



## **SAMPLE BY-LAWS**

Please feel free to use this sample taken from a compilation of several successful Home & School Associations.

By-laws specify the numerous methods that a home and school association affect the it's operations. By-laws can contain provisions relating to how a home and school is run and the duties of electives.

A general meeting must be held in order to present your By-laws and have them passed by a majority vote of the membership. To amend your By-laws, membership should be notified in advance (generally 4-6 weeks) of the vote and two third majority is needed to accept the changes.

The items in italic print would be filled in with the information about your school. Items with an asterisk are notes the provincial Federation of Home & School Associations would like to make you aware of. *Please remove these areas with the asterisk from the final copy of your constitution.*



# SAMPLE

## Home & School Association By-Laws

(*name of school*)  
(*date By-laws were passed*)  
(*date of any amendments to the original By-Laws*)

### **ARTICLE 1.        NAME**

1. The name of the organization shall be (i.e. *Maplewood Elementary Home & School Association*), hereafter to be referred to as “the Association”. *Maplewood Elementary School* shall be referred to as “the school”.

\*Please note that the “Home & School Association” is the Canadian term for a school/parent volunteer group and “PTA” is the American term. The American PTA is a registered name and may request funds from and group(s) to officially use the PTA name.

### **ARTICLE 2.        AIMS AND OBJECTIVES**

- 2.1 To promote the welfare of children and youth both at home and in school and in the community.
- 2.2 To foster co-operation between parents/guardians and school staff in the education of children and youth, both during and after school.
- 2.3 To ensure that each child receives the best education possible, according to their physical, mental, social, and spiritual needs within a safe and peaceful environment.
- 2.4 To promote parent/guardian’s understanding of the school and its work.
- 2.5 To foster high ideals of citizenship and patriotism and to promote through educational means, goodwill and peace.
- 2.6 To increase community awareness of the concerns in education and public participation in educational decision making at all levels.



- 2.7 To provide financial support for student learning.
- 2.8 To annually renew membership with NSFHSA.

**The above objectives are by no means all conclusive and may be deleted, added to or reworded to meet your Association's objectives.**

## **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, non-sectarian, and non-racial.

### **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 Treasurer, and the Secretary.

\*Please note that by keeping a separate bank account from the school ensures smoother transactions. This is a supported practice from Regional Centres for Education.

### **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 staff working at the school.
- 3.3 Some home and schools may invite community residents to be part of their home and school membership.
- 3.4 Some home and school may have a membership fee.



**\*Please note that some home and school associations have non-voting community members.**

**ARTICLE 4:            THE EXECUTIVE COMMITTEE**

The Executive Committee of the Association may consist of:

- 4.1 The Officers of the Association:
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Past-President
- 4.2 The Administrative Team of the school (Principal or Vice-Principal)
- 4.3 Chair person of committees
- 4.4 A teacher representative of the school

**ARTICLE 5:            FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- 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 the executive shall have the power to appoint any active member of the Association to fill such vacancy until the next annual general meeting.

**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 for a 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*.

\* Terms of office should coincide with the fiscal year. Some Associations begin their year in September and others begin in late spring.



- 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, then that office may be considered vacant by a majority vote of the executive.

## **ARTICLE 7: ELECTION OF EXECUTIVE**

- 7.1 The Nomination Committee is comprised of individuals from the membership in advance of the AGM.
- 7.2 The Nomination Committee shall consist of the Past-President of the Association (chairperson) and 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 General Meeting.
- 7.4 Nominations shall also be called for and may be made from the floor of the Annual General Meeting; however, written consent of the person(s) nominated but absent from the meeting shall be presented to the Chairperson of the Nominations Committee.
- 7.5 Election of officers may be by secret ballot decided by a simple (50 % + 1) majority of votes cast.

## **ARTICLE 8: MEETINGS**

- 8.1 All members must be notified of all General and Special General Meetings.
- 8.2 The Annual General Meeting of the Association shall be held consistently *either at the start or end of the school year.*
- 8.3 There shall be a minimum of *three (3)* General Meetings conducted per year including the Annual General Meeting.
- 8.4 A Special General Meeting of the Association may be called at any time with the inclusion of at least 50% of the executive.
- 8.5 A quorum of *five (5)* shall be required at a General Meeting to pass any motions.



\*The number for your quorum will have to be based on average numbers out to your meetings.

8.6 All meeting minutes shall be approved at the next meeting.

## **ARTICLE 9                      DUTIES OF OFFICERS**

### **9.1 The President shall:**

1. Preside as Chairperson at all meetings.
2. Decide on all questions of procedure and order not covered by the Constitution & By-laws.
3. Supervise the general management of the affairs of the Association.
4. Perform duties incidental to the office.
5. "Ex-Officio" member of all committees except the Nomination Committee.
6. Be the official spokesperson for the Association.

### **9.2 The Vice-President shall:**

1. In the absence of the President, preside as chairperson.
2. Perform the duties of the President during his/her absence.
3. Perform duties assigned by the President or by the Executive.

### **9.3 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.

### **9.4 The Treasurer shall:**

1. Receive and hold all monies of the Association.
2. Keep an accurate record of all receipts and disbursements.
3. Disburse monies as voted upon.
4. Present financial reports for each meeting, to include bank statement, report of revenue and expenses.
5. Annually arrange for the financial records to be reviewed by a person agreed upon by the Executive.



6. Prepare for approval at the Annual General Meeting a complete statement of receipts and disbursements during the fiscal year of the Association.
7. Prepare with the assistance of the Executive Committee a budget to be approved at the Annual General Meeting.

## **ARTICLE 10**

## **FINANCES**

- 10.1 The fiscal year of the Association shall be *September 1 to August 31*
- 10.2 Membership fees may be set at a general meeting of the Association.  
  
\*Some schools find that by charging membership fees to attend i.e. Single \$5.00, Family \$10.00, more members attend meetings.
- 10.3 The Executive shall disburse the funds of the Association in accordance with the objectives of the Association and the agreement of the general membership.
- 10.4 Cheques of the Association bank account shall be signed by two (2) of the following three (3) people: the President, the Treasurer and the Secretary.
- 10.5 The Executive shall have the authority to approve up to *\$500.00* per item on a non-recurring basis for requests that occur outside of the approved budget and throughout the fiscal year.  
  
\*Some schools find it difficult to try and organize a general meeting should funds be required quickly. If the above item is passed in your By-laws then it allows the Executive to deal with these non-planned requests. i.e. shortage of money for a bus trip.  
\*\*If the request exceeds the limit stated above, approval must be obtained by the membership. (10.5).
- 10.6 Receipts must be provided for all expenses incurred.
- 10.7 The financial records shall be reviewed annually. A formal auditor is not necessary but someone who the Executive Committee agrees upon.

## **ARTICLE 11**

## **ANNUAL GENERAL MEETING**



- 11.1 The Annual General Meeting of the Association shall be held consistently *either at the start or end of the school year.*
- 11.2 The business to be transacted at the Annual General Meeting shall be the presentation of the President report, committee reports, the election of officers, budget approval and financial report.
- 11.3 At least *four (4)* weeks notice shall be given in writing to members of the Annual General Meeting, such notice to state the subjects to discussed, including the registration fee if any.
- 11.4 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 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 in these By-laws.

#### **ARTICLE 13**

#### **AMENDING THE CONSTITUTION & BY-LAWS**

- 13.1 The 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 four (4) weeks prior to the meeting.

#### **ARTICLE 14**

#### **DISSOLUTION OF THE ASSOCIATION**

- 14.1 In the event that the Association ceases to exist, all outstanding bills will be paid and any remaining funds will be provided to *the school, like minded organizations.*