

Home & School Association Memorandum of Association and By-Laws

Donagh Regional School

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MEMORANDUM OF ASSOCIATION

ARTICLE 1. NAME

1. The name of the organization shall be *Donagh Regional Home & School Association*, hereafter to be referred to as "the Association." *Donagh Regional* School shall be referred to as "the school."

ARTICLE 2. AIMS AND OBJECTIVES

- * To obtain the best educational opportunities and experience to each child in Donagh Regional School and the school community.
- * To promote the welfare of all children and youth in Donagh.
- * To foster cooperation between parents and teachers, 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, school and 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 shall developed by the Donagh Regional Home and School Association as required to carry out the mandate of the association.
- 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 three (3) people: the President, the Vice-President, and the Treasurer.

ARTICLE 3: MEMBERSHIP & FEES

- 3.1 Active membership shall be open to all parents/guardians of students attending the school.
- 3.2 Active membership shall be open to all teachers and staff working at the school.
- 3.3 Associate membership (non-voting) shall be open to those members of the community who subscribe to the aims and objectives of the Association and who are not eligible for active membership as defined in sections 3.1 and 3.2 above.
- 3.4 Persons may be admitted into the Association at any time during the school year.
- 3.5 Privileges of Membership include, but are not limited to:
 1. To elect Executive officers yearly;
 2. To amend the bylaws;
 3. To present proposals and suggestions to the Association
 4. To share in the decision making of the Association business;
 5. To receive reports of the Executive Committee and other Association Committees (e.g. Playground, Lunch) and
 6. To vote on matters of the association
- 3.6 Membership fees in the provincial Federation shall be submitted annually by November 30 of the school year, as per the following formula: \$100.00 for schools having 200 or more students and \$50.00 for schools having fewer than 200 students. Donagh Regional Home and School Association may pay the fees, on behalf of the parents, caregivers , to the provincial association.

ARTICLE 4: THE EXECUTIVE COMMITTEE

- 4.1 The Officers of the Association will be comprised of:
President (1 vote in the event of a tie)
Vice-President (1 vote)
Treasurer (1 vote)
Secretary (1 vote)

OR

- President (1 vote in the event of a tie)
1st Vice President (1 vote)
2nd 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 To carry on the business of the Donagh Regional Home & School Association as required, between regular meetings.
- 5.4 To act as a liaison as needed between the parents and Donagh Regional School, and /or the English Language School Board and/or the Department of Education and Early Childhood.
- 5.5 The president or the president's designate of the association shall be the spokesperson for the association.

ARTICLE 6: TERMS OF OFFICE

- 6.1 The term of office for all officers and members of the Executive Committee shall be for one year.
- 6.2 Officers and members of the Executive Committee are eligible for re-election to their position for a second and third successive year but shall not be eligible for re-election to the same position for more than three consecutive years.
- 6.3 The term of office shall be from September 1 to August 31.
- 6.4 If an executive member is absent for more than two 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 by May 31 of each year.
- 7.2 The Nomination Committee shall consist of the Current Past President along with two members of the association.
- 7.3 The Nomination Committee shall present its nomination report for the various positions to the membership at the Annual General Meeting.
- 7.4 Nominations shall also be called for and may be made from the floor of the Annual General Meeting.
- 7.5 Election of officers shall be by secret ballot decided by a simple majority (50 % plus 1) of votes cast.

7.6 Interim Elections

1. In case of a vacancy occurring, the Executive shall:
 - a. notify the Association membership of the vacant position(s)
 - b. call for nominations for the open positions; and
 - c. hold an interim election at the next appreciate General Meeting or defer the election until the Annual General Meeting.
2. Should no nominations come forward for the vacant executive positions(s), the executive has 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 or defer the election until the Annual General Meeting.
3. The nominee elected fills the remainder of the term vacated.
4. In the case of a vacancy and no other eligible member of the Association is nominated or has accepted to fill the vacancy, the duties of that office are distributed evenly among the remaining executive members.

ARTICLE 8: MEETINGS/VOTING

- 8.1 The Annual General Meeting of the Association may be held in the *first* month of the school academic term.
- 8.2 There shall be a minimum of *three (3)* General Meetings of the membership conducted per year in addition to the Annual General Meeting.
- 8.3 The Executive may call Special General Meetings of the Association at any time.
- 8.4 A quorum of *eight (8)* shall be required at a General Meeting to pass any motions.
- 8.5 Decisions shall be based on a simple majority (50 % plus 1) vote of the eligible voting members, as defined in by-laws as active members, in attendance for the vote.

ARTICLE 9 DUTIES OF OFFICERS

- 9.1 The President shall:
1. Chair meetings of the Association and Executive.

2. Decide on questions of meeting procedure and order in accordance with the by-laws of the association, or if not covered in the by-laws in accordance with Robert's Rule of Order.
3. Supervise the general management of the affairs of the Association.
4. Perform duties incidental to the office.
5. Serve as "Ex-Officio" member of all committees except the Nomination Committee.
6. Be the official spokesperson for the Association, or designate a spokesperson on an as needed basis.
7. Develop agenda for regular, special and executive meetings, in consultation with the executive.

9.2 The Vice-President shall:

1. In the absence of the President, preside as chairperson at meetings of the Association and Executive.
2. Perform the duties of the President during his/her absence.
3. Perform duties assigned by the President or by the Executive.
4. Assume the office of President should the President be unable to complete his or her term of office.

9.3 The Treasurer shall:

1. Receive and hold all monies of the Association.
2. Keep an accurate record of all receipts and disbursements.
3. Pay out such monies as voted upon in the budget at the Annual General Meeting.
4. Have the books of account balanced as of September 1st of each year.
5. Prepare for approval by the Executive Committee, a new budget for the school academic
6. Prepare statements of disbursements for the Executive Committee on a monthly basis.
7. Prepare for approval at the Annual General Meeting a complete statement of receipts and disbursements during the fiscal year of the Association.
8. Prepare with the assistance of the Executive Committee a budget to be approved at the Annual General Meeting.
9. Arrange for the financial records to be audited by a person agreed upon by the Executive.

9.4 The Secretary shall:

1. Keep a written record of the proceedings and attendance at all meetings of the Association and process said records for distribution or presentation.
2. Perform duties assigned by the President or by the Executive.
3. Records of proceedings shall be distributed to the President no later than 10 days following the meeting.

ARTICLE 10 AD-HOC COMMITTEES

10.1 Ad-hoc Committees may be established and appointed by the Executive of the Association as necessary to carry on the work of the association and shall:

1. Be responsible for the planning and implementation of assigned event; and
2. Be responsible for administration of the budget assigned to that event.

10.2 All Ad-hoc Committees may be chaired/co-chaired by an active member (Article 3.1 & 3.2) who does not already hold an executive position.

10.3 The chairperson of each Ad-Hoc Committee shall be responsible for leading, coordinating and including all interested active and association members in the planning and delivery of tasks related to the event.

10.4 Should a chairperson be absent, an Executive Committee member may be asked to provide support and guidance to the Ad-hoc Committee.

ARTICLE 11 FINANCES

11.1 The fiscal year of the Association shall be September 1 to August 31.

11.2 The Treasurer and one of the other two signing officers shall sign all cheques.

11.3 No Cheques shall be dispersed without prior notification and approval by the President and/or receipt of service.

11.4 The Executive shall have the authority to approve up to \$300.00 per item on a non-recurring basis for requests that occur outside of the approved budget and throughout the fiscal year.

11.5 The executive of the association may develop financial guidelines to direct the expenditures of the association, for the current school year. The executive may review the guidelines as required.

11.6 Receipts must be provided for all expenses incurred.

11.7 The Treasurer shall arrange to have the financial records audited periodically (minimum bi- annual). A form

11.8 In the absence of financial guidelines the executive may a and approve expenses with consider to funds available, budget requirements and previous years experience.

11.9 The executive shall have the power to expend the funds of the Association in accordance with the objectives of the Association adn the agreement(i.e proposed budget, adn motions recorded in minutes) of the general membership.

11.10 Funds over and above the association expenses shall go toward carrying out the aims and objectives of the Association.

ARTICLE 12 ANNUAL GENERAL MEETING

12.1 The business to be transacted at the Annual General Meeting may be the consideration of committee reports, the election of officers, budget, appointment of auditors and other such business that may arise.

12.2 At least four (4) weeks notice shall be given in writing to members of all Annual General Meetings which must include a business agenda and any motions to be stated at the AGM.

12.3 All members of the Association are entitled to attend the Annual General Meeting and to speak to any motion or address the chair, present or second motions and vote.

ARTICLE 13 PARLIAMENTARY PROCEDURE

13.1 Roberts Rules of Order shall govern all points respecting the holding and conduct of meetings of the Association

ARTICLE 14 AMENDING THE MEMORANDUM OF ASSOCIATION & BY-LAWS

14.1 The Memorandum of Association and By-laws may be amended at an Annual General Meeting or Special Meeting of the Association, provided that due notice of the proposed amendment has been circulated to members at least six (6) weeks prior to the meeting.

ARTICLE 15 PEIHSF or PROVINCIAL MEETINGS

15.1 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.

ARTICLE 16 DISSOLUTION

16.1 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.

16.2 Upon disbanding, the books of the Association shall become the property of the Prince Edward Island Home and School Federation.

16.3 Any funds held by the Donagh Regional Home and School Association, at the time of disbanding will be given to the Donagh Regional Association School or to another charity as determined by the Association's membership.

These By-Laws were adopted by a meeting of Donagh Regional Home and School Association
21st Day of November, 2012.

Day Month Year

President

Secretary