

Millwood Home and School Association

General

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

Or

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

Roles

4. The elected officers shall be: President, Vice President, Recording Secretary, Treasurer and Correspondence Coordinator.
- 5.** At its first meeting following the election of officers and committee chairs, the executive committee shall elect/appoint a member to be the Home & School representative to School Council. This representative to School Council shall, upon election/appointment, automatically become a member of the association executive committee.
- 6.** The executive committee shall consist of the association officers and include the representative to School Council.
- 7.** A representative shall be elected by the executive committee annually to the Home and School Council of which this association is a member. The president of the association (or an appointed designate), together with the Home and School Council representative, shall be the voting representatives to the Home and School Council. *(If there currently is no active Home and School Council serving in your area, this bylaw does not apply.)*

Meetings

- 8.** The schedule for executive committee meetings shall be determined each year by the members of the executive and shall not be less than the number of general meetings of the association.
9. The quorum of the executive committee meetings shall be 51 % of the executive committee.
10. The number of general meetings to be held during the school year shall be determined by the executive in accordance with the needs and interests of the members. The annual meeting of the association shall be held prior to the end of June to ratify the budget and elect officers.
11. The quorum of association general meetings and annual meeting shall consist of members in good standing equal to the number of members of the association executive committee plus 2. Quorum is a specific number, not based on attendance (ie. 5 members on Exec + 2 members = 7 for quorum) But may be any 9 members! *(Note: voting privileges begin 20 days after the initial membership is purchased)*

12. A budget will be proposed by the executive committee, presented to and ratified by the association members, empowering the executive committee to conduct the business of the association.
13. In the event that an important or timely decision needs to be made between executive committee or general meetings, and the members are unable to meet, then the "OFHSA Guidelines for Electronic Voting" shall be followed.

Finances

14. The executive committee shall be empowered to spend up to \$200 at any one meeting outside the pre-approved budget, for items of immediate importance. Items above this amount must be approved by a vote of the general membership.
- 15.** The association shall pay to OFHSA such annual membership fees as set by the OFHSA Board of Directors and ratified at the OFHSA Annual Meeting.
16. The annual association membership fee shall be determined annually by the incumbent executive committee to meet the needs of the association.

Reporting to OFHSA

17. The treasurer shall establish a bank account for association funds, with at least three signing authorities, all of which shall be OFHSA members in good standing. The signing authorities must be Elected Officers. All cheques require any combination of two signatures from the designated signing authorities. *(Associations must have their own bank account, separate from any other school organization.)*
- 18.** The treasurer shall maintain and submit financial records (financial statements and ledgers, invoices, receipts and bank statements) for verification annually. *(May be completed by any person who was not directly involved in the handling or reporting of funds of the association. The person does not have to be an accountant.)*
- 19.** The association shall submit the following items to its Home and School Council each year based on verification requirements: an executive list; a verified financial statement for the previous year; an approved operating budget for the current year; and a schedule of projected meeting dates. In the absence of a Home and School Council, items are to be submitted directly to the Federation.

**** Standard for all Associations. These bylaws are required in the OFHSA Constitution and Bylaws and are not subject to amendment by the Association.**