

Bel Ayr Home and School Association Current Bylaws (c. January 2016)

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I. NAME

The name of the society is and shall be the "Bel Ayr Home and School Association," which is and shall be a member organization of the Nova Scotia Federation of Home and School Associations.

II. PURPOSE

The Home and School Association consists of parents/guardians, teachers and school administrators working together to enhance the school community for the students of Bel Ayr Elementary and their families.

The Home and School Association will accomplish this by:

- Encouraging parent/guardian involvement;
- Coordinating parent volunteer activity;
- Coordinating fund-raising activities;
- Supporting school spirit activities; and
- Providing financial support to enhance the educational experience for the students.

III. MEMBERSHIP

General membership shall be open to all parents or guardians of students of Bel Ayr Elementary and teachers and administrators. Members may attend General Home and School Association meetings and offer opinions and advice on tabled issues.

IV. EXECUTIVE COMMITTEE

1. The Duties of the Executive Committee:

- Conducts any necessary business in the intervals between General Home and School Association meetings.
- Prepares and submits a budget to the Home and School membership for approval; this budget shall include the necessary expenses for the upcoming school year.

2. Meetings of the Executive Committee:

- Special meetings of the Executive Committee may be called when deemed necessary by the President or by a majority of the Executive members.
- A quorum shall be the majority of the current Home and School Association Executive.
- All members of the Home and School Association Executive, except the current President, shall have voting privileges at both Executive and General meetings. The current President votes only when there is a tie.

3. The Executive Committee consists of the following Officers:

Elected:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Member at Large

Assumed:

- Principal
- Vice Principal

4. Duties of the Executive Committee:

A. President

- Shall arrange and chair all meetings:
 - Executive: as required
 - General: a minimum of 8 meetings

- Helps with all Home and School sponsored events throughout the year.
- Shall attend all scheduled Home and School meetings as a non-voting member of the Executive, except in the event of a tie.
- Prepares agendas for all meetings and asks each Executive member to prepare a report on activities – past and up-coming.
- Shall maintain order at all meetings by following rules set out in the “Parliamentary Procedures Handbook” and shall enforce the bylaws of the organization as set out in this constitution and its amendments.
- Ensures that each item brought for a vote is properly moved, seconded, and voted on by the Home and School Executive and/or Association (with the number required to reach a quorum).
- Shall meet regularly with the Principal to discuss Home and School issues.
- Acts as spokesperson for the Home and School Association; for example, informing new parents about the Home and School Association during Primary Orientation.

B. Vice-President

- Attends scheduled Home and School Association meetings as a voting member of the Executive.
- Helps with all Home and School sponsored events throughout the year.
- Assists the President in the performance of his/her duties.
- Shall fulfill the duties of the President in his/her absence;
- Shall, in the event the office of President becomes vacant, assume the duties of the President until the next monthly meeting, at which time the position will be confirmed;
- Shall help other executive members with their responsibilities, when needed.

C. Secretary

- Attends scheduled Home and School Association meetings as a voting member of the Executive.
- Helps with all Home and School sponsored events throughout the year.
- Records attendance at General Home and School Association meetings.
- Shall be responsible for all minutes of the Executive Meetings and General meetings of the Association.
- Shall read the minutes of the previous meeting at the General meetings and make any necessary corrections or amendments.
- Maintains a binder containing all meeting minutes.
- Shall read all necessary correspondence at the General meetings.

- Coordinates with school administration regarding posting of the minutes and newsletters of the General Home and School Association Meetings on the school's website.
- Shall maintain the Home and School email account and respond to inquiries when necessary.

D. Treasurer

- Attends scheduled Home and School Association meetings as a voting member of the Executive.
- Helps with all Home and School sponsored events throughout the year.
- Ensures cash handling procedures follows Halifax Regional School Board's policies and procedures as outlined in the School Based Funds Handbook.
- Collects, and properly records all funds collected from the various fundraising events.
 - Bank deposits are the responsibility of the Administration.
- Ensures that cash floats for Home and School sponsored events are available when required.
- Shall maintain complete records of all financial transactions and file receipts;
- Shall submit a report of all financial matters at the General meetings of the Association;
- Maintains a binder containing all financial records.

E. Volunteer Coordinator

- Attends scheduled Home and School Association meetings as a voting member of the Executive.
- Helps with all Home and School sponsored events throughout the year.
- Coordinate volunteers for Home and School sponsored events.
- Performs other duties as assigned by the Home and School.

5. *Terms of office for the Executive Committee*

1. A term of office shall be defined as one calendar year from September to June;
2. A term of office for Executive Committee members is one (1) years.
3. A person shall not be eligible to serve more than two consecutive terms in the same office unless the position is not filled.

V. General Home and School Meetings

1. Shall be held monthly and shall be conducted in accordance with the constitution and bylaws.
2. Shall be chaired by the President or, in his/her absence, the Vice-President. In the absence of both, the Treasurer shall chair the meeting.

3. To be carried, a motion shall require the affirmative vote of more than 50 percent of the members in attendance.

VI. ELECTIONS

1. Shall be held annually in the month of June for all elected members. The new Executive shall chair meetings beginning in September.
2. Nominations will be sent to the administration and be presented the evening of the elections.
3. Additional nominations of volunteers shall be accepted from the floor prior to the elections at the June meeting.
4. Voting shall be by secret ballot.
5. In the event of a vacancy in an Executive position during their term of office, an election for this position will be held at the next monthly meeting.

VIII. SPENDING

The Home and School Executive may spend up to \$300 within a one month period without the approval of a meeting quorum. The committee should be informed of said expenses at the monthly meetings and these expenses should be reflected in the minutes.