

**(DRAFT ONLY )**  
**(Insert name) HOME AND SCHOOL ASSOCIATION**  
**CONSTITUTION & BY-LAWS**

**ARTICLE 1.           NAME**

1.     The name of the organization shall be \_\_\_\_\_

**ARTICLE 2.           AIMS AND OBJECTIVES**

- \* To obtain the best for each child in Prince Edward Island.
- \* To promote the welfare of all children and youth in this province.
- \* To foster cooperation between parents and school staff, so that every Island child may grow to his or her full potential.
- \* To give parents an understanding of the school and its administration.
- \* To be informed, constructive partners with educators.
- \* To promote high standards of well being in each child's life.
- \* To promote the care and protection of children and youth.
- \* To promote affiliations with any organizations which concern themselves with the care and development of children and youth, in the home, the school and the community.
- \* To obtain the best for each child according to his or her physical, mental, social and spiritual needs.
- \* To foster high ideals of citizenship and to promote through educational means, international goodwill and peace.

**BY-LAWS**

**ARTICLE 1:           POLICIES**

- 1.1    The policies of the Association shall be educational.
- 1.2    The policies of the Association shall be non-commercial, non-political, and non-sectarian.

**ARTICLE 2:           BANKING & CHEQUES**

- 2.1    The Association shall open a bank account with a registered financial institution selected by the Association Executive.
- 2.2    Cheques of the Association bank account shall be signed by two (2) of the following four signing authorities as follows: President, Vice-President, Secretary, Treasurer.

**ARTICLE 3:           MEMBERSHIP & FEES**

- 3.1    Active membership shall be open to all parents/guardians/staff in a school.
- 3.2    A block membership fee is paid to the P.E.I. Home and School Federation. Membership fees in the federation shall be submitted annually by November 30 of the school year, as per the following formula: \$200 for schools having 200 or more students and \$100 for schools having fewer than 200 students.

**ARTICLE 4:           THE EXECUTIVE COMMITTEE**

- 4.1    The Officers of the Association will be comprised of:  
President (votes only in the event of a tie); Vice-President (1 vote); Treasurer (1 vote); Secretary (1 vote)
- 4.2    A majority of the Officers of the Association shall be parent members.
- 4.3    The Officers of the Association shall serve as the Executive Committee of the Association.

ARTICLE 5:           FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee of the Association shall be responsible for:

- 5.1    The management of the Association and its affairs.
- 5.2    The establishment of ad hoc committees as need arises.
- 5.3    In the event of a vacancy occurring on the executive, shall have the power to elect any active member of the Association to fill such vacancy for the remainder of the term of the executive member whose vacancy is being filled.

ARTICLE 6:           TERMS OF OFFICE

- 6.1    The term of office for all officers and members of the Executive Committee shall be for two years or as determined by the Association.
- 6.2    Officers and members of the Executive Committee are eligible for re-election to their position for a second term or as determined by the Association.
- 6.3    The term of office shall be from *September 1 to August 30* or as determined by the Association.
- 6.4    If an executive member is absent for more than three consecutive, scheduled executive meetings without good cause, and without prior notification to the president or secretary, than that office may be considered vacant by a majority vote of the executive.

ARTICLE 7:           ELECTION OF EXECUTIVE

- 7.1    The executive may appoint a Nomination Committee annually.
- 7.2    The Nomination Committee shall consist of the past president of the Association (chairperson) and one or two additional members of the Association.
- 7.3    The Nomination Committee shall present its nomination for the various positions to the membership at the Annual Meeting.
- 7.4    Nominations shall be made from the floor of the Annual Meeting. If a person is nominated who is not present at the meeting, their consent to be nominated shall be presented to the Chairperson of the Nominations Committee.
- 7.4    Election of officers shall be by secret ballot decided by a simple majority (50 % plus 1) of votes cast. Refer to Robert's Rules of Order for further information.

ARTICLE 8:           MEETINGS/VOTING

- 8.1    The Annual Meeting of the Association shall be held in the first month of the school academic term or as determined by the Association.
- 8.2    There shall be a minimum of one General Meeting of the membership conducted per year including the Annual Meeting.
- 8.3    The Executive may call Special Meetings of the Association at any time.
- 8.4    A quorum shall be determined by the Association and is required at all meetings to pass motions.
- 8.5    Decisions shall be based on a simple majority (50 % plus 1) vote of the membership.

ARTICLE 9           DUTIES OF OFFICERS

- 9.1    The President shall:
  - Chair all meetings of the Association and Executive.
  - Decide on all questions of procedure and order not covered by the by-laws.
  - Supervise the general management of the affairs of the Association.
  - Serve as "Ex-Officio" member of all committees except the Nomination Committee.
  - Be the official spokesperson for the Association.

- 9.2 The Vice-President shall:
- In the absence of the President, preside as chairperson at all meetings of the Association and Executive.
  - Perform the duties of the President during his/her absence.
  - Perform duties assigned by the President or by the Executive.
  - Assume the office of President should the President be unable to complete their term of office.
- 9.3 The Treasurer shall:
- Receive and hold all monies of the Association.
  - Keep an accurate record of all receipts and disbursements.
  - Pay out such monies as voted upon in the budget at the Annual Meeting.
  - Have the books of account balanced as of September 30th of each year.
  - Prepare statements of disbursements for the Executive Committee.
  - Prepare for approval at the Annual Meeting a complete statement of receipts and disbursements during the fiscal year of the Association.
  - Prepare with the assistance of the Executive Committee a budget to be approved at the Annual Meeting.
  - Arrange for the financial records to be audited by a person agreed upon by the Executive.
- 9.4 The Secretary shall:
- Keep a written record of the proceedings and attendance at all meetings of the Association and process said records for distribution or presentation.
  - Perform duties assigned by the President or by the Executive.

#### ARTICLE 10 FINANCES

- 10.1 The fiscal year of the Association shall be September 1 to June 30.
- 10.2 Funds over and above the Association expenses shall go toward carrying out the aims and objectives of the Association.
- 10.3 The Executive shall have the power to expend the funds of the Association in accordance with the Association's objectives and the agreement (i.e. proposed budget, and motions recorded in minutes) of the general membership.
- 10.4 The Treasurer and one of the other two signing officers shall sign all cheques.
- 10.5 The Executive shall have the authority to approve up to (i.e. \$500.00) per item on a non-recurring basis for requests that occur outside of the approved budget and throughout the fiscal year.
- 10.6 Receipts must be provided for all expenses incurred.
- 10.7 The Treasurer shall arrange to have the financial records audited annually. A formal auditor is not necessary but someone who the Executive Committee agrees upon.

#### ARTICLE 11 ANNUAL MEETING

- 11.1 The business to be transacted at the Annual Meeting shall be the consideration of committee reports, the election of officers, budget, appointment of auditors and other such business that may arise.
- 11.2 At least two (2) weeks notice shall be given in writing to members of all Annual Meetings, such notice to state the subjects to be considered including the registration fee, if any.
- 11.3 All members of the Association are entitled to attend the Annual Meeting and to speak to any motion or address the chair, present or second motions and vote.

#### ARTICLE 12 PARLIAMENTARY PROCEDURE

- 12.1 Roberts Rules of Order shall govern all points respecting the holding and conduct of meetings of the Association not covered otherwise in these By-laws.

ARTICLE 13 AMENDING THE BY-LAWS

13.1 The by-laws may be amended at an Annual Meeting of the Association, provided that due notice of the proposed amendment has been circulated to members at least four (4) weeks prior to the meeting.

ARTICLE 14 PROVINCIAL MEETINGS

14.1 As a member of the Prince Edward Island Home and School Federation, the Association is eligible to send five voting delegates to two provincial meetings, Semi-Annual and Annual. Associations may pay registration and travel expenses for these delegates. All members are welcome to attend these meetings.

ARTICLE 15 DISSOLUTION

- 15.1 If this Association desires to disband, it shall notify the Prince Edward Island Home and School Federation by letter, addressed to the President, giving reasons, at least sixty days before taking further action.
- 15.2 Upon disbanding, the books of the Association shall become the property of the Prince Edward Island Home and School Federation.
- 15.3 Any funds held by the Association at the time of disbanding will be given to the Association's school or to another charity as determined by the Association's membership.

These By-Laws were adopted by a meeting of (\_\_\_\_\_)

Home and School Association on the (\_\_\_\_) day of (\_\_\_\_\_) , (\_\_\_\_\_) .  
Day Month Year

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Revised (date)