



CONSTITUTION & BYLAWS 2018

N.B.F.H.S.A.I.
Constitution and By-Laws
As of April 2018

**CONSTITUTION AND BY-LAWS
OF THE
NEW BRUNSWICK
FEDERATION OF
HOME AND SCHOOL ASSOCIATIONS, INC.**

PASSED AT THE ANNUAL GENERAL MEETING 2018

I. The name of this organization shall be the New Brunswick Federation of Home and School Associations, Inc. It shall be referred to as the Federation.

II. The objectives of this organization are:

1. To promote the welfare of children and youth;
2. To raise the standards of home life;
3. To promote the care and protection of children and youth;
4. To foster co-operation between parents and teachers in the training and guidance of children and youth, both during and after the school period;
5. To obtain the best for each child according to his physical, mental, social, and spiritual needs;
6. To give parents an understanding of the school and its work, and to assist in interpreting the school in all its aspects to the public;
7. To confer and co-operate with organizations other than schools which concern themselves with the care, protection, and training of children and youth in the home, school and community; and with the education of adults to meet these responsibilities;
8. To foster high ideals of citizenship and to promote through educational means, international good will and peace.

III. AMENDMENTS

1. Amendments to this Constitution and By-Laws of this organization shall be submitted to the Annual General Meeting of the Federation for approval.
2. Notice of Motion to amend must be received by the Federation Office on or before February 5th, and must be circulated to all local Associations and life members 45 days prior to the Annual General Meeting.
3. Any amendments must be passed by a two-thirds majority vote of the members present and voting.
4. In an emergency situation not covered by the Constitution, the 45 day notice period may be waived with a two-thirds majority vote at the Annual General Meeting or at a special meeting of the membership called by the President, or any five Board Members, after due notification.
5. The Board of Directors, by majority vote, shall have the power to make housekeeping amendments to the bylaws of the Federation. Housekeeping amendments shall not alter the meaning or intent of the bylaw.

IV. CORPORATE SEAL

1. The Corporate Seal of the Federation shall be in the custody of the individual authorized by the Board and shall be used only on the authority of the Board.

BY-LAWS

ARTICLE I - POLICY

1. Policies of this organization shall be in accord with those of the Canadian Home and School Federation.
2. Policies and programs shall be related to the health, education and well being of children.
3. This organization and its member groups shall be non-commercial, non-sectarian, non-discriminatory, and non-partisan.
4. List of names of members of this organization shall not be made available to any individual, group or organization. However, material of an educational nature may be distributed on their behalf through the Federation office if such material is approved by the Executive.
5. This organization may co-operate with other provincial and local organizations whose objectives are compatible with those of Home and School; it may join other groups or organizations concerned with the welfare of children and youth under the following conditions:
 - (a) By majority vote of the members of the Federation Board.
6. All meetings and business of the Federation shall be conducted in the English language.
7. Deliberations of this organization shall be governed by the rules contained in "Robert's Rules of Order" (Revised Canadian Manual) or as otherwise stated in the Constitution.
8. Notice of the Annual General Meeting shall be mailed at least two weeks prior.
9. A copy of the minutes of the meetings of the Board of Directors and of the Executive shall be sent to all members of the Board.
10. All minutes of the Federation shall be placed in the Archives.
11. The objectives of the Federation shall be carried out without purpose of gain for its members, and any profits or other accretions to the Federation shall be used solely to promote its objectives.

ARTICLE II - STRUCTURE

1.
 - (a) The Federation shall be responsible for all matters which affect its membership providing that such matters are in accord with the aims and objectives of the Canadian Home and School Federation.
 - (b) The Executive of the Federation shall be comprised of the Past President, President, a First and Second Vice President, Secretary and Treasurer.
 - (c) The Executive shall be responsible for governing the office of the Federation. All decisions made by the Executive must be ratified by the Federation Board at its first meeting there-after.

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- (d) Four members of the Executive shall constitute a quorum.
- (e) Any individual who seeks the nomination for the Federation Presidency must have served on the Federation Executive within the previous four years.
- (f) In the event the President is unable to fulfil his/her term of the office, a Vice President shall be appointed by the Federation to assume the position of interim President until the next Annual General Meeting. Failing the acceptance of either Vice President to take on the position of interim President, the Federation Board shall appoint one of its members to fill the office providing the provisions of Article VI 1(a) are met.
- (g) In the event a Past President cannot serve his/her full term, the position will be declared vacant.
- (h) In the event a President leaves the organization for any reason before his/her term expires, the Past President shall continue in the capacity of Past President until such time as he/she is replaced by normal progression.
- (i) In the event there is a vacancy of any Executive position, other than President and Past President, the Federation Board shall appoint one of its members to fill the office until the next Annual General Meeting.

2.

- (a) The Federation Board shall consist of the Executive, and up to 8 (eight) Board Members (Directors).
- (b) 50% plus 1(one) of the sitting Federation Board shall constitute quorum.
- (c) At least four meetings of the board per year (including the Annual General Meeting) shall be held.
- (d) Federation Board members must be members in good standing of a Home and School Association or shall have paid dues through the Federation Board.
- (e) The absence of any member of the Board of Directors for three (3) consecutive meetings shall constitute a vacancy.
- (f) Meetings of the Executive and meetings of the Board shall be considered as separate meetings for the purpose of 2(e)

3.

- (a) Local Associations may from time to time refer issues of concern to the Federation Board for consideration. Those issues deemed appropriate by the Federation Board as having special concern to a particular school or district or having province wide implications shall be brought forward to the Annual General Meeting of the Federation for discussion by the membership in small groups. Based on the recommendations made by the discussion groups at the Annual General Meeting, the Federation board shall establish policy that reflects the wishes of the membership and is consistent with the aims and objectives of the Federation.

(b) A list of issues of concern to be considered at the Annual General Meeting of the Federation shall be sent out to all local Associations 45 days prior to the Annual General Meeting.

4. A Director of the Board can be removed from office with, or without, cause by a three-quarters vote of the sitting Board of Directors.

ARTICLE III - MEMBERSHIP

1. All local Associations shall pay an annual per capita fee per member. Such amount to be determined by a two-thirds majority vote at an Annual General Meeting on the recommendation of the Board of Directors.
2. All local Associations are obligated to forward their collective membership dues to the Federation by December 31. All local associations whose membership dues are submitted by Dec 31 shall be considered to be in good standing.
3. All local Associations with dues paid to the Federation shall automatically become members of the New Brunswick Federation of Home and School Associations, Inc., and be affiliated with the Canadian Home and School Federation.

ARTICLE IV - DUTIES AND POWERS OF THE EXECUTIVE

1.
 - (a) The President shall preside at all Federation meetings including the Annual meeting, meetings of the Federation Board, and meetings of the Executive Committee. The President shall have general supervision of all activities of the Federation and shall be a member ex-officio of all Standing or Special committees, with the exception of the Nomination Committee.
 - (b) The Executive may exercise, in the interim between meetings of the Board, and subject to ratification of the Board, so many of the corporate powers of the Federation as the Board has the power to exercise, and in so doing, the Executive shall be deemed to be acting on behalf of the Board.
 - (c) The President may in the interim between Executive meetings appoint Chairmen of Special Committees as he/she deems necessary. The appointments must be ratified at the next Federation Board meeting.
2.
 - (a) The Secretary shall keep an accurate record of all meetings, reporting verbatim all motions and notices of motion.
 - (b) The Secretary shall conduct all correspondence as may be directed by the President and shall execute such other duties as the Executive decides. The Secretary will be responsible for receiving, processing, and distributing communications concerning the Federation according to directions from the Executive and shall be prepared to present a full report of the year's proceedings to the Annual General Meeting.
3.
 - (a) The Treasurer shall receive and deposit all monies to the credit of the Federation; shall pay by cheque all accounts which must be approved by the President; shall present an interim report to each meeting

of the Executive of the Federation. The Treasurer shall also prepare a draft of a proposed budget and submit it at the next ensuing meeting of the Board following December 31st.

- (b) The Federation's books must be reviewed at the end of the Federation's fiscal year (June 30). Prepared Treasurer's Report to be ratified at the next ensuing Annual General Meeting. However, complete financial statements shall be available at each Annual General Meeting.
- (c) There shall be a minimum of three (3) and a maximum of four (4) signing officers for any Federation account and each cheque must be signed by two (2) of the four (4) signing officers. The signing officers shall consist of the Treasurer, the President and two other designates from the Board/Executive.

ARTICLE V - POWERS OF THE BOARD OF DIRECTORS

1. The Board of Directors, as required by the Letters Patent of the Federation, shall constitute the Committee of Management of the Federation, and the Board shall have power and authority over the affairs of the Federation during the interim between Annual General Meetings, and such power and authority shall be exercised in accordance with the wishes of the membership expressed.
2. The date of the Annual General Meeting shall be set by the Board of Directors.
3. No member of the Board may hold more than one executive office.
4. The Board of Directors shall have power to:
 - (a) Organize, establish, encourage and liaise with Home and School Associations in any area of New Brunswick;
 - (b) Encourage Home and School District or Area Councils;
 - (c) Appoint Chairmen and members to various Standing Committees and Special Committees;
 - (d) Direct all committee work;
 - (e) Recommend (by prepared Notice of Motion to be brought before the Annual General Meeting) any increase in the provincial per capita fee from time to time. These increases should be based on a proposed budget that has been passed by the Board;
 - (f) Issue a charter for each Association;
 - (g) Approve all local Associations Constitutions and Bylaws;
 - (h) Employ the services of staff to conduct the work of the Federation and shall fix the amount of remuneration to be paid for such services, travelling expenses, and petty fund advances.
5. (a) The President shall be an ex-officio member of all committees of this Board.

- (c) Each Standing or Special Committee Chairman shall present a written report at the Annual General Meeting of the Federation and at other specified time if requested by the Board.
6. A special meeting of the Federation Board may be called by the President at any time and/or by written request of five members of the Federation Board.

Article VI - ELECTIONS, VOTING AND TERM OF OFFICE

- 1.
- (a) Election of President shall take place bi-annually, or as required, by which method the office for President shall be filled for one 2(two) year term. Eligibility for the position of President requires serving in a NBFHSAI Executive position within the previous four years. Maximum term of office shall be two consecutive 2(year) terms.
- Election of Vice Presidents, Secretary and Treasurer shall be held bi-annually or as required by which method the offices of Vice Presidents, Secretary and Treasurer will be filled for one, two-year term. Maximum term of office shall be two consecutive, two-year terms.
- Persons who are employees of the Minister of Education or a member of a District Education Council (DEC) are not eligible to hold a position of Executive Officer with NBFHSAI.
- Election of Board Members (Directors) shall be annually by which method the position of Board Members (Directors) will be filled for a one-year term. There shall be no maximum number of terms for a position of Board Member (Director).
- Up to four (4) Board Member (Director) positions shall be prioritized for nomination, one from each of the Anglophone school districts. Any unused Board Member (Director) positions from the prioritized group shall be added to the remaining four (4) Board Member (Director) positions for a maximum of eight (8) Board Members (Directors).
- All Board Member (Director) position elections shall take place at the Annual General Meeting (AGM). Any unfilled or vacated positions may be filled by Board appointment until the following AGM.
- (b) Elections shall be by ballot and a majority vote shall rule. The President shall vote only to break a tie and obtain a majority. When only one candidate is standing for office, the rule of ballot shall be suspended, and that candidate may be elected by acclamation.
- (c) Forty-five (45) days prior to the Annual General Meeting, nomination forms for the elected Executive shall be forwarded to the local Associations.
- (d) A Nominations Committee shall be appointed by the Board to receive the nominations and prepare the Nominations report.
- (e) Each local Association in good standing (reference Article VIII,4) with the Federation, each Member of the Federation Board, and each Life Member of the Federation shall have one vote at the Annual General Meeting and shall have the right to nominate.

- (f) In addition to nominations received by the Nominations Committee, nominations shall be open to the floor.
- (g) The elected officers of the Federation shall be installed in their respective offices and assume the responsibilities of the said office from July 1 to June 30 of any given term and the installation ceremony shall take place at the Annual General Meeting at which they are elected.

ARTICLE VII - LOCAL ASSOCIATIONS

1. Upon request, the Federation shall organize in any school area in the province, an Association to carry out the purposes and objects of the Federation.
2. Members who pay their fees at the organizational meeting of an Association shall be known as Charter members of that Association.
3. A stipulated fee shall be forwarded to the Federation with an application for Charter and a copy of the By-Laws adopted by the Association. Upon their receipt and approval, a Charter shall be forwarded to the Association.
4. All local Associations are obligated to forward their collective membership dues to the Federation by December 31. All local Associations whose membership dues are submitted by Dec 31 shall be considered to be in good standing.
5. Important changes in the By-Laws of an Association shall be submitted to the Board for approval.
6. Only one local Association per school shall be certified by the Federation.

ARTICLE VIII - LIFE MEMBERSHIP - NEW BRUNSWICK FEDERATION

Life Membership in the Federation may be conferred by vote at a Board meeting on any person or persons for outstanding service in Home and School. The presentation is to be made at the Federation Annual General Meeting.

- a) Recommendations for Life Membership are to be accompanied by a record of service to the Federation Board.
- b) Nominations must be forwarded to the N.B.F.H.S.A.I. Office of the by December 31st. Entries submitted electronically must be dated and time stamped no later than 11:59 p.m. (23:59 hrs) on December 31st.
- c) All nominations shall be reviewed by the Board at the meeting following December 31st for determination of action.
- e) All records of Life Members shall be kept on file in the Federation Office.

- f) The Federation will bestow a maximum of one life membership per year when eligible names have been submitted.

ARTICLE IX - HONOURARY OFFICERS

The Federation Board may appoint any person or persons to be an honorary officer of the Federation. The person so appointed shall have no duties, pay no fees, and have no vote.

ARTICLE X - DISSOLUTION

1. In the event of the wind-up or dissolution of the Federation and following the payment of all outstanding debts, the Federation shall transfer all of its remaining property and assets to a charitable institution having similar purposes, which will be decided by the members at the final Annual General Meeting with consideration given to another charitable institution recognized by Revenue Canada as qualified under the provisions of the Income Tax Act of Canada.
2. If the Federation shall fail to conform to its Constitution and By-Laws, or in any way conduct its activities in such a manner as to be out of harmony with the Canadian Home and School Federation, its membership may be expelled by the Canadian Home and School Federation. Fourteen (14) days written notice of such action shall be received by the Federation.

(January 1991)
(Revised 1993)
(Revised 1998)
(Amended 2000)
(Amended 2001)
(Amended 2002)
(Amended 2006)
(Amended 2008)
(Amended 2010)
(Amended 2012)
(Amended 2013)
(Amended 2014)
(Amended 2017)
(Amended 2018)