



By Laws and Standing Rules
East Hill Home and School Association

Adopted: June 7th, 2022 at Annual Assembly Meeting

President: _____

Vice President: _____

Treasurer: _____

Table of Contents

	Page
1.0 Definitions	2
2.0 Name	3
3.0 Not-For-Profit Status	3
4.0 Head Office	3
5.0 Membership	3-4
6.0 Executive	4-10
7.0 Removal of Executive/Committee/Regular Member	10
8.0 Meetings	10-12
9.0 Signing and Expenditures	12-13
10.0 Payment of Executive and Regular members	13
11.0 Conflict of Interest	13
12.0 Review of Accounts	13
13.0 Authority for Contracts	14
14.0 By-Law and Policy Amendments	14
15.0 Legal Responsibility and Indemnity	14-15
16.0 Dissolution	15
Standing Rules	16
Volunteer Guidelines	
Monies Projected for upcoming events	
Graduation Committees and other transitory committees	
Articles	
Article 1 (Membership Fee)	17
Article 2 (Renewal Form)	18
Article 3 (Survival Skills for Executives)	19

Definitions

Wherever possible, words used in these by-laws have the same definitions as in the Constitutions.

Active Member: Member of East Hill Home and School Association who actively participates in meetings

Affiliate Member: Member of a Home and School Association and whose child attends East Hill.

By-Laws: The rules by which East Hill Home and School Association conduct its business.

Conflict of interest: A situation in a board or committee member could benefit personally from a decision made by the board or committee. The “conflict of interest” is that the person’s benefit could be in conflict with the best interest of the organization. The by-laws have rules for dealing with conflict-of-interest situations.

Dissolution: The organization stops operating and is no longer in business.

Executive: Executive committee as defined in the constitution.

Indemnity: *Not subject to penalties or liabilities because of work done because of X*

Member: Member of East Hill Home and School Association

Motion: A statement on which members are asked to vote “in favor” or “opposed” or “abstain”.

President: Chairperson of the Executive

Quorum: The minimum number of members who must be present to carry on business at a meeting.

Reimbursement: Money paid back to a person who spends his or her own money for expenses related to or for East Hill Home and School Association.

2.0 NAME

The name of the organization is East Hill Home and School Association.

3.0 Not-For-Profit Status

East Hill Home and School Association is a not-for-profit organization.

The work of **East Hill Home and School Association** is carried on without purpose of gain for its members. Any profits, revenues or others assets shall be used solely to promote and achieve the purpose of the association as stated in the constitution.

4.0 Head Office

The headquarters of East Hill Home and School Association is 10350 Bd Perras, Montreal, Quebec, H1C 2H1 Or at any other place determined by the Executive Chair.

5.0 Membership

5.1 Eligibility

Those who support the purpose and core values of East Hill Home and School Association and who pay an annual membership fee are eligible to be members.

5.2 Types of Membership

5.2.1 A member in East Hill Home and School Association may be:

- a. an active member
- b. an affiliate member
- c. a member

(see definitions/refer to constitutions)

5.3 Becoming a member of East Hill Home and School Association

5.3.1 Membership fees must be paid in full by the given set date provided by the Executive responsible (Vice President). Memberships will not be accepted later than December 31st of the given year.

(Refer to Article 1)

5.3.2 Memberships will be valid from September 1st of the given year to September 30th of the following school year.

5.4 Privileges of Memberships

5.4.1 A full member of East Hill Home and School Association:

- a. entitled to attend all general meetings, and annual general meetings of East Hill Home and School Association.
- b. only members attending meetings will vote on business matters of East Hill Home and School Association.

5.4.2 An affiliate member of East Hill Home and School Association

Same as 5.4.1

5.5 Membership Responsibilities

5.5.1 A member of East Hill Home and School Association is responsible to:

- a. Support the purpose and core values of East Hill Home and School Association
- b. Pay annual membership fees
- c. Abide by the By-Laws and Standing Rules of East Hill Home and School Association.

5.6 Fees

5.6.1 The base annual fee is established by the Quebec Federation of Home and School Associations (QFHSA) at its Annual General meeting.

5.6.2 The membership of East Hill Home and School Association establishes its own annual membership (cannot be lower than minimum annual fee set by QFHSA) and the fees will be ratified by the members at the Annual General Meeting or a general meeting of the members.

5.6.3 Membership fee is defined as: one membership per family living at the same address.

5.7 Termination of Membership

Membership in the East Hill Home and School Association will be terminated by:

- a. Not paying fees/or notifying the association that they no longer wish to be members.
- b. Violating any provision by the articles, by-laws, or written policies of the association

- c. Carrying out any conduct which may be detrimental to the association as determined by the Executive

6.0 Executive

6.1 An Executive must be a paying of member East Hill Home and School Association

6.1.1 It is preferable that members of the Executive were members of East Hill Home and School Association for at least one year.

6.1.2 In order to be eligible for President and/or Vice president the member must have held a full 2 year term executive term before submitting candidacy.

6.2 East Hill Home and School Association holds a maximum of 9 Executive positions

(refer to constitutions).

6.3 Purpose of Executive

6.3.1 The purpose of the Executive is to guide the affairs of East Hill Home and School Association through setting policy and overall direction.

6.3.2 The Executive is responsible for:

- a. East Hill Home and School Constitution, By-Laws and Standing rules.
- b. ensuring proper financial management of East Hill Home and School Association.
- c. Carrying out the purpose of Home and School as outlined in the constitution in collaboration with the school administration and Governing Board.
- d. Assuring that the Association remains in good standings with the QFHSA by submitting the required paperwork and fees as dictated by the QFHSA.
- e. Fulfilling the obligations outlined in the local Association renewal Form *(refer to ARTICLE 2)*

refer to SURVIVAL SKILLS FOR EXECUTIVES ARTICLE 3

6.4 Executive Terms

6.4.1 The term for an Executive member is 2 years *(refer to constitutions)*

6.4.2 An Executive member may serve 2 terms. Notwithstanding the aforesaid, a member may serve in excess of 2 terms at the discretion of the membership.

6.5 Election of an Executive Member

- 6.5.1 Executive members are elected at the Annual General Meeting
- 6.5.2 All vacant positions will be eligible for election
- 6.5.3 If possible, 3 positions are elected for one year and 2 the following year.
- 6.5.4 Nominations
East Hill Home and School Association members are eligible for nomination.
Nominations may be taken from the floor at the Annual General Meeting.
- 6.5.5 Vacant Positions
 - If an Executive position becomes vacant between elections, the Executive will appoint a member to fill the vacant position. **(refer to constitution)**

6.6 Duties of Executive members

- 6.6.1 The duties of the Executive members will be outlined in the By-Laws and standing Rules
- 6.6.2 *Duties of the President*
 - a. Chairs all meetings, prepares agenda, etc
 - b. Ensures that the Home and School follows its' constitutions, By-Laws and standing rules.
 - c. Acts as a liaison between East Hill Home and School Association and the school administration.
 - d. Submits an activity report to the QFHSA by June 30th.
- 6.6.3 *Duties of the Vice President/Membership chair*
 - a. Assists the President
 - b. Carries out the Presidents duties if the President is not able to do so, or when the president requests the Vice-President to do so.
 - c. Responsible for the membership
 - Sends out membership form
 - Collects all membership data and give membership fees to Treasurer in a timely manner.
 - To report membership status to the Executive and the membership at monthly meetings.
 - Supplies updated membership lists to QFHSA office before December 1rst.
 - follows all other procedures as outlined in the instructions and procedures documents provided by QFHSA.

- d. Works with President for Year end East Hill Home and School Association Report.

6.6.4 Duties of the Treasurer

Is responsible for overseeing the finances and maintaining the financial records which includes the following duties.

- a. Receives all money, pays bills, does the banking
- b. Keeps a record of all receipts and expenditures.
- c. Presents a written financial report at monthly Home and School meetings.
- d. after the close of the financial year shall submits a written report to the QFHSA signed by both the President and Treasurer by the end of the school year.
- e. Shall ensure the safe keeping of all financial records for a period of 5 years.
- f. Is the liaison between the Home and School and the bank
- g. Establishes procedures and oversees online banking.
- h. Ensures that bank fees and other charges are affordable and that the Home and School Association has a community account if possible.
- i. Is a signatory on all financial accounts.
- j. Assists President if requested.
- k. Works with President for year-end East Hill Home and School Association Report.

6.6.5 Duties of the Secretary

- a. Is responsible of taking minutes of East Hill Home and School Associations meetings.
- b. Is responsible for maintaining books and records related to East Hill Home and School Association meetings
- c. Minutes should take into account every single point in the agenda.
- d. Sends a copy of the minutes to President and Executive for correction.
- e. Keeps a copy of all minutes in a school location.
- f. Assists the president with the yearly report.
- g. If requested by the President, is responsible for sending out the meeting notice and proposed agenda and all supporting documents to members 7 days in advance.
- h. Works with President for Year end East Hill Home and School Association Report.

6.6.5.1 Secretary Co-Chair

- a. Assists secretary with all duties

6.6.6 Duties of Fundraising Chair

- a. Elected by East Hill home and School Association “active members” at AGM
- b. Evaluates any fundraiser brought forward by other members.

- c. Makes a final recommendation to executive committee as to which fundraisers would be proposed.
- d. Presents a calendar of fundraising ideas with approximate dates, details, and profits to the President, which will then be brought to the administration, active members and Governing board for approval.
- e. Presents tentative fundraisers to members.
- f. The fundraising committee may select volunteers from a volunteer bank to help with fundraising initiatives.
- g. Each volunteer (if any) shall consult with and report directly to the Chair
- h. To report all monies earned as soon as possible to the Treasurer with detailed lists of revenues and expenses.
- i. To ensure that all monies collected are accurately counted during each fundraiser by the Treasurer and a member of the committee appointed by Chair.
- j. Works with President for year-end East Hill Home and School Association Report.

6.6.6.1 Fundraising Co-Chair

Assists Chair with all the above duties

6.6.6.2 Fundraising Powers

East Hill Home and School Association may fundraise to carry out the business of East Hill Home and School Association.

- a. All fundraising activities must be approved by the administration and Governing Board
- b. Fundraisers are only permitted throughout the school year. (Exceptions for online fundraisers that don't interfere with school or committee members.
- c. Weekend Fundraisers not permitted
- d. After School fundraisers not permitted (exceptions apply)
 - Set up
 - Pick up or delivery (if it only involves committee members)
- e. Fundraising ideas can only be brought forward to the Chair/co, who will then evaluate and recommend them to administration.

f. Fundraising ideas should be sent to the chair of fundraising. Suggestions should not be sent to school administration or to Governing board.

6.6.7 *Duties of Hospitality/Co*

a. Elected by East Hill Home and School Association “active members” at AGM

b. Organizes at least 5 social events on behalf of the Association.

- Welcome back

- Halloween

- Holidays

- Teacher Staff appreciation

- End of year celebration

If budget permits other events possible.

c. Proposes a budget for the yearly activities to the executive committee. **(Refer to Standing Rules)**

d. Cheques will only be issued to Executives for expenses for the given the event.

e. Will approve all event purchases.

f. No refunds will be given by treasurer for any expenses without valid receipt

g. To report all monies earned or spent as soon as possible to the Treasurer with detailed lists of revenues and expenses.

h. Any East Hill home and School Association events, must be approved by administration.

i. An event calendar is to be implemented at the beginning of the school year.

j. Chair/Co and Administration plan which day an event will occur.

k. Volunteers needed for an event will be contacted by the Chair only. **(Refer to Standing Rules)**

l. Works with President for year-end East Hill Home and School Association Report.

6.6.8 *Publicity*

a. Elected by East Hill Home and School Associations active members.

b. To create advertising campaigns.

- c. All publicity must first go through the administration.
- d. To publicize and promote events, fundraisers of the Association through social media, and emails with the help of the administration.
- e. Works with President for year-end East Hill Home and School Association Report.

7.0 Removal of Executive Members/Committee Chair or Member

- 7.0.1 An executive member, Committee chair or East Hill Home and School Association member can be removed from the Executive or committee or Association if the Executive feels the member is not acting in the best interest of East Hill Home and School Association.
- 7.0.2 An Executive member, committee chair or East Hill Home and School Association member can be removed from the Executive and/or East Hill Home and School association if;
 - A two-third 2/3 majority of the Executive members request in writing to the President the removal of that Executive member, Committee chair or member from East Hill Home and School Association.
 - a majority of the Active members vote to remove.
- 7.0.3 The President, or such other officer shall provide reasons in writing for the proposed removal and send copies the QFHSA office.
 - any member who does not adhere to the Constitutions/By-Laws and Standing Rules is subject to removal based on non-compliance.
- 7.0.4 If parties can not come to an agreement, QFHSA will be contacted to mediate.

7.1 Appeal Process

- 7.1.1 The Executive member or Committee Chair may make written submissions to the President, or other such officer designated by the Executive, in response to the notice received in the twenty (20) day period.
- 7.1.2 If a written submission is received, upon consultation with the Executive, the President or designate will consider the submission and respond with a final decision within a further twenty (20) days.
- 7.1.3 Copies of all documents are to be sent to the QFHSA at the same time as they are being sent to the Executive Member, Committee Chair, President or designate.

8.0 Meetings

(Refer to Rules of Order for Meetings Article 4)

8.1 Regular Meetings

- 8.1.1 Notice of a regular meeting will be sent out electronically 7 days prior to the meeting.
- 8.1.2 At the first meeting of the year meeting dates for the school year are scheduled with the administration
- 8.1.3 If President is absent, another member of the Executive can be designated by the President to conduct the meeting.
- 8.1.4 A quorum for a regular meeting is **7** members that have fully paid their fees.
- 8.1.5 Even if one or more members do not receive a meeting notice, resolutions or any other business conducted at the meeting will be valid.
- 8.1.6 Meetings may be held using an online platform.

8.2 Executive Meetings

- 8.2.1 A notice of an Executive meeting will be sent out electronically 5 days prior to the meeting.
- 8.2.2 A simple majority of Executive members (**50% +1**) is a quorum.
- 8.2.3 Even if one or more members do not receive a meeting notice, resolutions or any other business conducted at the meeting will be valid.

8.3 Annual General Meeting

- 8.3.1 Notice of the Annual General Meeting shall be sent electronically 30 days prior to the meeting.
- 8.3.2 Quorum of the Annual General Meeting is 11 members, who's membership was paid by December 31. All fully paid members are invited to join.
- 8.3.3 The Annual General Meeting will take place before the 20th of June.
- 8.3.4 The Annual General Meeting must include:
 - a. Agenda
 - b. The draft President's annual activity report
 - c. The draft financial report of the past fiscal year

- d. An election of Executive members if required.
 - e. A draft General Timeline for following year.
- 8.3.5 Even if one or more members do not receive a meeting notice, resolutions or any other business conducted at the meeting will be valid.
- 8.3.6 meetings may be held using an online platform.

8.4 Voting

- 8.4.1 There is one vote per family (living at the same address).
- 8.4.2 Voting must be by a member in good standing of the association.
- 8.4.3 Voting must be a member who actively attends meetings.
- 8.4.4 Voting privileges can be extended to cover the first Home and School meeting of the following school year.
- 8.4.5 Voting may be by show of hands, secret ballot, e-mail or other method determined by the executive, and stated in the standing rules.
- 8.4.6 A motion is passed if a simple majority 50 + 1 of those who vote are in favor of the motion.
- 8.4.7 If the vote is equally for and against, the motion goes to president for the tie breaking vote.

8.5 Executive Members Absence(s) from Meetings:

- 8.5.1 Executive members are expected to attend all meetings.
- 8.5.2 If an Executive member finds it impossible to attend a meeting, the Executive member must notify the President.
- 8.5.3 Executive members may lose their positions on the Executive if absent from three consecutive meetings.
- 8.5.4 The Executive may excuse an Executive member's absence(s) if the absence(s) are due to circumstances the other members of the Executive find acceptable.

9.0 Signing and Expenditures

- 9.1 Any of the following may have signing authority for East Hill Home and School Association.
- a. President
 - b. Vice-President

c. Treasurer

9.2 The following may sign cheques for East Hill Home and School Association

a. President

b. Vice-President

c. Treasurer

9.3 Electronic banking may be instituted with the consent of the membership and overseen by the Treasurer and one other member of the Executive committee, with the following stipulations:

“OUTS”

9.3.1 The Treasurer, in addition to 1 other Executive (named at the start of the year), will authorize and process any e-transfer sent or electronic payment made from East Hill Home and School Associations Bank Account.

9.3.2 The Treasurer, as part of the monthly financial report to the membership, will provide a list of electronic spending foreseen by the 2 executives for the period extending to the next meeting, for approval. Only the amounts on that list can be paid out during that period.

“INS”

9.3.3 ONLY the Treasurer can accept any incoming e-transfers to East Hill Home and School Associations Bank Account. This is to ensure that amounts can be properly recorded

10.0 Payment of Executive and Regular Members.

10.1 Executive members are not paid for their services as Executive members.

10.2 All Executives can be reimbursed for expenses incurred for East Hill Home and School Association.

11.0 Conflict of Interest

11.1 Executive or regular members are in a conflict of interest if they or a member of their family can benefit financially or materially from East Hill Home and School Association.

11.2 If a Home and School member is in a possible conflict of interest, the member must:

a. Disclose to the Association the nature and extent of his or her interest.

- b. Refrain from influencing the Associations decisions on the issue.
- c. If the Association requests, provide relevant information.
- d. If necessary, leave the meeting when discussion on the issue occurs.
- e. Refrain from voting on the issue.

12.0 Review of Accounts

- 12.1 An internal audit/review of **East Hill Home and School Association** every 5 years.
- 12.2 For purposes of financial accounting and record keeping, the fiscal year of **East Hill Home and School Association** will be from **July 1st to June 30th**

13.0 Authority for Contracts

- 13.1 All contracts entered into by East hill Home and School Association must be in writing and be signed by the President, Vice-President, or other person(s) authorized by the Executive.

14.0 By-Law and Policy Amendments

- 14.1 East hill Home and School Association by-laws may be changed by the members at a special meeting or at the annual general meeting.
- 14.2 Approval by a minimum of **2/3** of the members in attendance who vote is needed to pass the resolution to ratify the by-laws.

15.0 Legal responsibility and Indemnity

- 15.1 No East Hill Home and School Association member is personally responsible for East Hill Home and School Association debt or liability as long as they fall within the guidelines established by the QFHSA and its insurers.
- 15.2 When Executive members or others are authorized to act on behalf of East Hill Home and School Association, and a legal or administrative action results in costs or expenses, East Hill Home and School Association will not require Executive members or other authorized persons to pay any penalties, liabilities, costs or expenses, if the authorized persons:
 - a. Acted honestly and in good faith with a view to the best interests East Hill Home and School Association, and

- b. In cases involving criminal or administrative action enforced by monetary penalty, had reasonable grounds to believe their conduct was lawful, and
- c. Immediately notified East Hill Home and School Association of any action or proceedings

16.0 Dissolution (SEE Constitutions)

All debts of the Association shall be paid before the monetary assets are transferred to the QFHSA to be held in trust.

Standing Rules

Volunteer guidelines

- A volunteer is present to assist a committee directive given by chair and co-chair of the activity.
- The number of volunteers is decided upon chair committee and administration.
- Volunteers are contacted by chair/co-chair of a committee.
- As a volunteer you are to respect and follow all guidelines given by committee and common school rules.

Monies projected for coming events as of 2022

- Welcome back: \$7000
- Halloween event: \$1500
- Breakfast with Santa: \$3500
- Teacher appreciation week: \$1500
- Fun day: \$8500

The projected amounts are subject to change, require a motion and a vote.

Graduation as of 2022

Funds of \$8400 are maintained as a provision for the current school year and the following school year and to be used exclusively for the following;

- \$1000 allotted for each respective kindergarten graduation.
- \$3200 allotted for each respective grade 6 graduation.

Article 1

WHY SHOULD I PAY \$20.00 PER YEAR TO THE QFHSA?

Presidents of Home and Schools sometimes get the following question posed to them: "Why should I pay \$20.00 to be a member?" What should the answer be?

The \$20.00 fee helps support the Quebec Federation of Home and Schools (QFHSA's) mission as per the QFHSA Mission statement. *The Quebec Federation of Home and School Associations Inc. is an independent, incorporated, not-for-profit volunteer, charitable organization dedicated to enhancing the education and general well-being of children and youth. The Quebec Federation of Home and School Associations Inc. promotes the involvement of parents, students, educators and the community at large in the advancement of learning and acts as a voice for parents.* You are not paying \$20.00 to volunteer but to have a larger and louder "voice".

The QFHSA is an **independent** organization that speaks for parents on educational issues. The QFHSA maintains relationships with the government, school boards and many other organizations and presents the parents point of view on often contentious issues through briefs, position papers and resolutions. Membership in Home and School gives parents the opportunity to express opinions on various educational matters and to vote on resolutions and policies at the QFHSA's annual general meeting. The membership fee allows us to maintain an independent voice, not dependant wholly on the financial support of the provincial nor the federal government.

At the local level, membership allows parents to independently vote on school projects that they wish to support and to allocate funds as they wish. Insurance-wise, there is 3rd party liability for property damages (with a deductible) and director's and liability insurance for the Home and School executive.

The QFHSA is a **provincial** association whose diverse membership includes large urban schools and rural schools with as few as 28 children. These small schools get support from the QFHSA for travel to the AGM and the Fall Conference and are sent boxes of new and second-hand books for their libraries as there are very few **ENGLISH** resources in their regions. The QFHSA also provides training workshops for Home and School executive members and occasionally offers some free workshops for parents in the QFHSA office during the year. The QFHSA office facilitates communication between Home and Schools across the province via regional council discussion sessions.

The QFHSA's subsidized, annual, Fall Conference offers training workshops as well as workshops dealing with issues parents face on-a-daily basis such as anxiety and depression, bullying and digital citizenship to name a few. For both the Fall Conference and AGM, Home and School parents from outside Montreal may have their travel and accommodations subsidized by the QFHSA.

The QFHSA promotes literacy programs in various high schools, sends books to off-island communities and supports the *Born to Read* and *Youth Exploring Science* program which is administered by local Home and School Associations.

The QFHSA board of directors and various committee members are composed of volunteers but your \$20.00 helps support the three (3) part-time office staff members and maintain the provincial office. The QFHSA is also a member of the Canadian Home and School Federation which looks at national issues affecting children and education across Canada. In addition, the QFHSA is a member of the Quebec Community Groups Network, the Quebec Anglophone Heritage Network, a partner with the Community Learning Centres and sends representatives to other committees dealing with education-related matters.

\$20.00 per year can buy you a few cups of coffee and/or it can give you a voice and a vote at your local Home and School Association. Take this opportunity to improve the educational experience for all the students in your school and in the province.

Aren't your children worth it?

More information may be found on our website at www.qfhsa.org

Article 2



QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS INC. LA FÉDÉRATION QUÉBÉCOISE DES ASSOCIATIONS FOYERS-ÉCOLES INC.

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Local Association Membership Renewal Form 20 **

It is the mission of The Quebec Federation of Home and School Associations to "enhance the education and general well being of children and youth," and "to promote the involvement of parents, students, educators and the community at large in the advancement of learning" in the public school system of Quebec. In so doing, the QFHSA "acts as a voice for parents".

(Taken from the Mission Statement of the QFHSA)

Without you the members, QFHSA has no reason to exist. Without QFHSA, local Home and School Associations cannot exist. Together we can achieve our goals both provincially and locally. For this reason, we are asking you, our member schools, to renew your commitment to Home and School. It is through your support of QFHSA that you enable QFHSA to support you and your children.

Please fill out the following form at your first Home and School meeting and return it, signed and dated, to our office by mail or scanned and emailed by September 30th.

Name of Association: _____

We, the undersigned, on behalf of our Home and School Association, agree to fulfill the following requirements in order that our Home and School Association remains a member in good standing with the Quebec Federation of Home and School Associations Inc.:

1. At the Annual General Assembly, Home and School will be authorized by the parents, as a recognized parent body in the school.
2. Prior to September 30, 2021, we will submit the administration fee of \$50.00, along with a copy of the new Executive list. The administration fee can also be submitted in June of previous school year.
3. Beginning in September, *at the latest*, we will hold a membership campaign with the minimum goal to have 10% of our school families become members.
4. We will submit our first 2021-22 membership list and membership fees to the QFHSA office by November 15th, 2021 and then continue to submit additional new member's information to the QFHSA at the end of each month. We understand that to hold onto our members' registration money is a breach of their trust and could jeopardize their insurance coverage and ours. As of December 1st 2021, delinquent associations will not be included on the QFHSA insurance policy renewal.
5. We will submit a President's End-of-Year Activity Report and a Treasurer's End-of-Year Financial Report to QFHSA at the end of June of this school year, or a month following our fiscal year-end.
6. We understand that it is our responsibility to **send at least one voting delegate to the Annual General Meeting** to represent our Association. If we are unable to do this, we will provide the QFHSA with a valid reason.
7. We understand that it is to our benefit that our Executive members attend the leadership workshops (in September), and to extend the invitation to our general membership to attend the Annual Fall Conference.
8. We understand that these requirements are part of our role as a Home and School Association. They are obligations both to our members and to the Quebec Federation of Home and School Associations.
9. Furthermore, we understand that if we do not fulfill our obligations as stated, and are unable to offer a valid reason, the Quebec Federation of Home and School Associations has the authority to require us to close our bank account and to cease all activities as a Home and School Association.

President: _____	_____	_____
<small>Please print name</small>	<small>Signature</small>	<small>Date</small>
Treasurer: _____	_____	_____
<small>Please print name</small>	<small>Signature</small>	<small>Date</small>
Membership Chair or Secretary: _____	_____	_____
<small>Please print name</small>	<small>Signature</small>	<small>Date</small>



A Member of the Canadian Home and School Federation

SURVIVAL SKILLS FOR EXECUTIVES
What To Do And How To Do It

1. ***Evaluate your Home and School's present function:***

- What are the priorities?
- Is it heading in a direction that will best serve the children, school parents and community?
- Are the existing programs fulfilling the needs of the students, the school (both administrators and teachers) and parents?
- Should programs be increased or do they just need improving or are they running just fine?
- Collect records & schedules from the Past President and Committee Chairpeople outlining their responsibilities and functions so that you are able to understand their duties and the role they play in the school needs. Don't forget to familiarize yourself with your Constitution. If your school does not have one, then pass a motion at your first meeting to adopt the Generic Constitution supplied by QFHSA until such time as you have developed your own.
- Work with your Home and School very early in the year to set goals, for activities to accomplish, and fundraising to be done. Remember fundraising is much more effective if people know what they are working to attain and what you hope to spend the money on. Let them know the results from your fundraisers.
- Remember to always thank those who helped in any way large or small.

1i. ***Consult with your Principal*** - "One of your most important links to a successful Home and School!"

Ask how you can best serve the school. Is there a need not being fulfilled? Discuss your ideas and thoughts on priorities. Do they fit with his/her plans? Always consult with your Principal on agendas and major topics to be discussed at monthly meetings. A good working relationship with the Principal and Teachers is essential.

2. ***Always keep in touch with the Second Most Important Person - The School Secretary.***

She is invaluable as

- Your link between Principal, Parents, Teachers, and Students.
- Your chief resource person in the school.
- Your source of most pertinent school information.
- Your photocopy machine operator/instructor etc. etc. etc.

Always keep her informed of the projects you are conducting and make sure she has all the pertinent details about them.

Always ask her when it would be convenient to run off materials and if it is ok for you or another designated person to do so. Remember this is HER office.

Always thank her for helping out no matter how little she did.

4. ***Consult and work in harmony with your Governing Board.***

As a legislated body with specific responsibilities, your Governing Board plays a very important role within the school. Working in harmony with this committee always leads to productive and fulfilling rewards for everyone in the school and the community. Remember to always ask the Governing Board for their permission to hold your meetings in the school.

Article 4

RULES OF ORDER FOR MEETINGS SAMPLE

Minutes

- Minutes will be taken by the Secretary in accordance with the Job Description established by the QFHSA (see Appendix 1)
- Minutes are then reviewed by the President
- Minutes from meeting will be distributed to members who were in attendance approximately 1 week prior to the next scheduled meeting.
- Minutes will be voted on for approval at the next month's meeting before being posted on the H & S website.

Agenda

- The meeting agenda is prepared by the President in consultation with the Executive
- Reminder of next meeting, with agenda, will be mailed to entire H&S membership approximately 1 week prior to meeting.
- For a specific topic to be added to the agenda, the member of the Association should contact the President (or Executive member) with their request. Topics not included on the agenda, may have a place to be discussed under the "Open Floor" section, as long as they fall within the purpose and power of the Association. Otherwise, the member will be directed towards the appropriate responsible body (i.e. Principal, Governing Board, Day Care Coordinator, etc.) Time restrictions will still apply (see Meetings, below).

Meetings

- Meetings are open to all Association members, the school representatives (Principal and teacher representative), and invited speakers who have a place on the agenda
- Non-members may observe the meeting, but only members may propose motions or have a vote where applicable.
- The President will ensure that the meeting follows the order of the agenda
- The goal is for all meetings to end by 8:30 pm, the latest, whenever possible.
- The President encourages and allows for the discussion of ideas. However, detailed matters for specific committees and events are encouraged to be discussed by the coordinators and involved volunteers *prior* to being presented at the monthly meeting.

- In order to allow a reasonable end-time to the monthly meeting, the President (or delegate) reserves the right to limit comments by an individual member to 2 minutes per topic, and to motion that a more detailed discussion, if required, be carried forward to the next meeting, or that a separate meeting be held outside of the regular monthly meetings for a specific topic, as applicable. The results of a separate meeting would be brought back to the next month's meeting.
- If time is an issue, the President (or delegate) may also motion to carry forward topics of lesser importance to the next month's meeting.

Motions , Quorum, and Voting

- A motion must be proposed for any matter which affects rules and procedures or the spending of Association funds.
- At the September meeting, the Treasurer will present the Budget for the school year. Once the members vote on and accept to carry forward the budget, spending of funds, as indicated in the budget, is approved *with the exception* of starred (*) items: eg. Teacher wish lists, donations, staff gifts (see Treasurer's Budget for details)
- Motions must be proposed, then seconded, by Association members before going to a vote
- Voting on motions requires quorum to be established in order to be valid.
- Quorum has been established as requiring a minimum of 7 Members for regular meetings, or 11 members for Annual General Meeting or at Special General Meetings.
- In the absence of quorum, all motions requiring a vote must be carried forward to the next monthly meeting, OR an e-mail vote can be carried out.
- A motion is carried forward if the majority of the members in attendance agree to do so

