

BEAVERLODGE HOME & SCHOOL ASSOCIATION CONSTITUTION

Article 1

Name:

The name shall be 'Beaverlodge Home and School Association'

Article 2

Objectives:

- a. To facilitate effective communication between the community, the students and the staff and administration of the school on matters of common interest.
- b. To act as a resource organization to parents, providing information and assistance on school or divisional activities, and activities which will enable them better to assist their students with their studies.
- c. To organize fundraising activities to enhance the educational programmes of the school and to assist the staff as needed with special projects.
- d. To provide a regular forum for communication, liaison and exchange of ideas and information among the members of the Home and School Association.
- e. To receive reports from the principal regarding school programmes, policies, organization and activities and to advise the principal thereof.
- f. To advise on and initiate supportive adult activities in the school and community.
- g. To review such division policy proposals as may from time to time be presented for consideration by the division's board of trustees and to respond accordingly.

Article 3

Membership:

- a. All parents or legal guardians, extended family members of the family over the age of 18. This also extends to foster parents shall be members of the Home and School Association and shall be eligible to vote.
- b. Citizens residing with students attending Beaverlodge School or citizens residing within the school's catchment area shall be associate members of the Home and School Association. Associate members may attend meetings of the Home and School Association, but may not vote or hold office on the executive.

Article 4 School

Representatives:

- a. The school appoint a liaison from the school staff.
- b. The principal represents the Board of Trustees and shall advise the Home and School Association and executive on division policy.

Article 5

Required Meetings:

- a. The Home and School Association shall meet a minimum of six times annually, including Annual Meeting to elect the Executive.
- b. Executive and committee meetings shall be held at random when necessary.
- c. The Annual General Meeting to elect the new Executive members for the following year shall be held in May or September.
- d. A quorum, which is 2/3 of the Executive Committee and committee chairpersons must be in attendance at all general meetings.

Article 6

Nominations and Elections:

- a. Elections shall be held each year at the Annual General Meeting to form the new Executive for the following year, or at any general meeting should a position become available.
- b. The new Executive will start their term when the school year ends following the elections and take custody of all previous records and correspondence.

Article 7 Voting

Privileges:

At meetings of both the Home and School Association and the Executive decisions shall be on a majority vote basis with all members entitled to one vote on each matter of business. The president shall cast the deciding vote in the event of a tie. Representatives of the school will also have the ability to approve, second or vote at meetings.

Article 8 Fees:

No fees are required as all workers, officers and members are on voluntary service.

Article 9

Executive:

- a. The Executive shall consist of a minimum of three roles: President, Secretary and Treasurer. However, additional roles can be filled as needs demand and passed by a 2/3 vote.
- b. No elected member of the Executive shall hold the same office for more than three consecutive years. Exceptions may be made for offices that cannot be filled with another member.
- c. If there are less than three roles filled the Executive has the option of disbanding/suspending the Beaverlodge Home and School Association until there is enough members to fill the roles. In the event of disbanding/suspending of the Association the current Executive will vote on allocation of funds in the bank account.

Article 10

Executive Duties:

a. President:

- Organize meetings.
- Clarify purposes and policies.
- Planning for upcoming year.
- Preside at all meetings.
- Shall take direction from Home and School Association regarding Home and School Association business and shall work in close consultation with the school principal.
- Delegate work for committees.
- May be a participating or non-participating member of all committees.
- Maintain a correspondence file.
- Shall direct all activities of the Home and School Association and represent the Home and School Association in the community.

b. Secretary:

- Keep minutes of general and Executive meetings.
- Send all correspondence
- Shall within two weeks after Home and School Association or Executive meeting provide to the members of the Executive copies of all minutes.
- Shall also forward copies of the minutes to the Principal who shall in turn:
 1. Post one copy for general public
 2. Post one copy for the staff members
 3. Link to the school home page

c. Treasurer:

- Shall maintain records of all financial transactions of the Home and School Association.
- Shall be responsible for banking Home and School funds and arranging banking services.
- Shall present a financial statement of the Home & School Association accounts at each meeting.
- Should prepare books for end of year audit. To be done by outside party.
- Shall form a budget which includes projected income and expenses.

Article 11

Standing Committees:

The Executive may appoint or dissolve standing committees as deemed necessary.

Article 12

Banking and Fund Privileges:

- Treasurer in charge of all funds.
- Two signatures required on cheques – President or Secretary and Treasurer.
- The Home and School may allow a special float fund to be set up for major projects – financial report to be submitted to the Executive upon completion of project.
- Treasurer may have option without vote to have bank account where it is most convenient.
- Allotment of funds to be voted on by members at general meetings.
- All fundraising project monies handled by the Home and School are to be put in the Treasurer's hand upon completion of the project.
- Any committee member spending small sums of their own money shall be reimbursed upon receipt by the Treasurer of Home and School funds.
- All bank statements shall be mailed to the Treasurer
- An audit is to be carried out at the end of the school year.

Article 13

Amendments:

The Constitution may be altered or amended by a vote of 66% of the voting bodies at any regular meeting. Notice containing such alteration or amendment shall be submitted to the secretary and written and distributed in the newsletter to members of the Association one week prior to the meeting at which such alterations or amendments are to be voted on.