

ONTARIO FEDERATION OF HOME AND SCHOOL ASSOCIATIONS, INC.



# **CONSTITUTION & BYLAWS**

**Constitution  
Association Bylaws  
Council Bylaws  
Federation Bylaws**

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THE ONTARIO FEDERATION  
OF  
HOME AND SCHOOL ASSOCIATIONS

**CONSTITUTION**

**THE  
CONSTITUTION  
OF  
THE ONTARIO FEDERATION OF HOME AND SCHOOL ASSOCIATIONS  
(Incorporated)**

**ARTICLE I**

The name of the organization shall be THE ONTARIO FEDERATION OF HOME AND SCHOOL ASSOCIATIONS, hereinafter referred to as the FEDERATION.

**ARTICLE II**

The Constitution of the Federation shall be as set forth in the Articles of Incorporation granted under the ONTARIO COMPANIES ACT on JANUARY 4<sup>th</sup>, 1933 for the following purposes and objectives:

1. TO LINK together all groups organized to promote co-operation between the HOME AND SCHOOL.
2. TO ENCOURAGE the study of child problems and in every way, possible to create the best conditions for the training of boys and girls to become good Canadian citizens.
3. TO SUPPORT Boards of School Trustees and the Ministry of Education in progressive measures and to help make public opinion favourable to reform and advancement.
4. TO ENCOURAGE the formation of a Home and School Association in every school in the PROVINCE OF ONTARIO.
5. TO UNITE with similar federations in other Canadian Provinces in educational undertakings of national concern.
6. TO CO-OPERATE with the forces that are stimulating the international understanding and work for the peace of the world

**ARTICLE III**

All terms contained in these bylaws that are defined in the Ontario Non-for-profit Corporations Act (ONCA) shall have the meaning given to such terms in the Act, effective October 2024.



THE ONTARIO FEDERATION  
OF  
HOME AND SCHOOL ASSOCIATIONS

**ASSOCIATION BYLAWS**

**BYLAWS  
FOR HOME AND SCHOOL ASSOCIATIONS  
IN ONTARIO**

**ARTICLE I  
ORGANIZATION**

1. Under the Constitution and Bylaws of the Federation, a unit which shall be known as a Home and School Association may be formed in any school in the Province of Ontario, for the promotion of the purposes and objectives of the Federation.
2. Application for organization shall be made to the Federation through any Home and School member in good standing.
3. A minimum of six paid memberships is required to form a Home and School Association.
4. Acceptance of the Constitution and Bylaws of the Federation shall be the first requirement for organization.
5. A charter shall be forwarded by the Federation upon receipt of:
  - i) the annual federation fees of the charter members
  - ii) the initial bylaws of the association
  - iii) a "Record of New Association" form
6. Associations are classed as Lone Associations unless there is an active Home and School Council present in their school district.
7. Each association shall be affiliated with the Home and School Council in their district, if one exists. The president of the association (or an appointed designate), together with the elected Home and School Council representative, shall be the two voting representatives to the Home and School Council for the association.
8. An annual Association Insurance Fee shall be determined each year by the Board of Directors of the Federation, subject to ratification by the members at the Annual Meeting, and shall be based on the needs of the Federation.
9. Fees of an association organized after January 31<sup>st</sup> shall keep members in good standing for the balance of that Home and School year and the following year.

**ARTICLE II  
MEMBERSHIP**

1. Membership in a Home and School Association shall be open to all persons, age 18 years and over, who are interested in the welfare of children and youth, and who subscribe to the purposes, beliefs and objectives of the Federation.
2. Any person subscribing to the purposes and objectives of the Ontario Federation of Home and School Associations by purchasing a membership card of the Federation shall be deemed to have joined an association. Every member who joins an association shall automatically be a member of the Ontario Federation and the Canadian Home and School Federation.
3. Membership in an association shall be as specified in the bylaws of the association. Family membership shall be assumed to include two eligible individuals residing at the same address.
4. "**Members**" is defined as the total number of all individuals who join an association including associates and life members, and could include two members per family.
5. "**Membership**" is defined as any unit which has paid the Federation membership fee. This could be an individual or a family unit. Membership fees must be paid annually and submitted to the Federation along with the required documentation to be considered a '**member in good standing**'.
6. The Home and School year, for the purposes of membership, shall be October 1<sup>st</sup> to September 30<sup>th</sup>.

7. Membership is not transferable.
8. The board of directors of the Federation shall have the authority to suspend or expel a member who can be shown to have acted or be acting in a manner contrary to the beliefs, objectives, policies or bylaws of the Federation.
  - i) This shall be done in consultation with the association of which the individual is a member or, in the case of an alumni member, with the federation board of directors.
  - ii) The member shall be given at least 15 days' notice of suspension or expulsion with reasons
  - iii) the member shall be given an opportunity to be heard, in writing, not less than five days before the suspension or expulsion becomes effective, by the board of directors

### **ARTICLE III** **MEMBERSHIP FEES**

1. There shall be paid annually by the association to the Federation a fee based upon the sale of individual or family memberships.
2. The federation individual or family membership fee shall be determined each year by the Board of Directors of the Federation, subject to ratification by the members at the Annual Meeting, and shall be based on the financial needs of the Federation.
3. Each association may vote to add an additional amount to the federation membership fee based on the needs of their association. Only the federation portion must be remitted to the Federation.
4. Each member will receive a federation membership card to indicate payment was made.
5. Members may hold only one membership card. Only one association collects the federation membership fee. Members may join more than one association. All other associations endorse the original membership card to indicate the member is an "Associate Member" at other associations.

### **ARTICLE IV** **EXECUTIVE COMMITTEE**

1. The association elected officers shall be:
  - President
  - 1<sup>st</sup> Vice-President
  - 2<sup>nd</sup> Vice-President
  - Secretary
  - Treasurer

A member may not hold more than one officer position at an association, without approval of the association membership.
2. The executive committee shall consist of the association's elected officers and include the past-president, elected representative to School Council and the elected Home and School Council representative. Additional elected executive committee chair positions may be included.
3. A member holding an officer position shall not preclude one from holding an executive committee position of the association. Only one vote per member is allowed regardless of the number of positions held.
4. The Home and School Council representative may designate any other executive member to act as the alternate at any one Home and School Council meeting. (This bylaw does not apply to Lone Associations.)
5. An elected Home and School Council representative, if subsequently elected to the executive committee of the Home and School Council, shall be replaced as the elected representative of the association concerned.
6. All members of the executive committee shall be members in good standing.



7. Association officers shall be elected for a one-year term of office and shall be eligible for re-election annually to serve subsequent consecutive terms of office. No officer shall hold the same office for more than four consecutive years without approval of the association membership.
8. The absence without due cause of any executive committee member from three consecutive executive committee meetings shall constitute a vacancy and the absentee must be notified in writing by the secretary.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

1. The president of the association shall be responsible for ensuring that all officers and committee chairs are familiar with their respective duties and responsibilities.
2. Each association shall have a copy of the Constitution and Bylaws of the Federation and Robert's Rules of Order Newly Revised, which shall govern the conduct of all meetings of the association.
3. The president of the association shall preside at all general meetings, executive committee meetings and special meetings, in addition to the annual meeting. In the absence of the president, the 1<sup>st</sup> vice-president shall preside and in the absence of both the president and 1<sup>st</sup> vice-president, the 2<sup>nd</sup> vice-president shall preside.
4. The president shall assign to each vice-president the co-ordination and supervision of the work of certain committees, and such other functions as shall provide training for ultimate succession to the office of president.
5. The treasurer shall:
  - i) establish a bank account for the association funds, separate from any school bank account, with at least three signing authorities, all of whom shall be Federation members in good standing
  - ii) present a current financial report and a current bank statement at each executive and general meeting
  - iii) submit all financial records (invoices, receipts, bank statements, financial reports, etc.) for verification annually (September 1<sup>st</sup> – August 31<sup>st</sup>)

## **ARTICLE VI**

### **MEETINGS**

1. Each association shall hold general meetings to which all members of the association are invited and at which the general business of the association shall be discussed. Functions sponsored by an association, but at which official minutes are not taken, shall not be considered as official meetings. For voting privileges at all association meetings, a Home and School membership must be purchased at least 20 days in advance. Proxy voting is prohibited.
2. The number of meetings to be held during the school year shall be determined by each association in accordance with the needs and interests of its members.
3. Executive committee meetings shall be held in accordance with the minimum number specified in the approved bylaws, but shall never be less than the number of general meetings held by the association.
4. Any non-member is welcome to attend general meetings as an "observer".
5. Each association shall hold its annual meeting prior to the end of June. The new executive committee, as elected at the annual meeting providing a quorum is present, shall take office at the end of June.
6. Special meetings of the association or the executive committee shall be called by the president if deemed necessary, but will be called in any event if demanded:
  - i) by at least one-third of the members of the association, in writing

ii) by at least one-third of the members of the executive committee, in writing  
At a special meeting of the association or the executive committee, no business shall be dealt with other than that mentioned specifically in the notice of such meeting.

## **ARTICLE VII** **ELECTION OF OFFICERS**

1. The executive committee shall appoint a nominating committee no less than three months prior to the date of the annual meeting of the association. The nominating committee should consist of not more than two persons from the executive committee and not more than three members in good standing from the membership at large.
2. Acceptance of appointment to the nominating committee by an individual shall not preclude the nomination of such individual for elected office.
3. Individuals who have served as federation officers shall be ineligible for election to office of an association.
4. The nominating committee shall present to the executive committee, not later than three weeks prior to the annual meeting of the association, a slate of nominees for office who are members in good standing and who have accepted their nomination in writing.
5. The executive committee shall present this slate of nominees for office to all members in good standing along with the notice of the association annual meeting.
6. Additional calls for nominations shall be accepted from the floor at the association annual meeting, provided:
  - i) the person nominated shall be present as a member and shall agree to accept the nomination, or if absent from the meeting, shall have submitted a written acceptance of the nomination to the nominating committee
  - ii) such nomination shall be duly moved and seconded by members in good standing
7. In the event that one or more additional nominations shall be received at the association annual meeting, the association president shall:
  - i) have the name or names of the additional nominees written on the slate presented to the nominating committee and shall hold an election for the office or offices contested
  - ii) appoint two tellers
  - iii) hold a secret ballot by which members indicate a single preference for each contested office
  - iv) receive the results of the election from the tellers at the conclusion of their count:
    - a. all ballots shall be clearly marked to indicate the preferred candidate for each contested office
    - b. candidates securing the greatest number of votes shall be declared elected
  - v) in the event of a tie vote, and without announcing that a tie exists, cast the deciding vote
  - vi) announce the name of the successful candidate for each office
  - vii) announce the name of each uncontested nominee as elected by acclamation

## **ARTICLE VIII** **REMOVAL OF OFFICERS**

1. The members of the association may remove an officer by motion passed by at least two-thirds (2/3) of the votes as cast at a general/special meeting, a quorum being present, for which notice was given and may, by majority of votes cast, elect at that general/special meeting any eligible person in his or her stead for the duration of the term.

**ARTICLE IX**  
**REPLACEMENT OF OFFICERS DURING TERM**

1. In the case of a vacancy of an association executive committee position during a term of office, the association executive committee may appoint a member in good standing to fill the position on an interim basis. Such appointments shall be recorded in the minutes of the executive and general meetings. Association members shall be notified in writing of the vacancy immediately. An election to fill the position shall be held at a general meeting not less than 15 days following such notification. In the case of the vacancy of the association president position, the office of past-president will remain unaffected.

**ARTICLE X**  
**ASSOCIATION BYLAWS**

1. Each association is required to establish and maintain bylaws for the management of its own affairs. Association bylaws are approved initially by the Federation, but subsequent proposed amendments shall be submitted to their Home and School Council for approval. In the absence of an active Home and School Council, subsequent bylaw amendments shall be submitted to the Federation.
2. An association wishing to amend its bylaws shall either 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 send written notice of the proposed amendment to all of 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 two-thirds (2/3) majority vote, by members in good standing in attendance providing quorum present, the amendment shall be submitted to the Home and School Council for approval. In the case of a Lone Association, the amendment shall be submitted to the board of directors of the Federation. Amendments to association bylaws shall not become effective until they receive Home and School Council or Federation approval.
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 schedule of general meetings and the quorum required
  - iv) the schedule of the executive committee meetings and the quorum required
  - v) the specified amount which the executive committee is authorized to spend at any one meeting outside the pre-approved budget.
  - vi) the annual meeting of the association shall be held prior to the end of June to elect officers and ratify the budget
  - vii) a procedure to ensure that the financial records (invoices, receipts, bank statements, financial reports, etc.) submitted by the treasurer are verified annually (September 1<sup>st</sup> – August 31<sup>st</sup>), and that the signed Verification of Financial Statements letter and accompanying year-end financial statement are submitted to the Federation by October 31<sup>st</sup> annually.

**ARTICLE XI**  
**ASSOCIATION LIFE MEMBERS**

1. An association wishing to honour a member for outstanding service to the association shall be entitled to purchase a Life Membership in the association in accordance with the procedures established by the Federation.

2. A Life Member shall have the same privileges as any other member of that association, including voting privileges and liability insurance coverage.
3. In the event of the closing of the association, Life Members may apply to the Federation for relocation subject to the approval of the receiving association.

## **ARTICLE XII DORMANCY**

1. Any association that wishes to become dormant, for a period no longer than four years shall:
  - i) notify its Home and School Council/Federation six weeks prior to the date of the next association general meeting advising reasons for the proposed action
  - ii) Invite Home and School Council/Federation to speak at the association general meeting
  - iii) notify the association members, in writing, of the meeting to hold the vote for dormancy at least 15 days prior to the meeting
  - iv) hold a vote of the association members at the association general meeting; a two-thirds (2/3) majority of the association members in good standing present, a quorum having been met, will be required to carry a motion for dormancy; this motion, if passed, will suspend the operation of the association for a period not to exceed four years
  - v) upon approval of dormancy, surrender to the Federation, the charter of the association, its financial records and any funds belonging to the association
2. All activities of the association shall cease. A dormant association shall not be eligible for federation insurance, to use the name of Home and School, to collect funds in the name of Home and School or to receive mailings or resources provided by the Federation for the use of members.
3. If an association is reactivated within the four years, the Federation will return the charter, the financial records and any funds held in trust.
4. If an association has not been reactivated within four years, the Federation shall dissolve the association.
5. In the case of an association being inactive without communication for a period of four years, the Federation shall dissolve the association and send a letter of notification to the last person of contact and the school.

## **ARTICLE XIII DISSOLUTION**

1. In special circumstances (for example school closure/merger) an association may forgo a period of dormancy and move directly to a process for dissolution. This process is done in consultation with the Home and School Council/Federation to discuss the association's options.
2. An association proposing the change shall:
  - i) notify its Home and School Council/Federation six weeks prior to the date of the next association general meeting advising the reasons for the proposed action
  - ii) notify association members, at least 15 days prior to the meeting in writing, of the meeting to hold a vote for the direction of the association.
  - iii) hold a general meeting of the association members to present any motions for the direction of the association; a two-thirds (2/3) majority of association members in good standing is necessary to carry any motions, quorum being present.
3. An association which dissolves shall no longer be eligible to conduct business in the name of Home and School and must surrender to the Federation its charter, all financial records and any funds belonging to the association. The Federation will send a letter confirming dissolution.

**ARTICLE XIV**  
**SUSPENSION AND EXPULSION**

1. The board of directors of the Federation shall have the authority to suspend or expel an association, which can be shown to be acting in a manner contrary to the beliefs, objectives, policies and bylaws of the Federation.
  - i) Subject to the giving of one month's notice, by registered mail, the board of directors of the Federation shall have the authority to demand the surrender of the charter of such an association resulting in suspension.
  - ii) Upon suspension of the charter, the financial records of such an association, and any association's funds, shall be held by the Federation, in trust.
  - iii) An association shall have a period of one year in which to rectify the situation which led to suspension of the charter and to request that the board of directors reinstate the charter.
2. The board of directors of the Federation shall have the authority to reinstate the charter of the suspended association or to proceed with final expulsion.
  - i) Upon reinstatement of the charter, the association financial records and association funds held in trust will be returned.
  - ii) Upon determination to proceed with expulsion, the association financial records and association funds shall become the property of the Federation.

**ARTICLE XV**  
**CONFLICT OF INTEREST**

1. A conflict of interest for a Home and School Association member is any situation in which the individual's private interests may be incompatible or in conflict with their Home and School Association responsibilities.
2. A conflict of interest may exist whether or not a direct monetary advantage has been, or may be, conferred on a Home and School Association member, their family or workplace.
3. Home and School Association members have a duty to declare a conflict of interest (actual, perceived or potential) in relation to any meeting agenda item.
4. A Home and School Association member who may have a conflict of interest shall abstain from voting on any motions pertaining to the potential conflict of interest.



THE ONTARIO FEDERATION  
OF  
HOME AND SCHOOL ASSOCIATIONS

**COUNCIL BYLAWS**

**BYLAWS  
FOR HOME AND SCHOOL COUNCILS  
IN ONTARIO**

**ARTICLE I  
ORGANIZATION**

1. Under the Constitution and Bylaws of the Federation, all Home and School Associations shall be grouped together in school board boundaries known as Home and School Councils.
2. The number and jurisdictions of Home and School Councils shall be determined by the Federation.
3. Each association within the jurisdictional limits of a Home and School Council shall, through its executive committee, elect a representative to the Home and School Council. This representative and the association president will represent the association at the Home and School Council.
4. The Federation may approve, upon the recommendation of a Home and School Council, the affiliation of school-oriented organizations with that Home and School Council, subject to yearly ratification by that Home and School Council.

**ARTICLE II  
MEMBERSHIP**

1. All members at the Home and School Council level must hold a membership at an Association or one purchased through the Federation.
2. Membership in the Home and School Council shall consist of one elected Home and School Council representative and the president from each constituent association in the Home and School Council boundary. Home and School Council representatives shall be elected annually by the constituent associations.
3. Membership shall include Home and School Council Life Members, but no voting privileges are bestowed.

**ARTICLE III  
RESPONSIBILITIES OF A HOME AND SCHOOL COUNCIL**

1. Each Home and School Council shall prepare and submit its Home and School Council Bylaws for approval by the Federation. Home and School Council bylaws may be amended at any Home and School Council business meeting by a two-thirds (2/3) majority, a quorum being present, provided that each association within the Home and School Council receive a copy of the amendment(s) at least 15 days before the business meeting dealing with the amendment(s). Amendments to Home and School Council bylaws shall not become effective until approval is received from the board of directors of the Federation.
2. A Home and School Council shall be responsible for providing:
  - i) support to its constituent associations
  - ii) an opportunity for the sharing of information and ideas
  - iii) leadership development
  - iv) explanation to associations of the purpose of the Federation, its bylaws and policies.
  - v) opportunities to review and provide input into educational policies of the local school board and the provincial government
  - vi) the interpretation of Home and School to the larger community
3. A Home and School Council shall communicate information between the district school board and its constituent associations for local issues.

4. Each Home and School Council shall prepare and submit to the Federation, by October 31<sup>st</sup> annually:
  - i) an executive list for the current year
  - ii) a schedule of tentative meeting dates
  - iii) a signed Verification of Financial Statements letter and accompanying year-end financial statement
  - iv) approved budget of the Home and School Council
5. Each Home and School Council shall review the following items annually, from the associations they serve, to ensure accountability and policy observance:
  - i) an executive list for the current year
  - ii) a schedule of tentative meeting dates
  - iii) a copy of the signed Verification of Financial Statements letter and accompanying year-end financial statement that was submitted ~~annually~~ to the Federation
  - iv) an approved operating budget for the current year
6. Each Home and School Council shall, through the Federation, make recommendations concerning the formation of new associations within its jurisdiction.

#### **ARTICLE IV** **EXECUTIVE COMMITTEE**

1. Each Home and School Council shall elect officers who shall constitute the Home and School Council executive committee along with the elected/appointed chairs of Home and School Council standing committees.
2. The following officers shall be elected:
  - President
  - Two or more Vice-Presidents
  - Secretary
  - Treasurer
3. The officers of a Home and School Council shall be elected by ballots cast by its constituent association presidents and Home and School Council representatives forming the Home and School Council.
4. Home and School Council officers shall be elected for a one-year term of office and shall be eligible for re-election annually to serve subsequent consecutive terms of office.
5. The absence without due cause of any executive committee member from three consecutive executive meetings shall constitute a vacancy and the absentee must be notified in writing

#### **ARTICLE V** **DUTIES OF THE OFFICERS**

1. The Home and School Council officers, as elected at their annual meeting, shall take office at the end of June.
2. The president of the Home and School Council shall be responsible for ensuring that all officers and standing committee chairs are familiar with their respective duties and responsibilities.
3. Each Home and School Council shall have a copy of the Constitution and Bylaws of the Federation and Robert's Rules of Order, Newly Revised, which shall govern the conduct of all meetings of the Home and School Council.
4. The president of the Home and School Council shall preside at all general meetings, executive committee meetings and special meetings, in addition to the annual meeting. In the absence of the president, the 1<sup>st</sup> vice-president shall preside and in the absence of both the president and 1<sup>st</sup> vice-president, the 2<sup>nd</sup> vice-president shall preside.



5. The president shall assign to each vice-president the co-ordination and supervision of the work of certain committees, and such other functions as shall provide training for ultimate succession to the office of president.
6. The treasurer shall:
  - iv) establish a bank account for the Home and School Council funds, with at least three signing authorities, all of whom shall be Federation members in good standing
  - v) present a current financial report and a current bank statement at each executive and general meeting
  - vi) submit all financial records (invoices, receipts, bank statements, financial reports, etc.) for verification annually (September 1<sup>st</sup> – August 31<sup>st</sup>)

## **ARTICLE VI**

### **CHAIRS OF STANDING COMMITTEES**

1. Chairs of Home and School Council standing committees are members of the Home and School Council executive committee and hold office until their successors are elected/appointed. Chairs of Home and School Council standing committees shall be elected/appointed for a term of one year, but shall be eligible for re-election/appointment as chair of the same committee for subsequent years.
2. Each standing committee chair shall select the other members of the standing committee and prepare a proposed program for approval by the Home and School Council executive committee.
3. In the event of a vacancy of a standing committee chair position during a term, the executive committee may appoint a member in good standing to fill the position for the duration of the term.

## **ARTICLE VII**

### **MEETINGS**

1. Each Home and School Council shall meet at least three times per year and shall determine the number and type of meetings to be held according to its own needs.
2. Home and School Council meetings shall be business meetings and shall provide opportunities for sharing information and ideas, discussing current issues, reviewing policies and making recommendations.
3. Home and School Council meetings shall be attended by all Home and School Council representatives and all presidents (or alternative vice-presidents) from constituent associations within the Home and School Council boundary, and by the Home and School Council executive committee. Any association or community member may attend Home and School Council meetings as an 'observer'. Only the Home and School Council representative and president (or alternate) of each constituent association have voting privileges.
4. Only constituent associations in good standing shall be granted voting privileges. Proxy voting is prohibited. An 'association in good standing' must have association membership fees, the Association Insurance Fee and required documentation submitted annually to the Federation.
5. Home and School Council executive meetings shall be attended by the elected officers of the Home and School Council and the appointed chairs of standing committees. The number of Home and School Council executive committee meetings held shall be determined by the needs of the Home and School Council executive committee.
6. General meetings shall be held as determined by the executive committee, and all members of the constituent associations within the Home and School Council shall be invited to attend. These meetings shall be held for the purpose of leadership training, workshops and general discussion of

shared interests. Any official Home and School Council business transacted at these meetings shall be duly recorded in official minutes.

7. Each Home and School Council shall hold its annual meeting in the latter part of April or in the month of May. The annual meeting of the Home and School Council shall be a general meeting. The new executive committee as elected/appointed at the annual meeting providing a quorum is present, may be installed at this meeting and shall take office at the end of June.
8. Special meetings shall be called by the president of the Home and School Council when deemed necessary, or when demanded in writing by three or more constituent associations. Such meetings shall deal only with the specific business for which the meeting was called and shall occur within 30 days from the receipt of the request to call such a meeting. All voting members of the Home and School Council must be notified at least two weeks prior to the Special Meeting.

## **ARTICLE VIII**

### **ELECTION OF OFFICERS**

1. The Home and School Council representative and president of each constituent association shall be the voting delegates in the election of Home and School Council officers at its annual meeting.
2. Only constituent associations in good standing shall be granted voting privileges. Proxy voting is prohibited.
3. Members of the Executive Committee and Life Members of the Home and School Council may attend the annual meeting but shall have no vote unless specifically elected and accredited as a voting delegate of the constituent association.
4. The executive committee shall appoint a nominating committee no less than three months prior to the date of the annual meeting of the Home and School Council. The nominating committee should consist of not more than two persons from the executive committee and not more than three members in good standing from the membership at large.
5. Acceptance of appointment to the nominating committee by an individual shall not preclude the nomination of such individual for elected office.
6. Individuals who have served as federation officers shall be ineligible for election to office of a Home and School Council, unless there is approval of the membership.
7. The nominating committee shall present to the executive committee, not later than three weeks prior to the annual meeting of the Home and School Council, a slate of nominees for office who are members in good standing and who have accepted their nomination in writing.
8. The executive committee shall present this slate of nominees for office to all voting members in good standing along with the notice of the Home and School Council annual meeting.
9. Additional nominations shall be accepted from the floor at the Home and School Council annual meeting, provided:
  - i) the person nominated shall be present as a member and shall agree to accept the nomination, or if absent from the meeting, shall have submitted a written acceptance of the nomination to the nominating committee
  - ii) such nomination shall be duly moved and seconded by members in good standing
10. In the event that 2 or more nominations per position are received at the Home and School Council annual meeting, the Home and School Council president shall conduct an election.
  - i) have the names of the nominees written on the slate presented to the nominating committee and shall hold an election for the office
  - ii) appoint two tellers
  - iii) hold a secret ballot by which members indicate a single preference for each contested office
  - iv) receive the results of the election from the tellers at the conclusion of their count:
    - a. all ballots shall be clearly marked to indicate the preferred candidate for each contested office

- b. candidates securing the greatest number of votes shall be declared elected
  - v) in the event of a tie vote, and without announcing that a tie exists, the President casts the deciding vote
11. Announce the name of the successful candidate for each office.
  12. Announce the name of each uncontested nominee as elected by acclamation.

**ARTICLE IX**  
**REMOVAL OF OFFICERS**

1. The members of the Home and School Council may remove an officer by motion passed by at least two-thirds (2/3) of the votes cast at a general/special meeting, a quorum being present, for which notice was given and may, by a majority of votes cast, elect at that general/special meeting any eligible person for the duration of the term.

**ARTICLE X**  
**REPLACEMENT OF OFFICERS DURING TERM**

1. In the case of a vacancy of a Home and School Council officer position during a term of office, the executive committee may appoint a member in good standing to fill the position on an interim basis. Such appointments shall be recorded in the minutes.

**ARTICLE XI**  
**BOARD OF DIRECTORS REPRESENTATION**

1. Home and School Councils shall appoint annually, from the Home and School Council executive, a member to the board of directors of the Federation.
2. Ideally that member shall be one of the Home and School Council's presidents (past, present, 1<sup>st</sup> vice, 2<sup>nd</sup> vice)

**ARTICLE XII**  
**HOME AND SCHOOL COUNCIL HONOURARY LIFE MEMBERS**

1. A Home and School Council wishing to honour a member for outstanding service to the Home and School Council shall be entitled to gift an Honourary Life Membership in the Home and School Council, in accordance with the procedures established by the Federation. An Honourary Life Member shall not have voting privileges and is not covered by insurance. This honour may be gifted to:
  - i) Home and School members who have rendered outstanding service to the Home and School Council
  - ii) individuals not actively engaged in Home and School work who have made a special contribution to the Home and School Council

**ARTICLE XIII**  
**DORMANCY AND DISSOLUTION**

1. Any Home and School Council that wishes to disband or become dormant shall:
  - i) notify the Federation six weeks prior to the date of the next general meeting advising reasons for the proposed action

- ii) Invite the Federation to speak at the general meeting
  - iii) notify the members, in writing, of the meeting to hold the vote for dormancy at least 15 days prior to the meeting
  - iv) hold a vote of the members at the general meeting; a two-thirds (2/3) majority of the members in good standing present, a quorum having been met, will be required to carry a motion for dormancy; this motion, if passed, will suspend the operation of the council for a period not to exceed four years
  - v) upon approval of dormancy, surrender to the Federation, its charter, financial records and any funds belonging to the Home and School Council.
2. All activities of the Home and School Council shall cease.
  3. If a Home and School Council has not been reactivated within four years, the Federation shall list the Home and School Council as dissolved and the financial records and any funds held in trust shall become the property of the Federation.

#### **ARTICLE XIV**

#### **SUSPENSION AND EXPULSION**

1. The board of directors of the Federation shall have the authority to suspend or expel a Home and School Council which can be shown to be acting in a manner contrary to the beliefs, objectives, policies and bylaws of the Federation.
  - i) Subject to the giving of one month's notice, by registered mail, the board of directors of the Federation shall have the authority to demand the surrender of the charter of such a Home and School Council resulting in suspension.
  - ii) Upon suspension of the charter, the financial records of such a Home and School Council, and any Home and School Council funds, shall be held in trust by the Federation.
  - iii) A Home and School Council shall have a period of one year in which to rectify the situation which led to the suspension of the charter and to request that the board of directors reinstate the charter.
2. The board of directors shall have the authority to reinstate the charter of the suspended Home and School Council or to proceed with final expulsion.
  - i) Upon reinstatement of the charter, the Home and School Council financial records and Home and School Council funds held in trust will be returned.
  - ii) Upon a determination to proceed with expulsion, the Home and School Council financial records and Home and School Council funds held in trust shall become the property of the Federation.

#### **ARTICLE XV**

#### **CONFLICT OF INTEREST**

1. A conflict of interest for a Home and School Council member is any situation in which the individual's private interests may be incompatible or in conflict with their Home and School Council responsibilities.
2. A conflict of interest may exist whether or not a direct monetary advantage has been, or may be, conferred on a Home and School Council member, their family or workplace.
3. Home and School Council members have a duty to declare a conflict of interest (actual, perceived or potential) in relation to any meeting agenda item.
4. A Home and School Council member who may have a conflict of interest shall abstain from voting on any motions pertaining to the potential conflict of interest.



THE ONTARIO FEDERATION  
OF  
HOME AND SCHOOL ASSOCIATIONS

**FEDERATION BYLAWS**

**BYLAWS  
OF THE ONTARIO FEDERATION OF  
HOME AND SCHOOL ASSOCIATIONS**

**ARTICLE I  
ORGANIZATION**

1. Under the powers conferred upon the Federation by its Articles of Incorporation the Federation may organize in any school in the Province of Ontario a Home and School Association for the promotion of the purposes and objects of the Federation.
2. Application for organization shall be made to the Federation through a Home and School member in good standing.
3. Acceptance of the Constitution and Bylaws of the Federation shall be the first requirement for organization.
4. The name of each association shall include the words "Home and School".
5. A Charter shall be forwarded by the Federation to the association upon receipt of:
  - i) the annual federation fees of the charter members
  - ii) the initial bylaws of the association
  - iii) a "Record of New Association" form
6. The Federation shall organize all associations into school board groupings known as Home and School Councils. Where there is no organized Home and School Council in a school board jurisdiction the associations within the school board jurisdiction will be known as Lone Associations.
7. The Federation shall accept affiliate organizations deemed by the board of directors to have common interests and purposes with the Ontario Federation of Home and School Associations. These organizations shall pay the Federation Affiliate Fee as ratified at the Annual Meeting and shall have such privileges under the Terms of Reference as set by the Federation Board of Directors, but shall not have voting privileges.
8. The Board of Directors shall consist of:
  - A minimum of three Directors, maximum of 20 Directors elected by the members in good standing
  - Immediate Past-President of the FederationThe board of directors may appoint additional directors, the number of appointed directors shall not exceed one third ( $\frac{1}{3}$ ) of the number of directors elected at the previous annual meeting.
9. The board of directors is required to meet at least four times per year.
10. Each member of the board of directors shall be a member in good standing of a Home and School Association or hold another Federation membership.
11. The quorum for all sessions of the meetings of the board of directors shall be 50% of the elected and appointed members of the board.
12. The federation president shall be the chair of the board of directors.
13. The Officers shall be:
  - Federation President
  - Three Federation Vice-Presidents
14. The Officers Committee shall consist of:
  - Federation President
  - Three Federation Vice-Presidents
  - Immediate Past-President of the Federation
15. The Finance Committee shall consist of:
  - A Federation Officer
  - A minimum of three other Federation DirectorsThis committee shall be composed solely of Federation Directors

## **ARTICLE II** **POLICIES**

1. The following shall be the policies of the Federation:
  - i) The Federation and its component units (Associations, Home and School Councils) shall pursue activities to achieve its constitutional purposes and objectives.
  - ii) Membership in a Home and School Association shall be open to all persons, age 18 and over, who are interested in the welfare of children and youth, and who subscribe to the purposes, beliefs and objectives of the Federation.
  - iii) The Federation and its component units shall not interfere in the administration of any individual school, but shall, when necessary, make representation to the appropriate educational authorities, through proper Home and School channels.
  - iv) The Federation and its constituents shall co-operate with other agencies or organizations having interests in common
  - v) The Federation and its component units shall not support or endorse any political party or candidate.
  - vi) The Federation and its component units shall only engage in fundraising activities when such funds are required to carry out their official program as determined by their members.

## **ARTICLE III** **MEMBERSHIP**

1. The Federation shall be composed of members holding any of the following types of memberships:
  - i) Association Membership
  - ii) Federation Membership
  - iii) Affiliate Membership (groups)
  - iv) Alumni MembershipAll membership fees are subject to ratification at the Annual Meeting of the Federation.
2. All Membership types are defined in the Terms of Reference as set by the Federation Board of Directors
3. The Home and School year, for the purposes of membership, shall be October 1<sup>st</sup> to September 30<sup>th</sup>.
4. Membership is not transferable.

## **ARTICLE IV** **MEMBERSHIP FEES**

1. Federation membership fees shall be based on the financial needs of the Federation.
2. Federation membership fees shall be determined by the board of directors, subject to ratification at the Annual Meeting of the Federation.
3. Fees collected at the association shall be remitted to the Federation as soon as possible. Membership fees are essential to the proper functioning of the federation office. Voting status at the Annual Meeting of the Federation will be determined by the memberships received in the federation office by December 31<sup>st</sup>.

**ARTICLE V**  
**FEDERATION HONOURARY LIFE MEMBERS**

1. The Board of Directors wishing to honour a member for outstanding service to the Federation shall be entitled to gift an Honourary Life Membership in the Federation, in accordance with the Terms of Reference. An Honourary Life Member shall not have voting privileges, and is not covered by federation liability insurance. This honour may be gifted to:
  - i) board of directors members who have rendered outstanding service to the Federation
  - ii) individuals not actively engaged in Home and School work who have made a special contribution to the Federation

**ARTICLE VI**  
**NOMINATION AND ELECTION OF DIRECTORS**

1. All nominees must be members in good standing of the Federation. The Directors shall be elected by the members at the Annual Meeting of the Federation. A Director's term will begin immediately after the Annual Meeting and end at the next Annual Meeting. There is no restriction on the number of terms that a Director can serve.
2. The nomination and election process is as follows:
  - 2.1 Nomination forms for Directors shall be sent to members in good standing prior to the Annual Meeting. If you have resigned from the Board of Directors at any point, without just cause, you are no longer eligible.
  - 2.2 Members may nominate themselves or any other member in good standing.
  - 2.3 Members accepting nominations must be present at the Annual Meeting.
  - 2.4 If 20 or less nominations are received, a motion is made at the Annual Meeting to acclaim all nominees onto the Board of Directors.
  - 2.5 If more than 20 nominations are received, an election is held at the Annual Meeting.
    - i) Nominations may also be accepted from the floor at the Annual Meeting.
    - ii) The Directors shall be elected by majority vote. If no candidate receives a majority of votes, another ballot will be held with the candidate receiving the least votes dropped from the ballot. In the event of a tie vote, a second and third ballot will be held. If a tie remains, the decision will be made by the Chair.

**ARTICLE VII**  
**NOMINATION AND ELECTION OF OFFICERS COMMITTEE**

1. The President and the Vice-Presidents' positions are two-year terms, in order to retain knowledge and experience.
  - i) Once a President has fulfilled the two-year term, they automatically succeed to the position of Immediate Past-President.
  - ii) The previous Federation 1<sup>st</sup> Vice-President succeeds to President.
  - iii) The Immediate Past-President will work with the Executive Director to compile a list of eligible candidates for election as Officers each year.
2. When a vacancy occurs on the Officers Committee, a nomination and election process occur during the Board of Directors meeting immediately following the Annual Meeting (or within 30 days), by members of the board.
3. Eligibility for the positions on the Officers Committee shall include:
  - i) any past Vice-President of the Federation, having held office within the previous three years
  - ii) current members of the Board of Directors having served a term of two consecutive years



- iii) Home and School Council Representatives on the Board of Directors having served as the Home and School Council Executive within the previous three years
  - iv) if you have resigned from the Board of Directors at any point, without just cause, you are no longer eligible.
4. The election process for filling a vacancy on the Officers Committee is as follows:
- i) Nominations will be accepted from the floor at the Board of Director meeting.
  - ii) Members accepting nominations must be present at the Board of Directors meeting.
  - iii) The Officers shall be elected by majority vote. If no candidate receives a majority of votes, another ballot will be held with the candidate receiving the least votes dropped from the ballot. In the event of a tie vote, a second and third ballot will be held. If a tie remains, the decision will be made by the Chair.

**ARTICLE VIII**  
**APPOINTMENT OF COMMITTEE/PORTFOLIO DIRECTORS**

- 1. The board of directors shall appoint committee/portfolio directors during their meeting immediately following the Annual Meeting of the Federation, or within 30 days.
  - i) Review the committee/portfolios and submit names for consideration
  - ii) Review the Terms of Reference
- 2. The officers committee shall compile a list of those interested in taking a committee/portfolio and put forth a motion to the board of directors.
- 3. The committees/portfolios can be held by more than one director. It is recommended that a director not take on more than two committees/portfolios in a term. Not all directors are expected to take on a portfolio.
- 4. A director can be re-appointed for subsequent terms to the same portfolio.

**ARTICLE IX**  
**NATIONAL REPRESENTATIVES**

- 1. The Federation and its component units may be a member of the Canadian Home and School Federation.
- 2. The board of directors shall appoint annually, from the Directors, a federation representative to the national federation (CHSF) and an alternate.
- 3. The holding of a position as the federation representative to the national federation shall not be considered an additional position in conflict with the duties of a member of the board of directors.

**ARTICLE X**  
**RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

- 1. The board of directors of the Federation, as required by the Articles of Incorporation, under ONCA, shall be responsible for conducting the affairs of the Federation during the interim between Annual Meetings and as such shall uphold their fiduciary duties individually as directors.
- 2. The following list of responsibilities must be motioned and voted on by the board of directors:
  - 2.1 seeking member approval on a decision
  - 2.2 filling a vacancy among the directors
  - 2.3 appointing an auditor
  - 2.4 appointing additional directors
  - 2.5 approving annual financial statements
  - 2.6 changing bylaws

## 2.7 establishing membership fees

The board of directors cannot delegate any of its responsibilities to an individual who is not a director/officer, or to a committee that consists of one or more members who are not directors.

3. The board of directors shall be responsible for the organization and initial approval of bylaws and charter of all new Home and School Associations and Home and School Councils in the province of Ontario.
4. The board of directors shall request such items as executive lists, verified financial statements of the previous year, an operating budget for the current year and projected meeting dates from the Home and School Associations which they serve, to ensure accountability and policy observance.
5. It is the responsibility of all members of the board of directors to attend the board of directors meetings. In the event that a chair of a federation committee is unable to attend, a member of the federation committee may be invited by the federation president to represent the committee.
6. The board of directors shall establish the list of federation committees/director portfolios and accompanying terms of reference on an annual basis.
7. The board of directors shall have the authority to suspend or expel associations and Home and School Councils, whose activities can be shown to be contrary to the policies and bylaws of the Federation.
8. The board of directors shall employ an executive director of the Federation and shall determine the terms of employment and administrative duties of such position. The executive director shall attend and record the proceedings at the Annual Meeting of the Federation and at all meetings of the board of directors, finance committee and the officers committee, but without the right to vote. The executive director shall perform other duties as shall from time to time be authorized by the board of directors.
9. The federation president may from time to time invite non-voting guests to attend board of directors' meetings.
10. Individual directors must seek approval from the board of directors prior to sending out documentation of behalf of the Federation.
11. Any documentation created by a director on behalf of the Federation shall become the intellectual property of the Federation and subject to copyright.

## **ARTICLE XI** **RESPONSIBILITIES OF THE OFFICERS COMMITTEE**

1. The officers committee shall consist of:
  - President
  - Three Vice-Presidents
  - Immediate Past-President
2. The officers committee shall be responsible for oversight of the Federation, matters of a routine administrative nature and other matters as directed by the board of directors.
3. The officers committee shall be responsible for hiring and overseeing all employees. In the absence of employees, the officers committee shall assume the required duties of the federation office.
4. The officers committee shall ensure that the annual audit, and the Registered Charity Information Return are completed.
5. The officers committee shall act as a resource to all committee/portfolio directors.
6. The vice-presidents shall be responsible for completing any necessary work of committees/portfolios without a chair/director

**ARTICLE XII**  
**RESPONSIBILITIES OF THE FINANCE COMMITTEE**

1. The finance committee shall include but not be limited to:
  - A federation officer, as committee chair
  - At least three other federation directors/officers
2. The finance committee shall be responsible for the investments of the Federation.
3. The finance committee shall be responsible for preparing an annual budget for the Federation and the allocation of funds for Home and School Councils.
4. The finance committee shall be composed solely of directors of the Federation.

**ARTICLE XIII**  
**RESPONSIBILITIES OF THE COMMITTEE/DIRECTOR PORTFOLIOS**

1. The officers committee shall act as a resource to committees/director portfolios. All vice-presidents shall assume responsibility for committees/director portfolios in the absence of committee chairs/portfolio directors.
2. Each chair of a committee/portfolio shall present a report of the work of the committee/portfolio at meetings of the board of directors.
3. Portfolios can be held by more than one director. It is recommended that a director not take on more than two portfolios in a term.
4. A director can be re-appointed for subsequent terms to the same portfolio.

**ARTICLE XIV**  
**FEDERATION MEETINGS**

1. The board of directors shall meet at least four times during the year. Directors may participate in meetings in-person or virtually.
2. One board of directors meeting annually shall be for strategic planning.
3. The president shall conduct all federation meetings in accordance with Robert's Rules of Order.
4. The officers committee shall meet as required, but not more frequently than once a month.
5. Special meetings of the board of directors shall be called by the president if deemed necessary, but will be called in any event if demanded:
  - i) by at least one-third of the members of the board of directors, in writing
  - ii) At a special meeting of the board of directors no business shall be dealt with other than that mentioned specifically in the notice of such meeting.
6. Notice of meetings of the board of directors shall be sent at least two weeks before each meeting. Notices of meetings of officers committee shall be sent at least 10 days before each meeting.
7. A copy of the minutes of the meetings of the board of directors, and the officers committee shall be sent to all members of the board of directors and Home and School Council presidents as soon as possible following the conclusion of each meeting.

**ARTICLE XV**  
**CONFLICT OF INTEREST**

1. A conflict of interest for a director of the Federation is any situation in which the individual's private interests may be incompatible or in conflict with their Federation responsibilities.
2. A conflict of interest may exist whether or not a monetary advantage has been, or may be, conferred on a director of the Federation, their family or workplace.

3. Directors of the Federation have a duty to declare a conflict of interest (actual, perceived or potential) in relation to any meeting agenda.
4. A director of the Federation should try to avoid situations in which a conflict of interest is likely to result.

**ARTICLE XVI**  
**VACANCIES OF DIRECTORS**

1. Members of the board of directors failing to attend two consecutive meetings shall provide reasons in writing to show cause why they should not be considered as having resigned. If the director fails to provide such notice, the board of directors may call a special meeting of the federation membership to vote on removal of said director.
2. In the event of a director vacancy, the board of directors may appoint a replacement director for the remainder of the term. The member being appointed shall be a member in good standing of the Federation.

**ARTICLE XVII**  
**REMOVAL OF DIRECTORS**

1. The members of the board of directors may remove a director. This shall be done by a motion passed by at least two-thirds (2/3) of the votes cast at a special meeting of the board of directors for which notice was given. At that special meeting, directors may, by a majority of votes cast, elect any eligible person for the duration of the term.
2. The office of a director shall be vacated immediately if:
  - i) the director resigns
  - ii) the director dies, or becomes disqualified under section 23 of the ONCA
  - iii) at a meeting of the federation members, the members by ordinary resolution remove the director

**ARTICLE XVIII**  
**MEMBER SPECIAL MEETINGS**

1. The directors may call special meetings of the federation members. The board of directors shall call a special meeting of the federation members, on written requisition of the members who hold at least 10% of votes that may be cast at the meeting sought to be held, within 21 days after receiving the requisition, unless the ONCA Section 60 (3) provides otherwise.
2. Notice of special meetings shall be sent at least 10 days, and not more than 50 days, to each member. Notice must contain sufficient information to permit the members to form a reasoned judgement on the decision to be taken.

**ARTICLE XIX**  
**ANNUAL MEETING**

1. The Annual Meeting of the Federation shall be held no later than May 31<sup>st</sup>. The time and place/forum of the Annual Meeting shall be determined by the board of directors. An Annual Meeting package with the required documentation will be made available to members 45 days prior to the Annual Meeting.
2. Members may participate in the Annual Meeting in-person or virtually. The Annual Meeting shall be conducted in accordance with Robert's Rules of Order.

3. QUORUM

The quorum for the Annual Meeting shall be based on the total potential vote, and 5% of this potential vote shall constitute the quorum.

4. VOTING

- i) Voting at the Annual Meeting shall be by accredited delegates only. Votes shall not be cast by proxy. Each association president or elected alternate shall be considered a voting delegate, representing the first 25 members of that association. Additional voting delegates may be elected by each association based on the membership records in the federation office as of December 31<sup>st</sup> prior to the Annual Meeting as follows:

<u># of Members</u>	<u># of Voting Delegates</u>
1-25	1
26-50	2
51-75	3
76-100	4
101-125	5
126-150	6
151 & over	7

- ii) Members of the board of directors and Life Members of the Federation may attend the Annual Meeting but shall have no vote unless specifically elected and accredited as a voting delegate by their own association.
- iii) Alumni members of the Federation may attend the Annual Meeting but shall have no vote unless specifically elected and accredited as a voting delegate by an association.
- iv) The Chair is given the right to vote only in the event of a tie vote. In this situation, the Chair need not be elected as an accredited delegate to do so.

5. AMENDMENTS TO BYLAWS

- i) Bylaws of the Federation shall be amended only at the Annual Meeting of the Federation by a two-thirds (2/3) vote of the members present and entitled to vote, a quorum being present.
- ii) Amendments to the bylaws of the Federation may be proposed by an association, home and school council, or the federation board of directors
- iii) The notice of motion to amend the bylaws shall be received by the federation office no later than February 1<sup>st</sup> of each year and shall be sent out to members not later than 45 days prior to the Annual Meeting.

6. RESOLUTIONS

- i) Resolutions for consideration at the Annual Meeting of the Federation shall be submitted by associations, home and school councils and the federation board of directors and shall be received in the office no later than 90 days prior to the Annual Meeting.
- ii) To be considered, resolutions must:
  - a. call for action by the Federation, through the board of directors
  - b. be in harmony with existing policies and align with the beliefs and objectives of the Federation
  - c. concern a matter that is provincial and/or national in scope, not merely local
  - d. be statements of fact supported by rationale and documentation
  - e. the policy and advocacy committee will assist submitting units with the formal construction of resolutions and will provide assistance as required.
- iii) Formal resolutions, shall be sent out to members no later than 45 days prior to the Annual Meeting.
- iv) An emergency resolution is defined by the Federation as one that, because of circumstances and/or content, was not available for submission by the deadline date for resolutions. In cases of emergency resolutions the following shall apply:
  - a) An emergency resolution shall conform to federation polices and bylaws

- b) the submitting unit shall notify the federation office no less than 48 hours prior to the Annual Meeting along with supporting documentation
  - c) The emergency resolution shall be placed on the agenda of the Annual Meeting under "New Business"
- 7. When a submitting unit wishes to withdraw a resolution, be it at any time prior to the Annual Meeting, the withdrawal must be submitted in writing to the policy and advocacy committee chair or a policy and advocacy committee member and must be signed by two designated representatives of the submitting unit.
- 8. No unit of the Federation shall forward resolutions directly to the Minister of Education or the provincial or federal governments. The Federation is the only level of the Home and School structure which is authorized to make representations to the Ministry of Education or any other provincial authority.
- 9. The unit which submits a resolution for consideration at the Annual Meeting of the Federation shall be permitted to use a consultant on a resolution, provided that:
  - i) the name and address of the consultant is submitted to the federation office no later than 45 days prior to the Annual Meeting, complete with a description of qualifications to act as a consultant
- 10. ANNUAL FINANCIAL STATEMENTS
  - i) Any member, upon request, shall be provided, not less than five business days before the Annual Meeting, with a copy of the approved annual financial statements.
  - ii) The approved annual financial statements will be provided to members in the package sent prior to the Annual Meeting of the Federation.
- 11. RATIFICATIONS
  - i) Federation membership fees shall be determined by the board of directors, subject to ratification at the Annual Meeting of the Federation.
  - ii) A motion for ratification of the business of the Federation for the year, in accordance with the Ontario Not-for-Profit Corporations Act, ONCA Section 17, shall be presented at the Annual Meeting.

**ARTICLE XX**  
**ANNUAL CONFERENCE**

- 1. The Federation shall hold an annual conference in order to pursue the purposes and objectives of the Federation.
- 2. The board of directors shall determine the optimum time and location of the annual conference each year.
- 3. If there is no annual conference there shall still be an Annual Meeting of the Federation.

**ARTICLE XXI**  
**BANKING AND FINANCIAL ARRANGEMENTS**

- 1. Fiscal Year  
The fiscal year shall be September 1<sup>st</sup> to August 31<sup>st</sup> annually.
- 2. Banking Arrangements  
The banking and investment business of the corporation shall be transacted through regulated financial institutions, as authorized by the officers committee of the Federation.
- 3. Financial Records  
The executive director shall ensure that all necessary financial records of the corporation required by bylaws of the corporation or by any applicable statute or law are regularly and properly kept.
- 4. Execution of Instruments

All legally binding and enforceable contracts shall be signed on behalf of the corporation by any two (2) officers.

**ARTICLE XXII**  
**INDEMNIFICATION OF DIRECTORS**

1. All directors and their heirs, executors and administrators and estate and effects shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Federation from and against him or her in or about the duties of office and all costs incurred in relation to the above are as caused by neglect or default.

**ARTICLE XXIII**  
**REMUNERATION OF DIRECTORS**

1. Directors shall receive no compensation, either directly or indirectly, for acting as such and shall not receive, either directly or indirectly, any profit from their office. Directors may be reimbursed for expenses in accordance with the finance policy of the Federation. No confirmation by the members of any such payment shall be required.

**ARTICLE XXIV**  
**WINDING UP OF CORPORATION**

1. Upon dissolution of the corporation and after the payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations which carry on their work solely in Canada addressing children's issues.