



# CONSTITUTION

## East Hill Home and School Association

East Hill Home and School Constitution was written and adopted June 7<sup>th</sup> 1999.

Amendments of the Constitution: May 2, 2006; May 13<sup>th</sup> 2014

On June 7<sup>th</sup>, 2022, at East Hill Home and School's Annual Assembly meeting, the constitution was amended and changes were reviewed and approved by the Home and School members present.

**Approved June 7<sup>th</sup>, 2022**

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

# CONSTITUTION

---

## Table of Contents

	Page
Article I – Name/Purpose	2
Article II - Power	2-3
Article III - Membership	3
Article IV - Executive	3-4
Article V - Meetings	4
Article VI - Finance	4-5
Article VII - Amendements	5
Article VIII - Dissolution	5-6

# CONSTITUTION

---

## Article I

### NAME

The name of this organization shall be:

East Hill Home and School Association

East Hill Home and School Association shall be affiliated and maintain its membership with the Quebec Federation of Home and School Associations Inc. (QFHSA)

### PURPOSE

1. To act as an independent, volunteer, non-profit organization dedicated to enhancing the education and general well-being of children and youth by bringing into closer relationship the home, the school and the community;
2. To promote the involvement of parents, students and educators to secure for every child the highest level of learning and advancement;
3. To act as a voice for all parents;
4. To make parents aware of current educational practices and major issues which affect education.
5. To ensure all money collected by East Hill Home and School Association is ultimately used for the benefit of the children of East Hill School.

## Article II

### Powers

For the carrying on of the above mentioned purposes, the organization may:

1. Provide facilities for bringing together the members of East Hill Home and School Association for discussions of matters of general interest, and to stimulate cooperative effort;
2. Maintain a non-partisan, non-commercial, non-racial and non-sectarian organization
3. Carry-on fundraising;
4. Buy or rent equipment;
5. Receive contributions through a membership fee;
6. Carry out anything else within the law necessary to reach the group's objectives.

# CONSTITUTION

---

## Article III

### MEMBERSHIP

Voting membership in the Association shall be granted upon payment of the prescribed fees to the Federation.

**1. *Regular voting membership***

Regular voting membership shall consist of individuals, families, administration and staff, in good standing, desiring to participate in, support and promote the objectives of East Hill Home and School Association for the educational, cultural and overall well-being of all children. (See by laws for voting rules and privileges.)

**2. *Affiliate voting membership***

Affiliate voting membership shall consist of a regular voting member whose child attends East Hill, in good standing at a different local home and school association, and that is in good standing with East Hill Home and School Association.

## Article IV

### EXECUTIVE

1. The Executive shall consist of a maximum of 9 persons, elected at the Annual General Meeting from among the members, in good standing, of East Hill Home and School Association. They shall be:

- (i) President
- (ii) Vice-President
- (iii) Secretary
- (iv) Treasurer
- (v) Fundraising chair/co chair
- (vi) Hospitality chair/co chair
- (vii) Publicity

2. Each position of the Executive shall be filled for a term of 2 years, some positions being vacated each year.

# CONSTITUTION

---

3. Executives shall be eligible for re-election at AGM; however, it is suggested, a person may serve as an Executive for no more than 4 years. (East Hill Home and School Association members vote)
4. If an Executive position falls vacant or is vacant it shall be the responsibility of the Executive Committee to find a replacement, but only until the next AGM where they can then stand for election.
5. To hold a President or Vice President position experience in a previous executive position is required.

## Article V

### MEETINGS

#### ANNUAL AND OTHER GENERAL MEETINGS

1. The Annual General Meeting shall be held before the 20<sup>th</sup> of June each year.
2. Special General Meetings of the East Hill Home and School Association may be requested by executives and active members.
3. East Hill Home and School Association shall meet at least 8 times a year.
4. The Executive shall meet at least 1 time a year.

## Article VI

### Finance

1. East Hill Home and School Association shall maintain, in its name, a bank account with a branch of any chartered bank, which the Executive Committee shall designate.
2. Every 5 years East Hill Home and School Association will carry an internal audit done by an active member and a neutral party.
3. The signing officers shall be members of the Executive; (President, Vice President, Treasurer)

# CONSTITUTION

---

4. The number of signatories needed shall be 3, with only 2 signing each cheque. President and Vice President or Treasurer.
5. Financial reports must be submitted to the membership at each meeting and at year end;
6. Year-end Financial reports must be submitted to the QFHSA every year, signed by the President and Treasurer.

## ARTICLE VII

### AMENDMENTS

1. The Constitution may only be amended at the Annual General Meeting by a majority of two-thirds (2/3) of the votes of the members present, provided that due notice of the proposed amendments have been provided to all regular and affiliate voting members at least 3 weeks prior to the meeting.
2. Amendments to the Constitution shall come into effect thirty days (30) after the AGM and the latest in September

## ARTICLE VIII

### DISSOLUTION (in accordance to QFHSA by-laws)

1. Voluntary dissolution of East Hill Home and School Association requires the following:
  - a. An Executive decision to disband can only be taken by a two-thirds vote of members present at a General Meeting, provided that there is a quorum at such a meeting in accordance with East Hill Home and School Association By-Laws, and that a formal notice of such an intent has been forwarded to all members, and that a motion to disband has been included in the announcement of the General Meeting;
  - b. The reasons for a proposal of dissolution shall be forwarded in writing to the QFHSA at least sixty (60) days before any action is taken;
  - c. In the case of a decision to dissolve, all assets shall be sent to the QFHSA to be held in trust until the association is re-constituted.

# CONSTITUTION

---

2. If a school is being closed, the following procedure shall be applicable:
  - a. Where there is a Maintaining Association connected with said school, this association shall be merged with the Maintaining Associations(s) of the school(s) to which the pupils are being transferred.
  - b. If there is no association at the new school(s) the association of the old school shall do its utmost to establish a Home & School Association at the new school(s).
  - c. School closings do not affect the membership status of individual parents.
  - d. The disposal of all monetary assets belonging to the local association connected with the school being closed shall be the responsibility of said association. If said association wishes it may place its monetary assets in trust with Quebec Federation pending final decision as to its disposal.