



W.H. Morden Home & School Association

BYLAWS

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1. This Association agrees to organize and accepts the Constitution and Bylaws of the Ontario Federation of Home and School Associations.
2. The name of this Association shall be the W.H. Morden Home and School Association. This Association will operate within the parameters set out in supporting documentation from OFHSA.
3. The voting members of this Association shall be individual, life and associate members in good standing.
4. The Elected Officers of this Association shall be: President and Treasurer, Vice President and Secretary. Terms of Office are July 1 to June 30 of any given year.
5. The Executive Committee shall elect/appoint a Representative to the Halton Council of Home and School Associations annually. The Council Representative may designate any other Executive member to act as the alternate at any one of the Home and School Council meetings.
6. The Executive Committee shall elect/appoint a member to be the H&S Representative to school council. This Representative shall, upon election/appointment automatically become a member of the Association Executive Committee.
7. The Executive Committee of this Association shall consist of 9 members: The 4 Elected Officers (President, Vice President, Treasurer, Secretary), Halton Council Rep, H&S Representative to school council, and the three Captains of Communications, Nutrition Programs and Fundraising.
8. The Principal or his or her designate may be invited to sit on the Executive Committee of this Association. (The Principal will not be a voting member unless a membership has been purchased).
9. There shall be a minimum of four Executive Committee meetings per year called by the Executive Committee.
10. The quorum for Executive Committee meetings shall be 51% of the current year's Executive Committee members and shall include a minimum of two elected Officers of the Association.
11. The Executive Committee shall be empowered to spend for the Association up to \$500.00 per item without seeking approval at a General Meeting.



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12. The Executive Committee shall prepare a budget annually. The Executive may seek input from other members of the Association and or the school principal. This budget will be presented to and approved by the Association's General Membership and will guide the Executive Committee to conduct the business of the Association for the year.
13. The Treasurer shall submit financial records for review and verification annually.
14. There shall be a minimum of two General Meetings of the Association Membership per year, called by the Executive Committee.
15. The quorum for the General Meetings shall be 5% of the paid up members, including 51% of the current year's Executive Committee.
16. The Association shall pay to the Ontario Federation of Home and School Associations such Annual Membership fees as set by the Board of Directors and ratified at the Annual Meeting of the Ontario Federation of Home and School Associations.
17. The Association shall submit the following items to the Home & School Council each year: an executive list, a verified financial statement for the previous year, an approved operating budget for the current year and a schedule of projected meeting dates.
18. Executive Committee members who are absent from three consecutive meetings without due cause shall constitute a vacancy, and the Executive Committee shall have the power to appoint a replacement.
19. The Executive Committee shall prepare a slate of nominees who have accepted their nominations. This slate shall be presented at a General Meeting called by the Executive Committee. Additional nominations received at that time will be added to a ballot form prepared by the Executive Committee, and an election shall be held for the offices contested. Elections will take place prior to the end of the school year (June). Elections will be held at a general meeting. No proxy voting – only members in attendance will be eligible to vote.
Election timelines: Call for nominations 2 months prior to end of school year (June). Executive Committee will call a general meeting prior to the end of the school year (June) to hold Elections of Officers.
20. Bylaws 1, 5, 6, 13, 16 and 17 are not subject to amendment by the Association.



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21. To amend these bylaws, the Association shall either give Notice of Motion to this effect at a General Meeting, and the proposed amendment shall be voted upon at the next General Meeting, OR the Association shall distribute a written Notice of Motion to all its members at least 15 days prior to the General Meeting at which the proposed amendment shall be voted on. The amended bylaws must be passed by a 2/3 majority of the members. The amended bylaws must be submitted to Halton Council of Home and School Associations for approval.

22. Conflict of Interest: A conflict of interest for a Home & School member is any situation in which the member's private interests may be incompatible or in conflict with his or her Home and School responsibilities. A conflict of interest may be actual, perceived or potential as well as personal benefit. Home and School members have a duty to declare to the Home & School President that they are in a conflict of interest situation. The member may participate in the conversation but must refrain from voting. The Home & School President may ask the individual to leave the room to continue discussion and/or for the vote.

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GLOSSARY OF TERMS

Association: W.H. Morden Home and School Association

Elected Officers Term: July 1 to June 30 (12 month period)

Executive Committee: elected officers, past president, Halton Council representative, H&S representative to School Council and may include committee chairs at the discretion of elected officers

Fiscal Year: July 1 – June 30 (12 month period)

Home and School Council: (H&S) school board grouping of association. Eg. as of Dec. 2008 W.H. Morden Association reports to Halton Council of Home and School

Life Member(s): Have full voting privileges at Association.

Member(s): Individuals who join an association including associates and life members and could include two members per family. i.e. Mr. and Mrs. Smith purchase a family membership, each is considered a member of the W.H. Morden Home and School Association.

Membership: a unit that has paid the OFHSA membership fee. This could be an individual or a family unit.

Membership Year: October 1 to September 30.

OFHSA: Ontario Federation of Home and School Associations

Standing Rules: (Association Guidelines - Ontario Federation of Home and School Associations)

- i) are related to the details of the administration of a society rather than to parliamentary procedure
- ii) can be adopted or changed upon the same conditions and any ordinary act of the society.

- Standing rules generally are not adopted at the time a society is organized, but are added individually, if and when the need arises.
- Generally they relate to how an association operates (i.e. time of meetings)
- Home and School associations may set up their own Standing Rules.
- A standing rule may be adopted by a majority vote at any business meeting without prior notice. Although it remains in effect until rescinded or amended, it does not bind future sessions if a majority desires to suspend it temporarily for the duration of a particular session



STANDING RULES

1. Election of Officers: The following positions will be open for elections:
 - President
 - Vice President
 - Treasurer
 - Secretary
2. A member who runs for one position but is unsuccessful may run for any of the other vacant positions.
3. A call for Nominations and intentions of current elected officers should be made known in April. A call for Nominations should be posted on the Home and School bulletin board outside the office.
4. W.H. Morden Home and School Bylaws and Year End Financials will be distributed and/or made available (i.e. Email, posted on website, to all members and/or distributed.)
5. Vacancies: In the case of a vacancy of an elected officer for any reason during a term of office, the Association Executive Committee may appoint a member in good standing to fill the position.
6. Terms of Office: Association Officers shall be elected for a one-year term of office and shall be eligible for re-election to serve a second term of office. No officer shall hold the same office for more than two consecutive years.
7. Agenda: Sent out in advance of the meeting
8. Minutes: Sent out in advance of the following meeting
9. Fundraising: Profit from fundraising initiatives will support school initiatives, with input from school staff and administration.
10. Rules of Order: *Roberts Rules* are followed during meetings