

CONSTITUTION AND BY-LAWS OF

ASSOCIATION

I. The name of this organization shall be _____ Home & School Association, a constituent of the New Brunswick Federation of Home and School Associations, Inc. and an affiliate of The Canadian Home and School Federation. It shall be referred to herein as “this Association”. Any questions, clarification, or concerns regarding interpretation or intent of this document shall be directed to the N.B.F.H.S.A.I..

II. The objectives of this Association are:

1. To promote the welfare of children;
2. To raise the standards of home life;
3. To promote the care and protection of children;
4. To foster co-operation between parents and teachers in the training and guidance of children, both during and after the school period;
5. To obtain the best for each child according to his or her 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 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.

BY-LAWS

ARTICLE 1 - POLICY

1. Policies of this Association shall be in accord with those of The New Brunswick Federation of Home and School Associations Inc. (NBFHSAI) and the Canadian Home and School Federation (CHSF).
2. Policies and programs shall be related to the health, education, and well-being of children.
3. This Association shall be non-commercial, non-sectarian, non-racial and non-partisan.

NON-COMMERCIAL – This Association or the names of its officers or members in their official capacities, shall not be used to endorse any commercial concern or product. No concern or product may be advertised at meetings. Gifts involving commercial obligations may not be accepted.

NON-PARTISAN – This Association or any officer or member hereof in an official capacity shall not be used either to endorse any political candidate or partisan cause. Active support, however, may be given to legislative measures for child welfare.

NON-SECTARIAN - NON-RACIAL – This Association welcomes into its membership people of any race or creed who are interested in the welfare of children.

4. List of names of members of this association shall not be made available to any other individual, group or organization. However, material of an educational nature may be distributed on their behalf through the Executive if such material is approved by the Executive.

5. This Association may co-operate with other provincial and local organizations whose objectives are compatible with those of Home and School..

6. The name of this Association shall not be used in endorsement of any publications other than those of Home and School.

7. This Association is to be carried on without purpose of personal gain for its members and any profits will be used solely to promote its objectives.

ARTICLE II - STRUCTURE

1. (a) This Association shall be responsible for all matters which affect its membership providing that such matters are in accord with the aims and objectives of NBFHSAI and CHSF.

(b) The Executive of this Association should be comprised of the Past President, a President, a First Vice President, a Second Vice President (optional), a Secretary and a Treasurer or sec/treasurer.

(c) The Executive shall be responsible for governing this Association. All decisions made by the Executive must be ratified by the general membership at its first meeting thereafter.

(d) A quorum of the Executive shall be half plus one of its members.

(e) In the event that the Past President cannot serve his/her full term, the position will be declared vacant.

(f) In the event a President leaves this Association for any reason before his/her term expires, a Vice President shall continue in the capacity of interim President until such time as he/she is replaced by normal progression.

(g) Vacancies occurring in any office except for that of President of this Association between elections and or Annual Meetings shall be filled by the membership for the remaining portion of the term.

(h) No member may hold more than one position of the Executive of this Association at one time.

(i) Every effort shall be made to encourage participation and attendance, however the absence of any Executive member without just cause from three consecutive meetings shall constitute a vacancy. Any assumption of vacancy shall be prefaced by written notification.

2. (a) Executive members and any committee members must be members in good standing of this Association and shall have paid dues.
3. (a) This Association may from time to time refer issues of concern to NBFHSAI.

ARTICLE III - MEMBERSHIP

1. (a) Any person interested in the objectives may become a member by payment of the required fee which shall be fixed by the Association. Membership is all inclusive in this Association, the NBFHSAI, and shall be affiliated with CHSF.
(b) All persons who pay the required fee of this Association will be known as Members.
2. The membership fee shall be set by this local Association annually.
3. This Association is obligated to forward membership dues to the NBFHSAI at the per individual amount set by the Federation. Dues are to be submitted to the Federation by December 31 of each year for that calendar year. Any membership dues received by this local association subsequent to December 31 are still subject to remittance to the Federation upon receipt.
4. Only one local Association per school shall be certified by NBFHSAI.

ARTICLE IV - DUTIES AND POWERS OF THE EXECUTIVE

1. The President or their designate shall chair all meetings. The President shall have general supervision of all activities of this Association and shall be a member ex-officio of all Committees.
2. The Secretary shall keep an accurate record of all meetings, reporting verbatim all motions and notices of motion.
3. (a) The Treasurer shall receive and deposit all monies to the credit of this Association; shall pay by cheque all accounts which must be approved by the President; shall present an interim report to each meeting of this Association.
(b) There shall be three signing officers for any account and each cheque must be signed by two of the three signing officers. The signing officers shall consist of the Treasurer, the President and one other designate.
(c) Annual Treasurer's report must be presented at the time of elections or the Annual General Meeting for ratification by the members.
4. (a) The Executive shall carry out such commitments as may be made to it by this Association.
(b) The Executive will be empowered to handle all emergency matters and spend up to \$_____. All other spending or action must be passed by the membership.

ARTICLE V - ELECTIONS, VOTING AND TERMS OF OFFICE

1. (a) Executive offices will be filled for:

i) 1 year terms with no maximum amount of terms

or

ii) 1 year terms to the maximum of 4 consecutive terms.

(b) Elections shall be by ballot and a majority vote shall rule.

(c) When only one candidate is standing for office, the rule of the ballot shall be suspended, and that candidate may be elected by acclamation.

(d) Nominations for positions shall be accepted from the floor at the the time of elections.

(e) Each member shall have the right to nominate or stand for election to office.

(f) The elected officers of this Association shall be installed in their respective offices at the close of the elections and they shall hold office until their successors are installed.

ARTICLE VI - STANDING COMMITTEES - SPECIAL COMMITTEES

1. This Association may appoint committees as required.

2. The President shall be a member ex officio of all standing committees, with the exception of the nominating committee.

3. Each committee shall present a report of its work to the Association or the Executive. All committee work must be approved by the Executive and ratified by the membership.

ARTICLE VII-MEETINGS

1. This Association shall hold a minimum of four meetings during the school year, may be attended by all interested persons. While all attendees may have the opportunity to speak to an agenda item, only members whose fees have been paid shall have the privilege of making motions and voting.

2. A special meeting may be called by the Executive and shall be called at the written request of five members, providing that such request shall state a specific reason for the meeting, and no other business may be transacted than that which has been stated in the request.

3. A meeting of the Executive shall be called as required.

4. A special meeting of the Executive may be called by the President or shall be called at the written request to the President by three members of the Executive. No other business may be transacted than that which has been stated in the request.

5. All meetings and business of shall be conducted in English.

6. Deliberations of this Association shall be governed by these bylaws. Where these bylaws are silent, reference will be made to relevant sections of the NBFHSAI bylaws. Failing that, the rules contained in the latest edition of "Robert's Rule of Order" (Revised Canadian Manual) shall govern all matters of procedure not covered above.
8. Notice of the Regular Open Meetings shall be made at least 7 days before each meeting.
9. A copy of the minutes of the Regular Open Meetings shall be given to all members of the Executive. All original minutes shall be kept by the current Secretary. Approved minutes shall be made available upon request.

ARTICLE VIII - AMENDMENTS

This Association may at any regular meeting consider an amendment these By-Laws or may pass other By-Laws for the management of its affairs which are not inconsistent with the By-Laws of NBFHSAI and CHSF by a two-thirds vote of the members present and voting, provided that notice of motion has been given at a previous regular open meeting of this Association and the By-Laws are submitted to NBFHSAI for approval before being put into operation.

ARTICLE IX - DISSOLUTION

1. If this Association desires to disband, it shall notify NBFHSAI by letter, giving reasons, before taking any further action, or surrendering its charter certificate.
2. If this Association 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 NBFHSAI, its charter certificate may be withdrawn and the Association disbanded by NBFHSAI. Sixty days notice of such action shall be received by the Association. Upon disbanding the books of the association shall become the property of NBFHSAI, and the funds shall be given to the school or a likeminded organization as determined by the NBFHSAI.

ARTICLE X - NBFHSAI ANNUAL MEETING

1. This Association may pay expenses to send members to the Annual General Meeting (AGM) of NBFHSAI subject to prior approval at a regular open meeting.
2. If more than one person is attending, only one shall be delegated as the voting member as per the NBFHSAI Bylaws.
5. Delegates attending the NBFHSAI AGM shall make a presentation at the next Regular Open Meeting to the members.

These By-Laws were adopted at a meeting of _____ Association on the
_____ day of _____, _____.

President Secretary (signature)

President Secretary (printed)