

Association Bylaws

ASSOCIATION
BYLAWS ARE
APPROVED INITIALLY
BY THE
FEDERATION.

SUBSEQUENT
PROPOSED
AMENDMENTS ARE
APPROVED BY YOUR
HOME AND SCHOOL
COUNCIL, IF ONE IS
SERVING IN YOUR
AREA.

Reviewing your association bylaws helps remind everyone that the Home and School Association operates within a framework and that all financial decisions must be made inside that context.

It is good practice to review your association bylaws every two years and to ensure that all association members have a copy of the current bylaws.

From the OFHSA Constitution and Bylaws:

Each Association is required to establish and maintain bylaws for the management of its own affairs. Your Home and School Council is available to assist you, otherwise contact OFHSA.

An Association wishing to amend its bylaws shall either:

1. Give Notice of Motion to this effect at a general meeting and the proposed amendment shall be voted upon at the next general meeting of the association.

or

2. Mail a written notice of the proposed amendment to all its members at least 15 days prior to the general meeting of the association at which the proposed amendment shall be voted on.

If carried by a 2/3 majority of the members present, providing quorum is present, the amendment shall be submitted to the Home and School Council for approval (or, in the absence of a Home and School Council, to the executive committee or board of directors of OFHSA).

Association Bylaw Article X.3:

The bylaws of an association shall contain, among other matters, the following:

- i) The name of the association
- ii) The titles of the officers and the membership of the executive committee
- iii) The specified amount which the executive committee is authorized to spend at any one meeting without the consent of a general meeting
- iv) The schedule of general meetings and the quorum required
- v) The schedule of the executive committee meetings and the quorum required
- vi) The date of the annual meeting set by the executive committee in accordance with federation bylaws
- vii) A procedure to ensure that the books, receipts, invoices and statements submitted by the treasurer are verified each year.



Home and School Association

These Association Bylaws are mandated by the OFHSA Constitution and Bylaws and must be included in each individual Association's Bylaws.

Please complete the relevant information and submit to OFHSA for initial approval.

Any subsequent amendments shall be submitted to your Home and School Council, unless a Lone Association, then submit to OFHSA.

General

1. This association agrees to organize and accept the Constitution and Bylaws of the Ontario Federation of Home and School Associations (OFHSA).
2. The name of the association shall be the _____
Home and School Association, located in _____ Ontario.
3. The association will report to the _____ Council of Home and School Associations. *(TIP: If there currently is no active Home and School Council serving in your area, leave this line blank; you are considered a 'Lone' association.)*

OR *(please check one)*

- The association is considered a Lone Association, and will report to the Federation office.

Roles

4. The elected officers shall be: _____,
_____, _____,
_____.
(TIP: Traditionally these include president, one or two vice-presidents, secretary and treasurer. A minimum of three officers is required.)
5. At its first meeting following the election of officers and committee chairs, the executive committee shall elect/appoint a member to be the Home and School representative to School Council. This representative to School Council shall, upon election/appointment, automatically become a member of the association executive committee.
6. The executive committee shall consist of the association's elected officers (see #4) and include the past-president and the representative to School Council. Additional executive committee positions shall be:

(TIP: Associations may add other positions as needed, such as committee chairs and/or the school principal, as part of the executive committee.)

7. A representative shall be elected by the executive committee annually to the Home and School Council of which this association is a member (see #3). The president of the association (or an appointed designate), together with the Home and School Council representative, shall be the voting representatives to the Home and School Council. *(TIP: If you are a Lone Association, this bylaw does not apply.)*

Meetings

8. The schedule for executive committee meetings shall be determined each year by the members of the executive and shall not be less than the number of general meetings of the association.
9. The quorum of the executive committee meetings shall be _____% of the executive committee. *(TIP: Quorum must be at least 51 %.)*
10. The number of association meetings to be held during the school year shall be determined by the executive in accordance with the needs and interests of the members. The annual meeting of the association shall be held prior to the end of June to elect officers and ratify the budget.
11. The quorum of association meetings and the annual meeting shall consist of members in good standing equal to the number of members of the association executive committee plus _____. *(TIP: This should be at least two. Quorum is a specific number, not based on attendance - i.e. 6 members on exec + 2 = 8 for quorum; but may be any 8 members! Note: voting privileges begin 20 days after the initial membership is purchased.)*
12. A budget will be proposed by the executive committee, presented to and ratified by the association members, empowering the executive committee to conduct the business of the association.
13. In the event that an important or timely decision needs to be made between executive committee or association meetings, and the members are unable to meet, then the 'OFHSA Guidelines for Electronic Voting' shall be followed.

Finances

14. The executive committee shall be empowered to spend up to a maximum of \$_____ *(suggestion is \$200)* at any one meeting outside the pre-approved budget, for items of immediate importance. Items above this amount must be approved by a vote of the general membership. *(TIP: Decide on a realistic amount which allows flexibility but does not relinquish the authority of the members.)*
15. The association shall pay to OFHSA such annual membership fees as set by the OFHSA Board of Directors and ratified at the OFHSA Annual Meeting. *(Note: the association may choose to charge less or more per individual/family membership but must remit to OFHSA the fee amount ratified at the OFHSA Annual Meeting.)*
16. The annual association membership fee shall be determined annually by the incumbent executive committee to meet the needs of the association.
17. The association shall pay to OFHSA the annual Association Insurance Fee, which covers the cost of liability insurance coverage for the individual association and its members.
18. The treasurer shall establish an association bank account, **separate from any other school organization**, with at least three signing authorities, all of whom shall be OFHSA members in good standing. The signing authorities (association officers or executive members) shall be *(list positions)* _____, _____, _____. All cheques require a combination of any two signatures from the designated signing authorities.

Reporting to OFHSA

19. The treasurer shall maintain and submit financial records (financial statements and ledgers, 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 association. The person does not have to be an accountant, but financial knowledge preferred.)*
20. The association shall submit the following items to its Home and School Council each year based on OFHSA requirements: an executive list; a verified financial statement for the previous year; an approved operating budget for the current year; and a schedule of projected meeting dates. In the absence of a Home and School Council, items are to be submitted directly to the Federation. *(TIP: See 'Tips for Home & School Association Executives' for required annual submission dates.)*

Associations may wish to develop 'Standing Rules' as guidelines that outline best practices the association wants members to follow. This allows for more flexibility than the 'Association Bylaws', which members must follow.

Please see 'Home and School Association Guidelines' for more information and guidance regarding standing rules and additional information related to the operation of an association.