

WES HOSFORD HOME AND SCHOOL ASSOCIATION

ARTICLE I. PURPOSE

- A. To encourage a school family approach where home and school are concerned so that maximum resources can be engaged in fostering child growth.
- B. To coordinate activities that involves the children, parents and school staff.
- C. To provide a channel of communication between home and school.
- D. To promote and afford opportunities for friendly and social activities.

ARTICLE II. MEMBERSHIP

- A. Parents and guardians of the children attending Wes Hosford together with school administrators and teachers shall compose the membership of this association.
- B. Any member wishing to withdraw from membership may do so upon a notice in writing to the Executive Committee through its secretary. Any member upon a two-thirds vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

ARTICLE III. EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of elected officers, the immediate past-president, and the school administrative staff.
- B. The elected officers of this association shall be president, vice-president, secretary, treasurer, liaison officer, program coordinator, and lunch coordinator.
- C. ELECTED OFFICERS TERM OF OFFICE:
 - 1. At the annual general meeting, officers shall be elected by secret ballot to a two year term: president, treasurer, and liaison officer elected one year; vice-president, secretary, program coordinator and lunch coordinator, the following year.
 - 2. No officer or other member of the Executive Committee shall hold the same office for more than one consecutive term.
 - 3. Should a vacancy occur in any office, the Executive committee shall have the power to appoint a member to fill the office for the unexpired term.
 - 4. The general membership may, by special resolution, remove any Executive Committee member before the expiration of his term and elect another person for the balance.

D. DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall have the power to carry on business of the association and shall:
 - a. conduct the business of the association in good faith and make policy consistent with these bylaws as it deems necessary.
 - b. have custody and control of funds of the association.
 - c. constitute and appoint committees, prescribing their functions, duties and powers.
 - d. keep a record of the acts and proceedings of the Executive Committee and of the business of the association, and present a full statement thereof at the annual meeting.
 - e. authorize the execution of all necessary documents.
 - f. draft and post an annual budget to be presented to the membership at a general meeting early in the school year.
 - g. inform members of the association's activities and involvements.

E. DUTIES OF ELECTED OFFICERS

1. The president shall be the chief executive officer of the association and shall:
 - a. preside at all meetings of the association and the Executive Committee.
 - b. administrate and coordinate efforts of the association, call regular meetings of the Executive Committee and of members and generally promote the association in the community.
 - c. perform other such duties as are normally incident to the office of president of such an association.
 - d. have signing authority for cheques with the secretary and treasurer.
2. The vice-president shall:
 - a. in the absence or disability of the president, shall possess all the powers and perform all the duties of the office of president, and shall have powers and perform such duties as the executive committee shall prescribe.
 - b. perform such duties as the president shall delegate.
3. The treasurer shall:
 - a. have custody and be responsible for all the monies of the association.
 - b. keep complete and accurate records and accounts of the holdings of such monies.
 - c. see that all expenditures are duly authorized and are evidenced by proper receipts and vouchers.
 - d. maintain such bank accounts as may prove necessary.
 - e. pay for all materials and supplies of the association.
 - f. have signing authority for cheques with the president and the secretary.

4. The secretary shall:
 - a. record the minutes of the meetings of the Executive Committee, the School Council and the Association.
 - b. have custody of the minute books and other records of the association.
 - c. deal with correspondence.
 - d. give notice of all meetings.
 - e. perform such other duties as are incident to the office or as set out in these by-laws.
 - f. have signing authority for cheques with the president and treasurer.

5. The program coordinator shall be responsible for establishing and coordinating the various programs as undertaken by the association and shall:
 - a. be responsible for initiating and coordinating special events and programs.
 - b. be an ipso facto member of all program committees.
 - c. be responsible for the flow of ideas between the committees and the Executive Committee.
 - d. be responsible for the program segment of the general meetings.

6. The liaison officer shall be in charge of:
 - a. communicate to the public special events and programs.
 - b. oversee special projects undertaken by the association.
 - c. coordinate the Community Resource Inventory Bank (CRIB).
 - d. act as liaison between room reps and the Executive Committee.

7. The lunch coordinator shall be in charge of:
 - a. overseeing the operation of the lunch-hour program provided by the association.
 - b. assuring that adequate staff is hired.
 - c. providing a channel of communication for all parties involved in the program.
 - d. making the membership aware of the service and of any procedural changes.
 - e. keeping a monthly record of monies received and disbursed.
 - f. requisitioning or purchasing supplies as required.

ARTICLE IV. SCHOOL COUNCIL

- A. The School Council shall consist of the Executive Committee and one or more room representatives from each classroom.

- B. Room representatives shall be volunteers from the general membership and shall:
 1. act as liaison for teachers, parents and School Council.
 2. assist the program coordinator.
 3. have the power of vote at School Council meetings.

ARTICLE V. COMMITTEES

- A. Any committees as required may be approved by the members at any meeting or by the Executive Committee.
- B. Standing committees shall submit plans of work to the Executive Committee for approval and before any work is undertaken.
- C. The chairman of each standing committee shall submit a written report of its work at the annual meeting.

ARTICLE VI. MEETINGS

- A. There shall be a minimum of two general meetings of the association held between September and June of each year.
- B. The annual general meeting shall be held in May or June. At this time annual reports shall be read and the officers of the Executive Committee elected by secret ballot to serve as per Article III, C, 1.
- C. Meetings of the society may be called at any time by the secretary upon instructions from the president; members shall be notified by newsletter through the school a minimum of eight days prior to the date of such meeting. A special meeting shall be called by the president or secretary upon receipt of a petition signed by one-third of the membership.
- D. A quorum of the Executive committee shall consist of two-thirds of its members and a quorum of the association shall consist of ten members.
- E. At the annual, regular or any special meeting of the association only the members present or those giving written proxy are entitled to vote. Each such member is entitled to one vote.
- F. No proof of the number of votes cast for or against a motion is necessary. A declaration by the president that a motion has been carried or lost, and an entry to that effect in the minute book is sufficient.
- G. voting shall be by way of a show of hands or as the president may direct.
- H. A motion put to the meeting of the Executive Committee shall be decided by majority vote of the members present. The president shall vote in the event of a tie.
- I. Meetings shall be conducted according to Robert's Rules of Order.

ARTICLE VII. MINUTE BOOKS AND RECORDS

- A. The Executive Committee shall cause the minutes of all executive, council and general meetings to be entered in books designated for that purpose. Any such minutes, if signed by the president, shall be received as prima facie evidence of the matters stated in such minutes.
- B. The books and records of the association may be inspected by the members at any annual, regular or special meeting of the association or upon a member's request of the president.
- C. After each meeting of the Executive Committee, School Council or general membership, the minutes of same shall be posted in the school.
- D. The association has no society seal.

ARTICLE VIII. BANKING

- A. The association may open an account at a duly chartered bank. The president, secretary and treasurer shall have signing authority on the association's banking account(s). Cheques must be signed by two of the three officers who have signing authority.
- B. The association shall have the power to borrow money from a duly chartered bank under the Bank Act or from any other financial institution or company, but only under the sanction of the association by extraordinary resolution.

ARTICLE IX. AUDIT

The books of the association shall be audited at the end of the school year by two non-signing members of the association; the audit shall be submitted to the September meeting.

ARTICLE X. REMUNERATION

Unless authorized at a meeting and after notice of same shall have been given, no officer or member of the association shall receive any remuneration for his services.

ARTICLE XI. AMENDMENT OF BY-LAWS

- A. The by-laws may be rescinded, altered or added to by a special resolution passed by a majority of not less than three-fourths of members present at a general meeting. One month's written notice specifying the intention to propose the resolution as a special resolution must be given.
- B. The secretary shall endorse each amendment, revision, deletion or addition to the by-laws of the society and shall file same with the Registrar as required by the Act.

ARTICLE XII. EXECUTION OF DOCUMENTS

- A. Except as otherwise specifically provided, all contracts, deeds, bills of exchange or other documents of the association requiring signature or seal of the association, shall be signed by the president together with the secretary or treasurer. All such documents so signed or sealed shall be binding upon the association without any further authorization.

- B. In the event of dissolution of the association, all its remaining assets, after payment of liabilities, shall be donated to Wes Hosford School.
 - 1. The association may be dissolved in the manner provided in Section A under Amendment of By-laws.
 - 2. At the meeting where the dissolution of the association is proposed, three-fourths of the votes cast shall be required to confirm such dissolution of the association.