

Home and School Council Bylaws

Council of Home and School Associations

These Home and School Council Bylaws are mandated in the OFHSA Constitution and Bylaws and must be included in each individual Home and School Council's Bylaws

Please complete the relevant information and submit to OFHSA for final approval, once approved by the Home and School Council membership.

General

1. The Home and School Council agrees to organize and accept the Constitution and Bylaws of the Ontario Federation of Home and School Associations (OFHSA).
2. The name of the Home and School Council shall be _____ within the _____ School Board. (*geographical location*)
3. The Home and School Council will report to the Federation office.

Roles

4. The elected officers (*positions*) of the Home and School Council shall be _____.
(TIP: Traditionally these include president, one or two vice-presidents, secretary, and treasurer. A minimum of three officers is required.)
5. The Home and School Council Executive shall be comprised of the elected officers, and may include the past-president and the appointed chairs of standing or ad-hoc committees.
6. The president, or an appointed designate, of a large Home and School Council (serving 10 or more associations) shall become a member of the OFHSA Board of Directors and OFHSA Executive Committee and shall attend all meetings, in accordance with the OFHSA Terms of Reference.
7. Each Home and School Council shall prepare and submit the following documents to the Federation annually:
By September 1st:
 - i. An executive contact list for the current year
 - ii. A schedule of tentative meeting dates for the current year*By October 31st:*
 - iii. A verified annual financial statement from the previous year
 - iv. An approved budget for the current year

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8. Each Home and School Council shall request such items from the associations they serve, to ensure accountability and policy observance:
By September 1st:
 - i. An executive contact list for the current year*By September 30th:*
 - ii. An approved budget for the current year
 - iii. A schedule of tentative meeting dates for the current year*By October 31st:*
 - iv. A verified annual financial statement from the previous year

Membership

9. Membership in the Home and School Council shall consist of one elected representative to the Home and School Council and the president from each association in the Home and School Council area. *(Two voting members)*
10. The above named Home and School Council shall follow the voting procedures set out in the OFHSA Constitution and Bylaws.
11. Home and School Councils may accept membership of school-oriented Affiliated Organizations at the Council Level. Acceptance must be approved by the Home and School Council members, giving 30 days' notice in writing prior to the meeting at which the vote will take place. The annual membership fee for Affiliated Organizations is subject to ratification at the OFHSA Annual Meeting and is remitted to OFHSA. The Home and School Council may charge a supplemental fee.

Meetings

12. The quorum for Home and School Council Executive meetings shall be _____% of the executive committee. *(TIP: Quorum must be at least 51%)*
13. The absence without due cause (e.g. illness, work commitments, etc.) of any Home and School Council Executive member from three consecutive executive meetings shall constitute a vacancy of the position and the absentee shall be notified in writing by the Secretary. *(OFHSA-Council Bylaws, Article IV, Executive Committee, 5)*
14. The Home and School Council's Annual Meeting shall be held in April or May to elect officers. Elected officers take office following the elections or by the end of June.
15. The Home and School Council must hold a minimum of three general meetings per year. All local member associations shall be invited to attend. Any additional meetings shall be determined by the executive to meet the needs of the Home and School Council.

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16. The quorum for Home and School Council meetings shall consist of members in good standing equal to 51% of the Executive Committee and 5% of the Home and School Council membership (see #9).
17. Home and School Council Bylaws may be amended at any Home and School Council general meeting by a two-thirds majority, quorum being present, provided the amendments were sent in writing at least 15 days prior to all Associations within the Home and School Council. Amendments to Home and School Council Bylaws shall not become effective until approval is received from the Federation.

Finances

18. The Home and School Council Executive shall be empowered to spend up to a maximum of \$ _____ (*suggest \$200*) at any one meeting outside the pre-approved budget.
19. The treasurer shall
- Establish a bank account for the Home and School Council funds with at least three signing authorities, all of whom shall be OFHSA members in good standing (officers or executive members). The signing authorities shall be _____ (*list positions*)
_____, _____, _____.
All cheques require a combination of any **two** signatures from the designated signing authorities.
 - Present a current financial report that is supported by a current bank statement at each Home and School Council executive and general meeting.
 - Maintain and submit financial records, invoices, receipts and bank statements for verification annually. (*TIP: May be completed by any person who was not directly involved in the handling or reporting of funds of the H&S Council. The person does not have to be an accountant, but financial knowledge preferred.*)

Please see the ***Home and School Council Guidelines*** and the ***OFHSA Constitution and Bylaws*** for more information and guidance regarding the operation of a Home and School Council.

Please forward a copy of your approved Home and School Council Bylaws to the Federation office.

Approved _____
(Date)

