

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 letters patent 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



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. Each association shall be affiliated with a Home and School Council and shall elect a representative to be the member of Home and School Council for the association. In addition, the president shall automatically be a member of the council.
7. Fees of an association organized after January 31 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 OFHSA membership fee. This could be an individual or a family unit.
6. The Executive Committee 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. 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.

### **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 needs of:
  - i) the fee set by the Canadian Home and School Federation
  - ii) the administrative needs of the Federation
  - iii) the needs of Regional Boards
  - iv) the needs of Home and School Councils
3. Each association may require an annual association fee.
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 OFHSA 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. Each association, in accordance with its bylaws as approved initially by the Federation with subsequent amendments approved by its Home and School Council, shall elect officers who, together with the elected and appointed chairs of committees shall form the executive committee of the association.
2. Unless otherwise stated in the approved bylaws of the association, the executive committee of an association shall include the following elected officers or positions:
  - President
  - 1<sup>st</sup> Vice-President
  - 2<sup>nd</sup> Vice-President
  - Recording Secretary
  - Treasurer
  - Corresponding Secretary
  - Elected chairs to be assigned to specific committees
3. The school principal and/or his designate may be invited to sit on the executive committee of the association.
4. All members of the executive committee shall be members in good standing.
5. 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.
6. 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 corresponding secretary.
7. At its first meeting following the election of officers and committee chairs, the executive committee shall elect a representative to be a member of the Home and School Council representing the association. The representative to the Home and School Council shall, upon election, automatically become a member of the Association Executive Committee. The holding of the position of council representative shall not preclude one from holding an elected position on the executive of the association. The council representative may designate any other executive member to act as the alternate at any one Home and School Council meeting.



8. An elected council representative, if subsequently elected or appointed to the executive committee of the Home and School Council, may be replaced as the elected representative of the association concerned.
9. 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 the School Council. This representative to School Council shall, upon election/appointment automatically become a member of the Association Executive Committee. The holding of the position of the representative to School Council shall not preclude one from holding an elected position on the executive committee of the association.

## **ARTICLE V**

### **DUTIES OF THE 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 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, with at least three signing authorities, all of which shall be OFHSA members in good standing
  - ii) present a current financial report, a current bank statement and/or bank passbook, at each executive and general meeting
  - iii) submit books, invoices, receipts and statements for verification each year

## **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 an association general meeting, a Home and School membership must be purchased at least twenty days in advance of the general meeting.
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. 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.
5. Special meetings shall be called by the association president when deemed necessary or when demanded in writing by 10% of the members of the association with a minimum of 5 members, for the association with less than 50 members, and a minimum of 10 members for an association with more than 100 members. Only one voting member per OFHSA membership will be allowed to sign

the request to call a special meeting. 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 members of the association must be notified at least two weeks prior to the special meeting.

## **ARTICLE VII ELECTION OF OFFICERS**

### Method #1

1. The Association 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. 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 who are members and have accepted their nomination in writing. Individuals who have served a term or terms as federation officers shall be ineligible for election to office on associations, councils or regional boards.
4. The executive committee shall present this slate to all members in good standing along with the notice of the association Annual Meeting.
5. Additional nominations shall be accepted from the floor at the Annual Meeting, provided:
  - i) the person nominated shall be present as a member and shall agree to accept the nomination
  - ii) such nomination shall be duly moved and seconded by members in good standing
6. In the event that one or more additional nominations shall be received at the Annual Meeting, the president of the association 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
  - 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 of the nominating committee as elected by acclamation
7. Candidates securing the greatest number of votes shall be declared elected
8. All ballots shall be marked with an "X" beside the name of the preferred candidate for each contested office. Any other marking shall constitute a spoiled ballot.

### Method #2

1. The association may elect an executive committee to govern its affairs for the coming year.
2. From this executive committee the officers of the association and committee chairs as outlined in the association bylaws will be appointed.

### Method #3

1. All members in good standing shall be notified of the Annual Meeting and the election of officers in advance.
2. At the Annual Meeting, the chair would then call for nominations from the floor for the next slate of officers beginning with the president and take in sequential order as found in Article IV, #2. All members in good standing are eligible providing:
  - i) such nomination shall be duly moved and seconded by members in good standing

- ii) 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 nomination to the nominating committee
- 3. If there are two or more nominations for any one position, a vote by secret ballot will be held with the candidate securing the greatest number of votes declared elected.
- 4. Upon determining the elected officer for any position with multiple nominations, the slate of officers as then presented would be voted upon.

**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 resignation or death of an association executive committee member 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 resignation of the association president, 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 the Home and School Council concerned for approval.
- 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 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 two-thirds (2/3) majority, 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 regional board, or, in the absence of a regional board, to the executive committee or board of directors of OFHSA. Amendments to association bylaws shall not become effective until they receive Home and School Council, regional board 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 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.

## **ARTICLE XI**

### **ASSOCIATION LIFE MEMBERS**

1. An association wishing to honour a member for outstanding service to the association shall be entitled to confer 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.
3. In the event of the closing of the school, Life Members may apply to the Federation for relocation subject to the approval of the receiving association.
4. Family Life Membership may be conferred on a family by an association that wishes to honour a family for outstanding services. The established procedures must be followed.

## **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 (or region in the case of Lone Associations) by letter six weeks prior to the date of the next association general meeting advising reasons for the proposed action
  - ii) send to Home and School Council/Region a draft of the letter(s) to be sent to the association members that informs them of the general meeting and the proposal to become dormant, with provision for Council/Region to recommend amendments to the letter(s)
  - iii) give Home and School Council/Region a place on the agenda of the association general meeting
  - iv) notify the association members, in writing, of the meeting to hold the vote for dormancy at least 15 days prior to the meeting
  - v) 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
  - vi) surrender to the Federation, the charter of the association, its books and any funds belonging to the association, upon formal application for dormancy
2. The Home and School Council/Region shall inform the Federation of such a request by the association and upon recommendation of the Home and School Council/Region, the Federation may authorize such action.
3. All activities of the association shall cease. A dormant association shall not be eligible for OFHSA 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.
4. If an association has not been reactivated within four years, the Home and School Council/Region shall begin the process for dissolution of an association in accordance with the Association Bylaws for Dissolution.

5. In the event that there is no functioning regional board, the federation officers shall assume the region responsibilities regarding dormancy, dissolution and absolute dissolution of a Lone Association.

### **ARTICLE XIII - A** **DISSOLUTION**

1. Following a period of dormancy in which an association cannot be reactivated, an association which is considering dissolution shall:
  - i) notify its Home and School Council (or Region in the case of Lone Associations) by letter, six weeks prior to the date of the planned meeting, advising the reasons for the proposed action
  - ii) send to the Home and School Council/Region a draft of a letter to be sent to the school community, which informs them of the meeting and the proposal to dissolve with provision for the Home and School Council/Region to recommend amendments to the letter
  - iii) give the Home and School Council/Region a place on the agenda of the meeting
  - iv) notify the school community, in writing, of the meeting, to hold a vote for dissolution at least 15 days prior to the meeting
  - v) hold a meeting of the school community to present a motion for dissolution; a two-thirds (2/3) majority of all persons present is necessary to carry a motion for dissolution (it being noted that no memberships would have been sold during the dormancy period)
  - vi) surrender to the Federation all funds belonging to the association, having been held in trust by the Federation, upon formal application for dissolutionThe above actions may be taken by the Home and School Council/Region on behalf of the association.
2. The Home and School Council/Region shall inform the Federation of such a request by the association and, upon recommendation of the Home and School Council/Region, the Federation may authorize such action.
3. An association which dissolves shall no longer be eligible to conduct business in the name of Home and School.
4. If the community votes NOT to dissolve, the Home and School Council/Region will immediately hold an election for officers and Home and School memberships will be sold. Monies held in trust by the Federation will be forwarded to the revived association.

### **ARTICLE XIII - B** **ABSOLUTE DISSOLUTION**

1. In special circumstances (for example school closure) an association may forgo a period of dormancy and move directly to a process for absolute dissolution. This process may be activated following consultation with the Home and School Council/Region. Under special circumstances, an association proposing absolute dissolution shall:
  - i) notify its Home and School Council (or Region in the case of Lone Associations) by letter, six weeks prior to the date of the next association general meeting advising the reasons for the proposed action
  - ii) send to the Home and School Council/Region a draft of the letter(s) to be sent to all association members which informs them of the general meeting and the proposal to dissolve with provision for the Home and School Council/Region to recommend amendments to the letter
  - iii) give Home and School Council/Region a place on the agenda of the association general meeting

- iv) notify association members, in writing, of the meeting to hold a vote for absolute dissolution, at least 15 days prior to the meeting
  - v) hold a general meeting of the association members to present a motion for dissolution; a two-thirds (2/3) majority of ALL association members in good standing is necessary to carry a motion for absolute dissolution
  - vi) surrender to the Federation the association charter, books, and all funds belonging to the association immediately upon formal application to dissolve
2. The Home and School Council/Region shall inform the Federation of a request by an association to dissolve under special circumstances, and, upon recommendation of the Home and School Council/Region, the Federation may authorize such action.
  3. An association which dissolves shall no longer be eligible to conduct business in the name of Home and School.
  4. If the membership votes NOT to dissolve, the Home and School Council/Region will immediately hold an election for officers and Home and School memberships will be sold.

#### **ARTICLE XIV**

#### **SUSPENSION AND EXPULSION**

1. The executive committee 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 executive committee 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 books of such an association, and any funds in the association's treasury, 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 executive committee reinstate the charter.
2. The executive committee shall have the authority to reinstate the charter of the suspended association or to proceed with final expulsion.
  - i) Upon reinstatement of the charter, books and funds held in trust will be returned to the association.
  - ii) Upon a determination to proceed with expulsion, the books and funds of the association will become the property of the Federation.



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 groups known as Home and School Councils.
2. The number and jurisdictions of Home and School Councils within a Region shall be determined by the Regional Board concerned.
3. Each association within the jurisdictional limits of a Home and School Council shall, through its executive committee, elect a representative to the council. This council 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. Membership in the Home and School Council shall consist of one elected council representative and the president from each association in the Home and School Council area.
2. Home and School Council representatives shall be elected for a period of one year, and shall be entitled to stand for election for a second year.
3. Upon election to office, each Home and School Council representative shall automatically become a member of the executive committee of the association represented.
4. Holding the position of Home and School Council representative does not preclude one from holding a position on an association executive committee.

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

1. Each Home and School Council shall prepare and submit for the approval by the Federation, through its Regional Board, bylaws governing its organization and administration. 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 its Regional Board. In the event that there is no Regional Board, Home and School Council bylaws shall be approved by the board of directors or the executive committee of the Federation.
2. Subject to the specific differences permitted under its approved bylaws, a Home and School Council shall be responsible for providing:
  - i) co-ordination of the activities of its constituent associations
  - ii) practical advice and assistance to associations
  - iii) the exchange of ideas
  - iv) the development of leadership
  - v) the interpretation of Home and School to the larger community
  - vi) the interpretation of associations to the Federation and the explanation of federation policies to the associations



- vii) opportunities to study and provide input into educational policies of the local school board and the provincial government
3. A Home and School Council shall provide the communication link between the district school board and the association.
  4. The Home and School Council shall be the vehicle for addressing local issues to the district school board in order to influence decisions.
  5. Each Home and School Council shall prepare and submit to its Regional Board, through its Regional representative, or, in the absence of a Regional Board, to the federation office, by June 1<sup>st</sup> :
    - i) a verified annual financial report
    - ii) an executive list for the forthcoming year
    - iii) a schedule of tentative meeting dates
    - iv) a statement of the estimated financial needs and income of the Home and School Council for the forthcoming year
  6. Each Home and School Council shall request such items from the associations they serve, to ensure accountability and policy observance:
    - i) an executive list
    - ii) a verified financial statement for the previous year
    - iii) an operating budget for the current year
    - iv) projected meeting dates
  7. Each Home and School Council shall, through its Region representatives on the Regional Board, 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 council executive committee along with the appointed chairs of council standing committees.
2. Unless otherwise stated in the approved bylaws of the Home and School Council, the following officers shall be elected:
  - President
  - Two or more Vice-Presidents
  - Recording Secretary
  - Treasurer
  - Corresponding Secretary
  - Other officers as authorized in the approved council bylaws
3. The officers of a Home and School Council shall be elected by ballots cast by the association presidents and Home and School Council representatives of the associations 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. No officer shall hold the same office for more than four consecutive years without approval of the council membership.
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 by the corresponding secretary.

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

1. The Home and School Council officers, as elected at the Annual Meeting, shall take office at the end of June.
2. As soon as possible after their election, the new Home and School Council officers shall meet to prepare:
  - i) a guideline of duties for each elected office
  - ii) an organizational chart of the Home and School Council executive committee to show the relationships between the officers and the chairs of the council committees required for the forthcoming year
  - iii) a schedule of tentative meeting dates
  - iv) a statement of the estimated financial needs and income of the Home and School Council for the forthcoming year
3. 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. The president of a Home and School Council or a vice-president appointed by the executive shall be an ex-officio member of all council committees with the exception of the Nominations Committee.
4. No officer of the Home and School Council shall hold an additional office as a chair of a standing committee, but may accept appointment as chair of a temporary 'ad hoc' or special committee.
5. All Home and School Council officers and chairs of standing committees shall make regular reports in writing concerning their activities and the functions for which they are responsible.
6. The treasurer shall:
  - i) establish a bank account for the Home and School Council funds with at least three signing authorities, all of which shall be OFHSA members in good standing
  - ii) present a current financial report, a current bank statement and/or bank passbook at each Home and School Council executive and general meeting
  - iii) submit books, invoices, receipts and statements for verification each year

**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 appointed. Chairs of Home and School Council standing committees shall be appointed for a term of one year, but shall be eligible for re-appointment as chair of the same committee for a further year.
2. Each committee chair shall select the other members of the committee and prepare a proposed program for the approval of the Home and School Council executive committee.

## **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 giving information, sharing ideas, discussing problems, studying policies and making recommendations regarding them.
3. Home and School Council meetings shall be attended by all Home and School Council representatives within the Home and School Council, and all presidents (or alternative vice-presidents) from associations within the Home and School Council and by the Home and School Council executive committee. Any association member may attend Home and School Council meetings as an 'observer'.
4. Home and School Council executive meetings shall be attended by the elected officers of the Home and School Council and 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.
5. 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 interest. Any official council business transacted at these meetings shall be duly recorded in official minutes.
6. 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 at the Annual Meeting providing a quorum is present, may be installed at this meeting and shall take office at the end of June.
7. 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 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**

### Method #1 – Nominating Committee

1. A Nominating Committee shall be appointed by the Home and School Council well in advance of the Annual Meeting and shall consist of executive committee members and members at large selected to give geographical representation within the territory of the Home and School Council. Acceptance of appointment to the Nominating Committee by an individual shall not preclude the nomination of such individuals to other council executive positions if otherwise qualified.
2. The Nominating Committee shall give consideration only to candidates who are paid-up members of associations in good standing according to the most recent list supplied to the Home and School Council by the associations. Individuals who have served a term or terms as Federation officers shall be ineligible for election to office on Regional boards, councils or associations.
3. No person shall be eligible for an elected or appointed office on a Home and School Council after eight consecutive years in elected or appointed offices at the Home and School Council level.
4. Home and School Council officers shall be elected for a one year term of office and shall be eligible for re-election to serve a second term of office. No officer shall hold the same office for more than two consecutive years.

5. Two months prior to the Annual Meeting the Nominating Committee shall circulate to all associations within the Home and School Council a slate of the recommended and eligible candidates, each of whom shall have accepted. Further nominations shall be accepted by the Nominating Committee if received in writing not less than six weeks prior to the Annual Meeting and provided:
  - i) each candidate so nominated shall have consented to stand for election
  - ii) each candidate so nominated shall be a member in good standing
  - iii) each candidate so nominated shall have been supported by at least one other association within the Home and School Council.
6. One month prior to the Home and School Council's Annual Meeting the Nominating Committee shall prepare and circulate to the associations, ballot information on nominations received.
7. In the event that two or more candidates are nominated for a single office, the president of the Home and School Council shall hold an election for such office or offices at the Home and School Council's Annual Meeting. In all cases where additional nominations are not submitted, the president shall declare the candidate proposed by the Nominating Committee elected by acclamation.

Method #2 – Nominations Committee

1. A Nominations Committee shall be appointed by the Home and School Council well in advance of the Annual Meeting.
2. The Nominations Committee shall send nomination forms to all associations in good standing within the Home and School Council well in advance of the Annual Meeting.
3. Home and School Council officers shall be elected for a one year term of office and shall be eligible for re-election to serve a second term of office. No officer shall hold the same office for more than two consecutive years.
4. All persons so nominated by the association shall be sent acceptance forms provided that they are paid-up members and eligible. Individuals who have served a term or terms as Federation officers shall be ineligible for election to office on Regional boards, Home and School Councils or associations.
5. No person shall be eligible for an elected or appointed office on a Home and School Council after eight consecutive years in elected or appointed offices at the Home and School Council level.
6. Ballot information listing the names of all eligible candidates for election is to be sent to all associations in good standing.
7. Further nominations shall be called for from the floor. Nominees must be eligible to stand for office.

**ARTICLE IX**  
**VOTING**

1. The Home and School Council representative and president of each association shall cast an instructed ballot in the election of Home and School Council officers at the Annual Meeting. Each member of the Home and School Council executive committee shall be entitled to a single vote in such an election. Voting at the Annual Meeting shall be by secret ballots distributed at the meeting to those entitled to vote.
2. All ballots shall be marked with an "X" beside the name of the preferred candidate for each contested office. Any other marking shall constitute a spoiled ballot.

**ARTICLE X**  
**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 in his or her stead for the duration of the term.

**ARTICLE XI**  
**REPLACEMENT OF OFFICERS DURING TERM**

1. In the case of resignation or death of a Home and School Council executive member 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 of the executive and general meetings. All Home and School Council 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 resignation of the council president the office of past-president will remain unaffected.

**ARTICLE XII**  
**HOME AND SCHOOL COUNCIL AFFILIATED ORGANIZATIONS**

1. Thirty days prior to the Home and School Council meeting at which the members shall vote on acceptance of an affiliated organization, all Home and School associations within the Home and School Council shall be notified in writing.
2. Each affiliated organization shall have a membership of not less than ten persons, all of whom must accept the purposes and objectives of the Ontario Federation of Home and School Associations.
3. Each affiliated organization shall pay annually to the Federation a non-voting membership fee to be determined by the board of directors and ratified by the members at the Federation Annual Meeting. A membership list signed by two officers of the affiliated organization shall be forwarded to the Ontario Federation along with the fees. In addition to the affiliate fee, a Home and School Council may charge all affiliated organizations a supplemental fee.
4. The affiliated organization may fully participate in Home and School Council meetings represented by its president and Home and School Council representative with the exception of voting but, at the discretion of the Home and School Council may be granted voting privileges on local issues.
5. Each affiliated organization shall receive:
  - i) the Federation's Bulletin (5 copies per issue)
  - ii) any mailings from the Home and School Council to associations, if agreed to by the Home and School Council, at a fee determined by the Home and School Council
  - iii) federation general mailings selected by the board of managers
6. Each affiliated organization adhering to the Federation bylaws shall have the privilege of submitting resolutions through a Home and School Council to the federation's Annual Meeting providing that:
  - i) it is endorsed by the Home and School Council at a Home and School Council meeting
  - ii) it is presented to the federation's Annual Meeting by the Home and School Council allowing the submitting affiliated organization to speak to the resolution
7. Ontario Federation of Home and School Associations' memberships may be sold at any meeting of the affiliated organization.
8. Affiliated organizations would be included in any directory listing of associations provided to the Ministry of Education for mailing purposes.

**ARTICLE XIII**  
**EXECUTIVE COMMITTEE REPRESENTATION**

1. Home and School Councils with 10 or more associations shall appoint, annually, from the Home and School Council executive, a member to the executive committee of the Ontario Federation of Home and School Associations
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 XIV**  
**HOME AND SCHOOL COUNCIL 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 confer a Life Membership in the Home and School Council, in accordance with the procedures established by the Federation. A Life Member shall not have voting privileges. This honour may be conferred on:
  - 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 XV**  
**DISSOLUTION AND DORMANCY**

1. Any Home and School Council that wishes to disband or become dormant shall:
  - i) notify their Region by letter advising reasons for the proposed action
  - ii) assure that this letter is received by the president of Region six weeks prior to the date of the next Home and School Council general meeting
  - iii) send their Region a draft of letter(s) to be sent to the associations which informs them of the general meeting and the proposal to disband or become dormant, with provision for Region to recommend amendments to the letter(s)
  - iv) give their Region a place on the agenda of the Home and School Council general meeting
  - v) have a vote of the Home and School Council members at the Home and School Council general meeting; a two-thirds (2/3) vote of the paid-up members present is necessary to carry a motion to disband or become dormant
2. At the time an application is made for dissolution or dormancy by a Home and School Council, the books of the Home and School Council shall become the property of the Federation and any funds of the Home and School Council are to be turned over to the Federation to be held in trust. If that Home and School Council is not reactivated within four years, the funds shall become the property of the Federation.
3. No Home and School Council may remain dormant for a period longer than four years.
4. The Region shall inform the Federation of a request by a Home and School Council to dissolve or become dormant and upon recommendation of Region the Federation may authorize such action.
5. In the event that there is no functioning Regional Board, the Federation officers shall assume the Region responsibilities regarding dissolution and dormancy of a Home and School Council.

**ARTICLE XVI**  
**SUSPENSION AND EXPULSION**

1. The executive committee 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 executive committee 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 books of such a Home and School Council and any funds in the Home and School Council's treasury shall be held by the Federation in trust.
  - 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 executive committee reinstate the charter.
2. The executive committee 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, books and funds held in trust will be returned to the Home and School Council.
  - ii) Upon a determination to proceed with expulsion, the books and funds of the Home and School Council shall become the property of the Federation.



THE ONTARIO FEDERATION  
OF  
HOME AND SCHOOL ASSOCIATIONS

**FEDERATION BYLAWS**



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

**ARTICLE I  
OBJECTIVES**

The Federation shall accept the Constitution (“Objects”) of the Canadian Home and School Federation, as adopted in 1950, as follows:

- i) to promote the welfare of children and youth
- ii) to raise the standards of home life
- iii) to promote the care and protection of children and youth
- iv) to foster co-operation between parents and teachers in the training and guidance of children and youth, both during and after the school period
- v) to obtain the best for each child according to his physical, mental, social and spiritual needs
- vi) to give parents an understanding of the school and its work, and to assist in interpreting the school in all its aspects to the public
- vii) to confer and co-operate with organizations other than schools which concern themselves with the care and training of children and youth in the home, school and community; and with the education of adults to meet these responsibilities
- viii) to foster high ideals of citizenship and to promote through educational means, international goodwill and peace

**ARTICLE II  
ORGANIZATION**

- 1. Under the powers conferred upon the Federation by its letters patent 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 into affiliate organizations deemed by the executive committee 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 terms of reference as set by the Federation Board of Directors, but shall not have voting privileges.
- 8. The Federation shall organize all Home and School Councils into administrative groups known as Home and School Regional Boards, herein after referred to as Regional Boards.

9. The Board of Directors shall consist of:
  - Federation President
  - Two Federation Executive Vice-Presidents
  - Immediate Past-President of the Federation
  - Chairs of the Federation Workgroups
  - Three representatives from each Regional Board (President and two Vice-Presidents)
  - One representative from each Home and School Council with 10 or more associations
  - A maximum of four members-at-large appointed by the board of managers
  - OFHSA government appointed representatives
  - OFHSA representative to the Canadian Home and School Federation

The board of directors will not exceed 54 members and is required to meet at least three times per year.
10. Each member of the Federation Board of Directors shall be a member in good standing of a Home and School Association or an alumni member of OFHSA or have purchased a special federation membership for members-at-large of the board of directors.
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. To reach the 50% criteria the three Regional representatives, although having three votes, will be calculated as one member for quorum purposes only.
12. The Executive Committee shall consist of:
  - Federation President
  - Two Federation Executive Vice-Presidents
  - A Regional President from each Region
  - Immediate Past-President of the Federation
  - One representative from each Home and School Council with 10 or more associations
  - OFHSA government appointed representatives

This committee will meet at least four times a year and also will hire an Executive Secretary.
13. The Finance Workgroup shall consist of:
  - Federation President
  - Two Federation Executive Vice-Presidents
  - Chair of the Finance Committee
  - Immediate Past-President of the Federation
14. The Board of Managers shall consist of:
  - Federation President
  - Two Federation Executive Vice-Presidents
  - One Regional President (rotating from region to region)
  - Immediate Past-President of the Federation
15. The Officers shall be:
  - Federation President
  - Two Federation Executive Vice-Presidents

### **ARTICLE III** **POLICIES**

1. The following shall be the policies of the Federation:
  - i) The Federation and its component units (Associations, Home and School Councils, and Regional Boards) 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.
  - vii) The Federation and its component units shall be a member of the Canadian Home and School Federation.

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

1. The Federation shall be composed of:
  - i) All organized units (Associations, Home and School Councils and Regional Boards) in the Province of Ontario.
  - ii) Individuals whom the Federation Board of Directors has voted to make Life Members for valuable services rendered in the promotion of the work of the Federation.
  - iii) Individuals who have purchased an associate membership, without voting privileges, in the Ontario Federation of Home and School Associations under the terms of reference as set by the Federation Board of Directors and subject to ratification at the Annual Meeting.
  - iv) Groups who have purchased an affiliate membership in the Ontario Federation of Home and School Associations under the terms of reference as set by the Federation Board of Directors and subject to ratification at the Annual Meeting.
  - v) Individuals who have purchased an alumni membership in the Ontario Federation of Home and School Associations under the terms of reference as set by the Federation Board of Directors and subject to ratification at the Annual Meeting.
  - vi) Individuals who have purchased a member-at-large membership in the Ontario Federation of Home and School Associations under the terms of reference as set by the Federation Board of Directors and subject to ratification at the Annual Meeting.
  - vii) The Home and School year, for the purposes of membership, shall be October 1<sup>st</sup> to September 30<sup>th</sup>, with the exception of alumni memberships which shall be valid from January 1<sup>st</sup> to December 31<sup>st</sup>.

**ARTICLE V**  
**MEMBERSHIP FEES**

1. The federation membership fee shall be based on:
  - i) the fee set by the Canadian Home and School Federation
  - ii) the administrative needs of the Federation
  - iii) the needs of the Regional Boards
  - iv) the needs of the Home and School Councils
2. The federation membership fee shall be determined by the Federation Board of Directors, subject to ratification at the Annual Meeting.
3. The federation membership fee shall be remitted by the association 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 will be determined by the memberships received in the federation office by December 31<sup>st</sup>.
4. The total funds thus collected shall be apportioned by the Federation to the following:
  - i) the Canadian Home and School Federation
  - ii) the administration of the Federation
  - iii) the Regional Boards
  - iv) the Home and School Councils

**ARTICLE VI**  
**NOMINATION AND ELECTION OF OFFICERS**

1. In the year nominated, all nominees must be members in good standing of the Ontario Federation of Home and School Associations by December 31<sup>st</sup>. The president and the executive vice-presidents shall be elected at the April meeting of the board of directors by members of the board. Persons eligible for the positions of president and executive vice-presidents shall include:
  - a) the elected members of the board of directors
  - b) any past executive vice-president of the Federation
  - c) any past Regional president and any past Regional vice-president, having held office within the previous three years
  - d) current appointed members of the board of directors having served a term of two consecutive years
  - e) presidents and past-presidents of Home and School Councils with a minimum of 10 active associations, having held office within the previous three yearsMembers-at-large of the board of directors are not eligible for nomination and election as officers unless they have met criteria set out in b), c) or e).
2. The nomination and election process to be as follows:
  - 2.1 Nomination forms for the office of president and 1<sup>st</sup> and 2<sup>nd</sup> executive vice-president shall be mailed, with return envelopes marked "Nominations", to:
    - a) Current members of the Federation Board of Directors
    - b) Regional Boards
    - c) Home and School CouncilsA list accompanying the nomination forms will indicate the names of all eligible persons.
  - 2.2 Subject to the nominees agreeing to stand for office, ballots will be prepared by the office on instruction from the Nomination Workgroup for voting at the April meeting of the board of directors.
  - 2.3 In the event that there are no members accepting a nomination for a certain position, nominations may be accepted from the floor at the April meeting of the board of directors. Persons accepting nominations from the floor must be present at the board of directors meeting, or have sent a written acceptance of the nomination.

- 2.4 The federation 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 drawing straws.
- 2.5 The 1<sup>st</sup> executive vice-president shall automatically succeed to the office of the president when the office becomes vacant before another election due to the Incumbent being unable, through illness or other reasons, to complete a term of office. The office of past-president will remain unaffected.
- 2.6 The 1<sup>st</sup> executive vice-president shall automatically succeed to the office of the president when the incumbent president, having completed two consecutive terms, is not eligible to serve again.
- 2.7 The 2<sup>nd</sup> executive vice-president shall automatically succeed to the office of the 1<sup>st</sup> executive vice-president in the event of the resignation of the 1<sup>st</sup> executive vice-president during a term of office. The office of the 2<sup>nd</sup> executive vice-president shall be filled on an interim basis by an appointee of the board of directors or the executive committee, whichever meets first.  
Should any of the events outlined in items 2.5 to 2.7 occur, it shall be so recorded in the minutes, and the new president and executive vice-presidents named therein.
3. A regional president and one regional 1<sup>st</sup> vice-president and one regional 2<sup>nd</sup> vice-president of equal responsibilities shall be elected each year by the several Regional Boards, the boundaries of which shall be defined by the board of directors.
4. The president and the executive vice-presidents shall take office at the end of the Annual Meeting following their election and shall hold office until the end of the next Annual Meeting.
5. Regional presidents and Regional vice-presidents shall take office at the end of the Annual Meeting of the Federation and shall hold office until the end of the next Annual Meeting of the Federation.
6. Each officer shall be elected for a term of one year, but may stand for re-election for an additional year. No officer shall hold the same office for more than two consecutive years.
  - i) When a regional president is elected to the position of OFHSA Executive Vice-President, the Regional Board formerly represented by that Regional president shall be entitled to elect one of its two Regional vice-presidents to fill the unexpired term of the regional president. If the unexpired term is less than six months it shall not prejudice election to a full term in that office.
  - ii) When a regional vice-president is elected to the position of OFHSA Executive Vice-President, the Regional Board formerly represented by that regional vice-president shall be entitled to elect an individual to fill the unexpired term of the regional vice-president. If the unexpired term is less than six months it shall not prejudice election to a full term in that office.
7. No member of the board of directors shall hold more than one position on the board of directors, except under special circumstances and only in an acting capacity as approved by the executive committee.

**ARTICLE VII**  
**NATIONAL REPRESENTATIVES**

1. The board of directors shall appoint annually a federation representative to the national federation (CHSF) and an alternate.
2. The appointed federation representative shall automatically, upon appointment to office, become a member of the board of directors of both the provincial and national federations. The CHSF director's term shall be for twelve months and will begin on September 1<sup>st</sup>. The same term shall apply for the named alternate.
3. The Federation is entitled to one (1) vote at the CHSF Annual General or Special Meeting. This vote shall be held by the appointed OFHSA representative or the named alternate.
4. In the event that there is no federation representative appointed, the responsibility for representation shall automatically be filled by one of the OFHSA officers, as determined by the board of directors.
5. 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 VIII**  
**RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

1. The Board of Directors of the Federation, as required by the letters patent, under the Corporation Act of Ontario, shall be responsible for conducting the affairs of the Federation during the interim between Annual Meetings, and such authority shall be exercised in accordance with the directives passed at Annual Meetings.
2. During the interim between its meetings, the board of directors shall delegate to the executive committee as many of the corporate powers of the Federation as the board of directors has powers to exercise, and the executive committee, in exercising such powers shall be deemed to be acting on behalf of the board of directors.
3. The board of directors, through the Regional Boards and Home and School Councils, shall be responsible for the organization of all new 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 Regions and Lone Associations which they serve, to ensure accountability and policy observance.
5. All regulations made by or on behalf of the board of directors in the exercise of the corporate powers of the Federation, and in force at the time of the Annual Meeting, shall be submitted to the Annual Meeting for ratification; the Annual Meeting failing to ratify any regulations, such regulations shall cease to have force and effect.
6. It is the responsibility of all members of the board of directors to attend the board of directors meetings. In the event that the chair of a Federation Workgroup is unable to attend, a member of the Federation Workgroup may be invited by the OFHSA President to represent the workgroup.
7. The chairs of ad hoc workgroups will be invited to attend at least one meeting of the board of directors per year.
8. The board of directors shall establish the list of Federation Workgroups and accompanying terms of reference on an annual basis.

**ARTICLE IX**  
**RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

1. Between meetings of the executive committee the corporate powers of the Federation may be exercised by a board of managers with respect to matters of a routine administrative nature or matters as directed by the executive committee.
2. Within thirty days following the Annual Meeting the executive committee shall appoint the chairs of the Federation Workgroups as previously determined by the board of directors, according to the list of candidates recommended by the Regional Boards through the regional presidents. In lieu of Regional Boards, the executive committee shall appoint the chairs of the Federation Workgroups according to the list of candidates recommended by the board of directors. Immediately upon their appointments, chairs of the Federation Workgroups shall become members of the board of directors, and shall hold offices until the end of the next Annual Meeting or until their successors are appointed. The term of service for members of Federation Workgroups shall coincide with that of the chairs.
3. The executive committee shall have the authority to suspend or expel associations, Home and School Councils and Regional Boards, whose activities can be shown to be contrary to the policies and bylaws of the Federation.
4. The executive committee shall employ a person to be known as the executive secretary of the Federation and shall determine the terms of employment and duties of such person. The executive secretary shall attend and record the proceedings at the Annual Meeting and at all meetings of the board of directors, executive committee and the board of managers, but without the right to vote. The executive secretary shall perform other duties as shall from time to time be authorized by the executive committee.
5. The executive committee shall employ/appoint an individual to be the treasurer of the Federation and shall determine the terms of employment/reference and duties of the position. The treasurer shall be responsible for arranging the annual financial audit. An appointment as treasurer is not considered an additional position in conflict with the duties of a member of the board of directors.
6. It is the responsibility of all members of the executive committee to attend the executive committee meetings. In the event that the president of a Region is unable to attend, a member of the regional executive may be invited by the OFHSA President to represent the Region. This representation shall include voting privileges.

**ARTICLE X**  
**RESPONSIBILITIES OF THE FINANCE WORKGROUP**

1. The Finance Workgroup shall include but not be limited to:
  - Federation President
  - Two Federation Executive Vice-Presidents
  - Immediate Past-President of the Federation
  - Finance Chair
2. The Finance Workgroup shall be responsible for the investments of the Federation.
3. The Finance Workgroup is responsible for preparing an annual budget for the Federation and allocation of funds for Regions and Councils.

**ARTICLE XI**  
**RESPONSIBILITIES OF THE BOARD OF MANAGERS**

1. The Board of Managers shall consist of:
  - Federation President
  - Two Executive Vice-Presidents
  - Immediate Past-President of the Federation
  - One Regional President (on a rotating basis)
2. The board of managers is responsible for matters of a routine administrative nature and other matters as directed by the executive committee.
3. The executive committee, through the board of managers may employ all necessary clerical and other assistance, make all disbursements and expenditures necessary in the exercise of the corporate powers of the Federation and such other responsibilities as may be assigned to it from time to time.
4. The board of managers will ensure that the annual audit is done.
5. The OFHSA President may from time to time invite non-voting guests to attend executive committee meetings and board of directors meetings.

**ARTICLE XII**  
**DUTIES OF FEDERATION OFFICERS**

1. **PRESIDENT:**

The President of the Federation shall give executive direction and leadership as the chair of the board of directors, the executive committee and the board of managers, and shall preside at the Annual Meeting. The president shall conduct all federation meetings in accordance with Robert's Rules of Order Newly Revised, which shall govern the Federation in all cases, unless there is conflict with the Federation's Constitution or Bylaws or with any special rules of order the Federation may adopt.
2. **EXECUTIVE VICE-PRESIDENTS**

An Executive Vice-President of the Federation, at the request of the president, shall preside in the absence of the president and shall assume such duties of executive co-ordination as may be assigned by the board of directors, the executive committee or the president.

**ARTICLE XIII**  
**FEDERATION MEETINGS**

1. The board of directors shall meet at least three times during the year.
2. The executive committee shall meet at least four times during the year, of which two meetings shall precede meetings of the board of directors.
3. The board of managers shall meet as required, but not more frequently than once a month.
4. Special meetings of the board of directors 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 board of directors, in writing
  - ii) by at least one-third of the members of the executive committee, in writingAt a special meeting of the board of directors or the executive committee no business shall be dealt with other than that mentioned specifically in the notice of such meeting.



5. Notice of meetings of the board of directors shall be mailed at least two weeks before each meeting. Notices of meetings of the executive committee and the board of managers shall be mailed at least ten days before each meeting.
6. A copy of the minutes of the meetings of the board of directors, executive committee and the board of managers shall be mailed 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 XIV** **FEDERATION WORKGROUPS**

1. Each regional president shall be an ex-officio member of the Federation Workgroup in his/her region of functional jurisdiction. The region president or a federation officer shall act as a resource person on federation procedures, and provide a liaison with the executive committee. The president and executive vice-presidents shall not, automatically, be ex-officio members of a standing, temporary or "ad hoc" or "special" workgroup of the Federation, with the exception of the Finance Workgroup, but may be invited by the workgroup chair to attend a specific meeting.
2. As soon as possible after appointment, each chair of a Federation Workgroup shall submit to the executive committee (copy to the regional president concerned) an outline of the proposed workgroup program for the year and a statement of the estimated financial needs for the forthcoming year to the finance workgroup by August 1<sup>st</sup>.
3. Each chair of a Federation Workgroup shall present a written report of the work of the workgroups to meetings of the board of directors.
4. At its meeting preceding the Annual Meeting, the board of directors shall review the activities of the Federation Workgroups in order to determine which workgroups (maximum 24) may be needed for the coming year. This list of workgroups and their approved terms of reference shall be forwarded to the executive committee following the Annual Meeting.
5. Chairs of Federation Workgroups shall be appointed for a one-year term of office and shall be eligible for re-appointment annually as chair of the same workgroup for subsequent consecutive terms of office. No chair shall serve more than four consecutive years in the same office on the same workgroup, except where extensions of tenure are approved by the Federation Board of Directors. No chair shall serve more than six consecutive years in appointed offices except where extensions of tenure are approved by the Federation Board of Directors.

#### **ARTICLE XV** **VACANCIES ON THE BOARD OF DIRECTORS**

1. Any member of the executive committee who fails to attend two consecutive meetings of the executive committee shall be deemed to have vacated the office held.
2. Any member of the board of managers who is absent from two consecutive meetings of the board of managers shall be deemed to have vacated the office held.
3. Other members of the board of directors failing to attend a meeting of the board of directors shall provide reasons in writing to show cause why they should not be considered as having resigned.
4. Vacancies on the board of directors created through the resignation of individuals shall, in the case of a regional president or regional vice-president, be filled by an election in the region concerned, or appointment of a replacement by the executive committee from recommendations received from the region concerned. In the event that a federation committee chair becomes vacant, the executive committee shall appoint a replacement from within the committee concerned or another individual they deem acceptable. In the event of the resignation of a member-at-large, the board of managers may appoint another individual to the board in that capacity until the end of that term of office.

**ARTICLE XVI**  
**ANNUAL MEETING**

1. DATE LINE

The Annual Meeting of the Federation shall be held no later than May 10<sup>th</sup>. The time and place of the Annual Meeting shall be determined by the board of directors.

2. QUORUM

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

3. 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 in the ex-officio capacity 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.

4. 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 any member, upon approval by an association, Home and School Council, Regional Board, Federation Executive Committee, or the Federation Board of Directors, and by the Policy Workgroup of the Ontario Federation.

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 mailed out not later than 45 days prior to the Annual Meeting.

5. BOARD DECISIONS

i) All actions and decisions by the board of directors shall be presented for ratification, amendment or rejection by the members at the Annual Meeting, in accordance with the Corporations Act of Ontario, Section 129 and 130.

6. RESOLUTIONS

i) Resolutions for consideration at the Annual Meeting shall be submitted from associations, Home and School Councils or Regional Boards and Federation Workgroups (falling within its own terms of reference) and shall be received in the office no later than 90 days before the Annual Meeting.

ii) Copies of the accepted resolutions, formally worded, shall be mailed out no later than 45 days prior to the Annual Meeting. Resolutions, when first submitted, may be informally

- constructed, and may be in the form of a letter signed by the president/chair of the submitting unit.
- iii) To be considered, resolutions must:
    - a) call for initial action by the Federation
    - b) be in harmony with existing policies of the Federation, or if not in harmony, provide for deletion of existing policies
    - c) be in harmony with the beliefs and objectives of the Federation
    - d) concern a matter that is provincial and/or national in scope, not merely local
    - e) be statements of fact supported by rationale and documentation
  - iv) Before a resolution is mailed out to the members, its formal construction must be approved by the membership of the submitting unit, and signed by the president/chair and the secretary of the submitting unit.
  - v) The Policy Workgroup will assist submitting units with the formal construction of resolutions and will provide technical assistance as required.
  - vi) 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) To be considered, an emergency resolution shall conform to Federation Bylaws, Article XVI, 6 iii
    - b) The emergency resolution must be approved by the members of the submitting unit and signed by the president/chair and secretary of the submitting unit
    - c) The submitting unit shall notify the Policy Workgroup no less than 48 hours before the portion of the Annual Meeting dealing with resolutions and shall provide them with copies of the proposed emergency resolution
    - d) The Policy Workgroup Chair shall invite the presenters to consult with the Policy Workgroup to prove the emergency nature of the resolution
    - e) Upon approval by the Policy Workgroup, the emergency resolution shall be placed on the agenda of the Annual Meeting under "New Business" in order of receipt.
    - f) The submitting unit shall provide copies sufficient for the voting delegates
    - g) All costs incurred are the responsibility of the submitting unit
    - h) Upon approval of the Policy Workgroup, the emergency resolution may be made known to any Home and School member
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 Workgroup Chair or a Policy Workgroup 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 shall be permitted to nominate an individual to act as a consultant on a resolution, provided that:
- i) the name and address of the consultant is submitted to the Policy Workgroup no later than 45 days prior to the Annual Meeting, complete with a description of qualifications to act as a consultant concerning the resolution
  - ii) the Policy Workgroup, with the approval of the Executive Committee of the Federation, accepts the nomination on the basis of qualifications and impartiality in the issue being discussed; the nominated consultant may then be invited to attend the Annual Meeting, at the expense of the submitting unit, and may be introduced at the Annual Meeting to the delegates and furthermore:
    - a) may be invited to address the Annual Meeting concerning the resolution:
      - a1) utilizing all or part of the time which is allotted to the individual moving or seconding the resolution

- a2) addressing only facts and expert opinion concerning the content of the resolution, and not to the resolution itself
- b) may be invited at any time by the chair of the Annual Meeting to speak, or to reply to a question on the floor, offering facts or expert opinion concerning material being discussed at that time

## **ARTICLE XVII**

### **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. The Federation will encourage Home and School Councils and/or Regions to present proposals for sites for the annual conference at least two years in advance to alleviate problems in planning.
4. The annual conference shall include the Annual Meeting.
5. If there is no annual conference there will still be an Annual Meeting.

## **ARTICLE XVIII**

### **LIFE MEMBERSHIP IN THE FEDERATION**

1. The Ontario Federation may honour the retiring president of the Federation by conferring Life Membership in the Federation.
2. The Ontario Federation may honour a person who has been actively engaged in Home and School work for distinguished services in the promotion of the work of the Federation, by the conferring of a Life Membership in the Federation under the terms of reference as determined by the Board of Directors of the Ontario Federation.
3. The Ontario Federation may honour an individual not actively engaged in Home and School work who has made a special contribution in the promotion of Home and School at the federation level by conferring an Honourary Life Membership in the Federation.

## **ARTICLE XIX**

### **BANKING AND FINANCIAL ARRANGEMENTS**

1. **THE FINANCIAL YEAR**  
Unless otherwise ordered by the board of directors, the financial year shall terminate on the last day of August in each year.
2. **BANKING ARRANGEMENTS**  
The banking business of the corporation shall be transacted with such banks, trust companies or other firms or corporation as may from time to time be designated by or under the authority of the board of directors. Such banking business, or any part thereof, shall be transacted under such agreements, instructions and delegations of powers as the board of directors may from time to time prescribe or authorize.
3. **BOOKS AND RECORDS**  
The executive secretary shall see that all necessary books and 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

Deeds, transfers, assignments, contracts, certificates, and other instruments may be signed on behalf of the corporation by any two (2) persons who are the president or executive vice- presidents or a designated director or the executive secretary.

**ARTICLE XX**  
**REMOVAL OF FEDERATION OFFICERS AND APPOINTED DIRECTORS**

1. The members of the board of directors may remove a federation officer or appointed 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 in his/her stead for the duration of the term.

**ARTICLE XXI**  
**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 XXII**  
**REMUNERATION OF DIRECTORS**

1. The 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. The directors shall be paid their traveling and other out-of-pocket expenses properly incurred by them in attending meetings as approved by the board of directors or of the members. No confirmation by the members of any such payment shall be required.

**ARTICLE XXIII**  
**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.