

Constitution & By-Laws

ARTICLE 1. NAME

The name of this association shall be "DORSET HOME AND SCHOOL ASSOCIATION" (Hereinafter called the "Association").

ARTICLE 2. PURPOSES

To act as an independent, volunteer, not for profit organization dedicated to supporting and enhancing the education and general well being of children by bringing closer the relationship between the home, the school and the community, including:

- 2.1. To promote the involvement of parents, students and educators in securing the highest level of learning and advancement for every child.
- 2.2. To act as a voice for all members of the Association.
- 2.3. To make parents aware of current educational practices and major issues which affect education.
- 2.4. To nominate, appoint or recommend the appointment of representatives to appropriate councils, boards, committees and other educational bodies.
- 2.5. To act as a fundraising body to support and enhance the educational experience.

The Association shall be non-sectarian and non-commercial in all its relationships. The name of any officer or member of the Association in his or her official capacity shall not be used in connection with any commercial interest.

The Association may affiliate itself with the Quebec Federation of Home and School Associations (hereinafter called the "QFHSA").

ARTICLE 3. MEMBERSHIP AND ANNUAL FEES

3.1. Any parent or guardian of a child attending Dorset School, the principal, staff members and any adult in the community served by Dorset School interested in the purposes of the Association may become a member. 3.2. A member is in good standing when he/she has paid the current annual membership fee for the applicable school year. Memberships are valid until September 30th of the subsequent school year.

3.3. The QFHSA requires an accurate count of all members prior to their Annual General Meeting. Therefore, all memberships should be received and paid by the second Friday in January. However, any memberships received after this date will not be refused and shall be submitted to the QFHSA as soon as possible.

3.4. The annual membership fee and its manner of payment shall be established by a resolution at a general meeting of the members of the Association and shall remain in effect until changed at a subsequent general meeting of such members. The fee may include any annual affiliation fees required to maintain affiliation with the QFHSA.

3.5. No member may act on behalf of the Association without authorization or

delegation from the President of the Association.

ARTICLE 4. OFFICERS AND EXECUTIVE COMMITTEE

4.1. The officers of the Association shall be President and Vice-President, or two Co-Presidents, as well as a Secretary and a Treasurer, as determined at the Annual General Meeting. Any reference to President hereafter shall therefore also refer to Co-Presidents. No member of the Association shall hold more than one office at any time.

4.2. The officers take office on July 1st, following the Annual General Meeting.

4.3. The Executive Committee shall consist of:

a. The four officers.

b. The Principal of Dorset School.

c. A maximum of two staff representatives of Dorset School.

d. The coordinators of all sub-committees, as defined each school year.

4.4. The Principal and staff members are non-voting members of the Executive Committee unless they are members in good standing of the Association in which case they have a vote.

4.5. A member of the Executive Committee may be suspended for cause by a resolution passed by 2/3 votes of the Executive Committee members present at a meeting. This suspension shall remain in effect until it is either revoked at a subsequent Executive meeting or until the next general meeting when the members shall either reinstate or dismiss the member.

4.6. Any member of the Executive Committee may be removed from his/her position for negligence and/or dereliction of duty and/or for any other just cause as determined by a majority vote at a general meeting of the Association called for this purpose.

4.7. A person for whom suspension or dismissal is envisaged must be given notice at least seven days prior to the meeting at which the suspension or dismissal is to be discussed. He/She also has the right to participate in or address the meeting.

ARTICLE 5. ELECTION AND TERM OF OFFICE

5.1. The officers and the elected members of the Executive Committee shall be elected at the Annual General Meeting (usually held in May) of the members of the Association, and shall hold office for one year or until their successors are elected. A vacancy, during the year, in any office, shall be filled by the members of the Association from among the members in good standing.

5.2. The Executive Committee shall elect a nominating committee of three members at least thirty days prior to the Annual General Meeting. The duties of the nominating committee are as follows:

(i) To publish a call for nominations at least twenty days prior to the Annual General Meeting.

(ii) To receive nominations and solicit names of members who have volunteered or consented either to stand for election as an officer of the Association or to be appointed as a coordinator of a subcommittee.

(iii) To circulate to all members, at least ten days before the Annual General Meeting, the names, both nominated and volunteered, of members willing to stand

for each position as officer. Also, to circulate at the same time a list of proposed subcommittees together with the names of those members willing to be appointed as their respective coordinators.

(iv) To receive any additional nominations prior to the Annual General Meeting and to present them, together with the nominations previously circulated, to the meeting.

5.3. Any member in good standing may nominate a person for election, provided that the person nominated has consented thereto. Nominations may be submitted to any nominating committee member before the meeting or may be presented on the floor.

5.4. It is recommended but not required, that a member should not hold the same office of the Association for more than two consecutive years.

ARTICLE 6. OTHER INTERNAL COMMITTEES AND EXTERNAL REPRESENTATIVES

6.1. The Executive Committee may establish standing and temporary committees of the Association for its purposes and dissolve the same. When possible the coordinators of these committees will be appointed at the Annual General Meeting.

6.2. The Annual General Meeting of the Association may elect from among its members persons to represent the Association on external councils, boards, committees or any other educational bodies. If there is a vacancy for any of these representatives, the vacancy shall be filled by the Executive Committee from among the members of the Association in good standing.

ARTICLE 7. MEETINGS

7.1. Regular meetings of the Association shall be held during the year in order to carry out the day to day business, in particular, to carry out decisions made at the Annual General Meeting; to oversee fundraising; to authorize expenditures; and to undertake actions consistent with the purpose of the Association.

7.2. The agenda of the Annual General Meeting of the members of the Association shall include: the election of officers; the appointment of coordinators and a presentation on the financial state of the Association.

7.3. Special meetings of the Association may be called by the President or any two officers or ten percent of members in good standing.

7.4. A ten day written notice shall be given to all members of any special meeting of the members. The subject matter, date, time and place shall be included.

7.5. At any meeting of the members of the Association or at any meeting of the Executive Committee, all motions shall be determined by a majority of the votes of those members present, provided that a quorum is present.

7.6. Meetings of the Executive Committee may be called and held at such times and places as decided upon by the President. At least five days prior notice, whether verbal or written (including e-mail), shall be given to each member of the Executive Committee of any meeting thereof. The Executive Committee may meet "in camera" to attend to matters of a personal nature.

7.7. The accidental omission to give notice of a meeting or the non-receipt of a notice by any of the members entitled to receive notice, does not invalidate proceedings at this meeting.

7.8. If at any meeting of the Association neither the President nor the Vice-President are present fifteen minutes after the time appointed for the meeting, the meeting is cancelled.

7.9. A tie vote shall be considered a defeat of the motion.

7.10. All meetings shall be conducted according to generally accepted meeting protocol. Attendees shall be expected to conduct themselves in a respectful and cooperative manner.

ARTICLE 8 QUORUM

8.1. Quorum for regular and general meetings shall consist of two officers, one of which shall be the President or the Vice-President, and ten percent of all members.

8.2. Quorum for the Executive Committee Meeting shall seven Executive members and shall include the President or Vice-President.

ARTICLE 9. DUTIES OF OFFICERS

9.1. The President shall preside at all meetings of the members and of the Executive Committee, shall be an ex officio member of all committees and shall perform all other duties usually pertaining to the office. After consultation with other committee members, the President sets up the agenda for future meetings and sends out notices. The President must keep an up-to-date list of names and addresses of all members of the Association. In the case of Co-Presidents a decision made by either is considered a decision made by both. 9.2. The Vice-President shall preside in the absence of the President and shall act as an aide to the President.

9.3. The Secretary shall keep a record and distribute minutes of all meetings of the Association, recording all motions presented and resolutions adopted. The secretary shall also keep an up-to-date list of the names and addresses of all officers and members of the Executive Committee.

9.4. The Treasurer shall receive and hold all monies of the Association, keep an accurate record of all receipts and expenditures, and shall pay out money as authorized by the members of the Association. The Treasurer shall present a current profit and loss statement and a budget report at a regular meeting at least three times during the year and also on demand. On behalf of the Association, the Treasurer shall prepare the annual financial report for the QFHSA at the end of the fiscal year, a copy of which shall be sent to each member of the Association. The Treasurer is responsible, in collaboration with the members of the Executive Committee for the drawing up of an annual budget. The President and/or Vice-President shall review the financial records at the end of the fiscal year.

ARTICLE 10. BANKING AND CHEQUES

10.1. The Association shall maintain a bank account with a branch of any chartered bank, which the Executive Committee shall designate. The signing officers shall be the officers of the Association. All cheques must signed by two signing officers of the Association, one of which, wherever possible, shall be the Treasurer.

10.2. It is at the discretion of the President of the Association to authorize unbudgeted, unexpected expenditures under \$50.00.

10.3. All events that anticipate the collection of more than \$500 in cash requires that one member of the Executive Committee together with another member of the Association count the proceeds. All monies shall be collected by an Executive Committee member.

10.4. All reimbursements shall be made by cheque.

ARTICLE 11. FISCAL YEAR

The fiscal year of the Association shall be from July 1st to June 30th.

ARTICLE 12. AMENDMENTS

This constitution and these by-laws may only be amended at a general meeting of the members of the Association by a majority vote of the members present, provided the members have been duly advised in a prior written notice of such meeting with the details of such proposed amendments at least thirty days before such meeting. This constitution should be reviewed at least every four years.

Updated November ____, 2006

CC: Q.F.H.S.A.