

**Sycamore Lane Elementary School
Home and School Association
By-Laws**

The name of the organization is the Sycamore Lane Elementary School Home and School Association(HSA). The permanent address shall be that of the school.

OBJECTIVES

The objectives of the HSA are:

- a) To foster a close liaison between the parents, staff and the community of Sycamore Lane Elementary School.
- b) To promote positive spirit, bringing the community together through activities and events that promote fellowship.
- c) To support Sycamore Lane Elementary School in its efforts to provide additional resources and/or people for the benefit of its programs through fundraising.

MEMBERSHIP

The membership shall consist of all parents or guardians of enrolled students, members of the staff of Sycamore Lane Elementary School.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following positions:

- Chair
- Vice-Chair (v)
- Secretary (v)
- Treasurer (v)
- Past Chair (mandatory one year term) (v)
- Four (4) Members (v)
- Principal and/or Vice-Principal
- Two (2) Teachers (when possible representing grades P-3, 4-6) (v)

(*v = *voting member*)

Elected members of the Executive Committee shall be elected for a term of one year, covering the period from August 1st to July 31st of the following year. The Chair and Treasurer shall be elected for a two-year term. The positions of Vice-Chair and Secretary may offer for one additional year without re-election. Nominations for Chair, Vice-chair, Secretary and Treasurer shall be filled by previous year executive members when possible before the AGM meeting in April or May and voted by present executive. It is the responsibility of HSA members to notify the Chair or Secretary if unable to attend any meeting. Any member may be removed by the executive if they miss more than three meetings a year.

Elections shall occur during the annual general meeting (AGM), which takes place in April or May. Incumbent executive members shall be eligible to re-offer without out re-election for an additional

term of one year. To fill all vacant member positions, the method of voting will be by ballot. If an elected member of the Executive is unable to complete their term, then the executive shall appoint a replacement.

The duties of the Executive Committee are:

Chair

- Preside at all general and executive meetings
- Support the activities and committees of the HSA
- Set the agenda in consultation with the Executive Committee for all the meetings.
- Responsible for developing the yearly plan for fundraising and activities
- Assist with activities and events.
- Approve meeting notes and post.

Vice-Chair

- Coordinate and liaise with committees and activities of the HSA
- Assist the Chair in the performance of their duties
- Preside at all meetings in the absence of the Chair
- Support the Treasurer in their duties and assist with the proper control of money at events.
- Approve minutes.

Secretary

- Maintain a correspondence file
- Prepare minutes of all meetings to be sent to Chair and Vice-Chair for approval for posting
- Assist the Chair with correspondence as necessary
- Assist with activities and events

Treasurer

- Prepare and present a financial statement for each General and Executive meeting
- Control the money collected and spent by the HSA
- Monitor SchoolCash account for the HSA
- Requisition cheques
- Assist with activities and events

Members

- Active involvement in fundraising activities and events
- Active involvement in school spirit events
- Attend meetings

Past President

- Act as a returning officer at new elections.
- Provide advice and point of context to executive members

Principal and/or Vice-Principal

- Advise the Executive Committee on matters pertaining to School Board policy and regulations as it applies to Home and School
- Liaise with the chair and executive members on activities and events of the HSA from an administrative perspective
- Report on activities within the school

Staff

- Advice on matters pertaining to education, teachers, students and the school
- Liaison between the Home and School and school staff

FINANCIAL MATTERS

The financial period for the HSA shall be from August 1st to July 31st to coincide with the term of the Executive Committee. All expenditures less than two thousand dollars (\$2,000.00) per single purpose may be approved by a vote of the executive. All other expenditures must be approved at a general meeting. Any surplus funds at the end of the year shall be carried forward to the next year. Members having signing authority are the Admin Assistant, Vice Principal and Principal.

MEETINGS

- There shall be a minimum of eight (8) meetings per year. Four (4) of those meetings must be General meetings of which one (1) will be the AGM. The other four (4) meetings will be Executive meetings.
- Executive meetings are for Executive members only.
- General meetings are open to the public.
- Discussions at all times remain positive and respectful.

A quorum shall consist of at least:

General Meetings:

- a) minimum of two (2) members; and
- b) at least one (1) staff member.

Executive Meetings:

- a) two (2) of Chair, Vice-Chair, Secretary or Treasurer;
- b) two (2) of members, or Past Chair; and
- c) one (1) staff member (witness)

The agenda shall be sent to executive members at least one week prior to the General meeting. Copies shall be made available at the meeting. Each item on the agenda shall be discussed. Each member in attendance shall have one vote. In the event of a tie, the matter shall be referred to the

Executive Committee. The Executive shall determine if the issue is one that can be addressed or if it should be reconsidered at an extraordinary meeting of the whole.

Extraordinary General meetings may be called when warranted.

The SAC (School Advisory Committee) is encouraged to have a representative attend the meetings as an observer in an attempt to foster a close working relationship between the two groups (HSA and SAC) in achieving the set goals. Similarly, the HSA will attempt to have a member present at the SAC meetings. Whenever possible, the meetings for the two committees will be scheduled for the same day.

BY-LAW AMENDMENTS

These By-Laws may be amended by a two-thirds majority vote at a General meeting provided the item is on the agenda and the suggested amendment is submitted in writing. All amendments, once passed, shall be effective immediately unless otherwise stated. The By-Laws should be revised as necessary to meet the needs of the changing school population.

DISOLUTION

In the event of dissolution of the Association all assets shall be donated to Sycamore Lane Elementary School.