**BY-LAWS**

**ARTICLE I**

**1.1 Membership**

1.1.1 The annual membership fee is that set by the Association and includes the fees for the QFHSA.

1.1.2 The Association shall collect and remit the annual membership fee to the Quebec Federation of Home & School Associations, herein after called QFHSA, before the deadline.

1.1.3 Membership is valid for one year (August-July) with voting privileges expiring July 31st.

**1.2 Duties of Members**

1.2.1 Every member shall uphold the Constitution and comply with the By-Laws of the Association.

1.2.2 Members shall:

a) Ensure that the current membership fee has been paid, and be in “good standing”;

b) carry out the responsibilities delegated to them by the Association or those they have voluntarily committed to.

1.2.3 No member may act on behalf of the Association without authorization from the Executive Committee of the Association.

**1.3 Remuneration**

1.3.1 At no time shall monies be paid to members for their services.

**ARTICLE II**

**2.1 Executive Committee & Offices**

2.1.1 The Association Executive Committee shall consist of the following offices:

a) President

b) Vice -President

c) Secretary

d) Treasurer

e) Membership Co-ordinator

2.1.2 Teaching/administrative staff may also be honorary members of the association but in no case shall any have a vote.

2.1.3 The Executive Committee will hold regular monthly meetings during the school year in keeping with the policies of the Constitution, with a minimum of 6 meetings per school year.

2.1.4 The Executive Committee will establish working committees to carry out the objectives of the Association as required. The President and or Vice- President are defacto members of all committees.

**2.2 Eligibility**

2.2.1 Any parent or legal guardian of a child attending the School, who is a member in good standing, shall be eligible to be an executive officer of the Association subject to the clauses below:

a) sitting members of the Governing Board cannot sit as President, Vice President or Treasurer.

**2.3 Elections**

2.3.1 Officers shall be elected at the Annual General Meeting by vote being that of simple majority. In the event that only one person applies it shall be by acclamation.

**2.4 Vacancy**

2.4.1 If there is a vacancy in any office, the vacancy shall be filled by any member in good standing. If there is more than (1) nomination for the position then a vote is to be taken by the members at the next regular meeting to fill the position.

2.4.2 Should a Committee member resign or cease to hold office before expiry of his/her term, the Executive Committee will appoint an interim successor from the existing members in good standing until such time as an election is called.

2.4.3 Should the President resign or cease to hold office before the expiry of his/her term, the Vice President will temporarily fill the position. At the earliest convenience a General Meeting will be called to elect a new President.

**2.5 Term of Office**

2.5.1 Officers and subcommittee heads of the Association are elected to a 1 year term.

2.5.2 Each office comes up for re-election at every Annual General meeting to be effective August of that year.

**2.6 Suspension/Removal from Office**

2.6.1 An officer may be suspended with cause by the Executive Committee and subsequently removed from office by the members of the Association at an Emergency Meeting.

2.6.2 Causes for suspension or removal from office include:

a) continued gross or wilful 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 cheques;

d) misuse of the Association’s funds;

e) unwarranted attacks or inability to work cooperatively with other members of the Association and/or the Executive Committee, the school administration and/or staff or parent volunteers;

f) misrepresentation of the Association and its officers;

g) actions contravening the policies outlined in the Constitution.

2.6.3 A two-thirds (2/3) vote of all members present at the Emergency Meeting is required for removal.

2.6.4 The individual concerned must be informed 7 days in advance and in writing as to the specific reason for his/her suspension/removal. The individual concerned will have the opportunity to address the Home & School in written form at the meeting prior to voting.

**2.7 Duties of Officers/Committees**

2.7.1 See Standing Rules

**ARTICLE III**

**3.1 Meetings**

3.1.1 Quorum shall consist of 51% of the voting members attending the meeting, or sent by proxy, at regular and Emergency Meetings.

**3.2 Regular Meetings**

3.2.1 Regular Meetings shall be called monthly (or at least 6 times per year) to carry out the business of the Association and shall be open to the general membership or any concerned parent.

3.2.2 Notice shall be sent by email at least 5 days prior to a meeting whenever possible.

3.2.3 Spending requests brought to a regular meeting will be decided upon by the eligible voting members present.

**3.3 Emergency Meetings**

3.3.1 Emergency (emergency/special) Meetings may be called by the President, or any Officer upon receipt of a request by three (3) or more members.

3.3.2 Notice of an Emergency meeting shall be given in writing to all members at least five (5) days prior to the meeting.

3.3.3 The Emergency Meeting shall deal only with the business as stipulated on the agenda accompanying the notice.

**3.4 Voting**

3.4.1 Only members who are in good standing and are present, or by email proxy, are entitled to vote at Regular, Emergency or General Meetings.

3.4.2 In the event of a tie, the President or Chairperson will cast the deciding ballot.

3.4.3 At any meeting of the Association, or of the Executive Committee, all questions shall be decided by a simple majority vote (50% +1) unless otherwise specified herein.

**ARTICLE IV**

**4.0 Committees**

4.1 Executive Committee

4.1.1 The Executive Committee shall consist of the officers of the Association as defined in the Constitution.

4.1.2 The meetings of the Executive Committee may be held concurrently with regular meetings.

4.1.3 The President is a defacto member of every committee of the Association.

**4.2 Responsibilities of the Executive Committee**

4.2.1 The members of the Executive Committee shall:

a) carry out any necessary business of the Association between Regular Meetings;

b) meet periodically as needed if not at Regular Meetings;

c) ensure a complete and timely report is available to the Association (Minutes and Treasurers report );

d) ensure all decisions are ratified at Regular Meetings;

**4.3 Sub-Committees**

4.3.1 The association shall have sub-committees as required to carry out the mandates set forth by the Association.

4.3.2 Coordinators for each sub-committee must be members in good standing and recruited as needed.

4.3.3 Members for each committee will be recruited by the named coordinator from members of the Association or general parent population as required.

4.3.4 The coordinator of each sub-committee shall provide a report for the Regular Meeting and seek approval from the Association on matters of consequence.

4.3.5 In cases of continuance, the outgoing coordinator shall pass on the previous year’s files and information to the incoming member(s).

4.3.6 A Membership Coordinator is mandatory to fulfill the Quebec Federation of Home and School Association mandate.

4.3.7 Sub-committees may include but are not limited to: fundraising, craft fair, magazines, coupon books, library, graduation, volunteers, media, etc.

**ARTICLE V**

**5.0 Governing Board Liaison**

5.1.1 At the Annual General Meeting, a member of the Association may be elected by the Association or appointed by the Executive Committee.

5.1.2 The member chosen shall represent the Association at the Governing Board meetings if invited to do so and report to the membership at Regular Meetings.

**ARTICLE VI**

**6.0 Finance**

**6.1 Banking**

6.1.2 The Association shall maintain a bank account(s) with any branch of a chartered bank selected by the Executive Committee.

**6.2 Signing Officers**

6.2.1 There shall be a maximum of three (3) signing officers from the Executive.

6.2.2 Two (2) signatures are required on every cheque, one being either the Treasurer or the President.

**6.3 Approval of Expenditures**

6.3.1 All expenditures must remain within budget and receive prior authorization from the Association at a Regular Meeting and be detailed by the Treasurer, with his/her approval recorded in the Minutes. In addition, all details to be recorded in Treasurer’s report.

6.3.2 Should the expenditure be over budget, it may be voted on at a Regular Meeting.

**ARTICLE VII**

**7.0 Amendments to By-Laws**

7.1 The By-Laws may be amended by two-thirds (2/3) vote at any meeting or at an AGM provided that due notice of the proposed amendment has been sent to all members in writing at least five(5) days prior to the meeting.

7.1.1 Amendments to the By-Laws shall take effect as soon as approved but in no case may be applied retroactively.

**ARTICLE VIII**

**8.0 Dissolution**

8.1. In the event of the dissolution of the Association and following payment of all outstanding debts, as per QFHSA rules, all of its remaining monies, property and assets shall be transferred to the QFHSA and held in trust until a new group representing the parents is formed within three (3) months of dissolution of the Association.

8.1.1 If after twelve (12) months a new group is not formed, the remaining funds shall be used to enhance the long term educational needs of the school’s students. This will be done on advice from the Governing Board but the decision remains with the last listed members of the Association.

**Standing Rules**

**Duties of Officers**

The President shall:

a) preside at all meetings of the Association and the Executive Committee

b) supervise all general management of the affairs of the Association

c) be primary signature on all cheques

d) be the official representative of the Association

e) carry out such other duties applicable to the office as assigned by the Association

f) approve expenditures if the total is less than or equal to $100.00 to cover any unforeseen expenditures in between regular meetings

The Vice President shall:

a) fulfill the duties of President in the event of the absence of the aforementioned

b) co-sign cheques with another signing officer if needed

c) carry out such duties as assigned by the Executive Committee or the Association

The Secretary shall:

a) record the attendance and proceedings of all meetings of the Association

b) E-mail the notice, agenda and minutes of the meetings to every member, post Minutes in the school

c) preserve minutes, documents, reports and by-laws of the Association to be kept on school property

d) carry out such other duties as applicable to the office

The Treasurer shall:

a) receive all monies of the Association

b) deposit all monies received in the Association’s bank account

c) prepare authorized expenditures for payment by cheque upon presentation of receipts or invoices

d) secondary signing officer on all cheques

e) present the status of accounts at each Regular Meeting and a report at the General Meeting

f) send detailed year-end budget report to all members and post in school with copy sent to Governing Board. Year end is May 31st

g) carry out other duties as assigned to the office by the Association

h) shall maintain an up to date ledger on behalf of the Association

i) bring the chequebook to every meeting

The Membership Coordinator shall:

a) hold a membership campaign at the start of each school year

b) receive membership applications and associated monies and compile a list for use

by the Executive Committee and or subcommittee (s)

c) prepare any and all reports required by the Federation

d) send membership information on the required template to the Federation by the

established deadline

e) carry out such other duties applicable to the office as assigned by the Association