



Bessborough Home and School Bylaws (DRAFT)

As at January 2018

General

1. This association agrees to organize and accepts the Constitution and Bylaws of the Ontario Federation of Home and School Associations (OFHSA). *
2. The name of the association shall be the Bessborough Home & School Association.

Roles

3. The elected officers shall be: president, vice-president, a secretary, a treasurer, and a representative to School Council.
4. At its first meeting following the election of officers and committee chairs, the executive committee shall elect a member to be the Home and School representative to School Council. This representative to School Council shall, upon election/appointment, automatically become a member of the association executive committee.*
5. The executive committee shall consist of the association officers and include the (immediate) past president and the representative to School Council. Associations may add other positions as needed, such as committee chairs and/or the school principal, as part of the executive committee.

Meetings

6. The schedule for executive committee meetings shall be determined each year by the members of the executive and shall not be less than the number of general meetings of the association.
7. The quorum of the executive committee meetings shall be 80% of the executive committee.
8. There shall be at least 4 general meetings per year to ratify a budget, elect officers and meet the identified needs of the members. The annual meeting of the association shall be held prior to the end of June.
9. In the event that an important or timely decision needs to be made between executive committee and general meetings, and the members are unable to meet, then the "OFHSA Guidelines for Electronic Voting" must be followed. *
10. The quorum of the general meetings and the association annual meeting shall consist of members in good standing equal to the number of members of the association executive committee plus 2.



Finances

11. A bank account will be established for the association and records maintained by the treasurer. The three signing authorities shall be President, Treasurer, and Secretary. All cheques require any combination of two signatures from the designated signing authorities. Associations must have their own bank account, separate from any other school organization.
12. A budget will be proposed by the executive committee, presented to and ratified by the association members, empowering the executive committee to conduct the business of the association.
13. The executive committee shall be empowered to spend up to \$500 at any one meeting outside the pre-approved budget, for items of immediate importance. Items above this amount must be approved by a vote of the general membership.
14. The association shall pay to OFHSA such annual membership fees as set by the OFHSA Board of Directors and ratified at the OFHSA Annual Meeting.*
15. The annual association membership fee shall be \$15 per individual or family membership.

Reporting to OFHSA

16. The treasurer shall submit financial records (financial statements and ledgers, invoices, receipts and bank statements) for verification annually.*
17. The association shall submit the following items to its Home and 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. In the absence of a Home and School Council, items are to be directly submitted to the Federation.*

* Standard for all Associations. These bylaws are required in the OFHSA Constitution and Bylaws and are not subject to amendment by the Association.