included in the announcement of the General Meeting;
 - b. The reasons for a proposal of dissolution shall be forwarded in writing to the QFHSA at least sixty (60) days before any action is taken;
 - c. In the case of a decision to dissolve, all assets shall be sent to the QFHSA to be held in trust until the association is re-constituted.
2. If a school is being closed, the following procedure shall be applicable:
 - a. Where there is a Maintaining Association connected with said school, this association shall be merged with the Maintaining Associations(s) of the school(s) to which the pupils are being transferred.
 - b. If there is no Association at the new school(s) the Association of the old school shall do its utmost to establish a Home and School Association at the new school(s).
 - c. School closings do not affect the membership status of individual parents.
 - d. The disposal of all monetary assets 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 monetary assets in trust with Quebec Federation pending final decision as to its disposal.