

Article I

NAME and PURPOSE

NAME

The name of this organization shall be:

Willingdon Home and School Association

Willingdon Home and School Association shall be affiliated and maintain its membership with the Quebec Federation of Home and School Associations Inc. (QFHSA)

PURPOSE

1. To act as an independent, volunteer, non-profit organization dedicated to enhancing the education and general well-being of children and youth by bringing into closer relationship the home, the school and the community;
2. To promote the involvement of parents, students and educators to secure for every child the highest level of learning and advancement;
3. To act as a voice for all children and their families;
4. To make parents aware of current educational practices and major issues which affect education.
5. To make the community aware of challenges facing both families and educators and bring about fruitful discussions and support.

Article II

Powers

For the carrying on of the above mentioned purposes, the organization may:

1. Provide facilities for bringing together the members of Willingdon Home and School Association for discussions of matters of general interest, and to stimulate cooperative effort;
2. Develop between educators and the general public such united effort as shall secure for every child the highest advantage in physical, mental, and cultural education;
3. Maintain an inclusive organization wherein all are welcomed.
4. Carry on fundraising;

5. Buy or rent equipment;
6. Receive contributions
7. Carry out anything else within the law necessary to reach the group's objectives.

Article III

MEMBERSHIP

Voting membership in the Association shall be granted upon payment of the prescribed fees to the Federation.

- *Regular voting membership*
Regular voting membership shall consist of individuals, families, administration and staff, in good standing, desiring to participate in, support and promote the objectives of the Willingdon Home and School Association for the educational, cultural and overall well-being of all children.
- *Affiliate voting membership*
Affiliate voting membership shall consist of a regular voting member, in good standing at a different local home and school association, and that is in good standing with the Willingdon Home and School Association.

Article IV

EXECUTIVE

1. The Executive shall consist of a minimum of 6 persons, elected at the Annual General Meeting from among the members, in good standing, of the Willingdon Home and School Association. The exact makeup of the executive committee can be modified as needed through the provisions laid out in the by-laws. Currently, the executive committee is as follows:
 - (i) Co-President
 - (ii) Co-President
 - (iii) Secretary
 - (iv) Treasurer
 - (V) Communications Chair
 - (VI) Website Coordinator

(VII) Family Support Fund Co-Chair

(IIX) Family Support Fund Co-Chair

2. Each position of the Executive shall be filled for a term of 2 years.
3. Secretary, Communications Chair, Website Coordinator and FSF positions shall be eligible for re-election; with no maximum consecutive terms.
4. Co-President and Treasurer positions will be eligible for re-election for a maximum of 2 consecutive terms excluding time served in completing a predecessor's term.**
5. If an Executive position falls vacant or is vacant it shall be the responsibility of the Executive Committee to find a replacement, but only until the next AGM where they can then stand for election.

Article V

MEETINGS

ANNUAL AND OTHER GENERAL MEETINGS

- The Annual General Meeting shall be held each summer, before the fiscal end of the year, July 1st.
- Special General Meetings of the Willingdon Home and School Association may be called by the Co-President(s) or at the request of any two Executives or at the request of any ten members.
- The Willingdon Home and School Association shall meet at least four times a year.
- Annual General Meetings, Special Meetings and Executive Meetings may take place in person or remotely at the discretion of the Co-Presidents.

Article VI

Finance

- Willingdon Home and School Association shall maintain, in its name, a bank account with a branch of any chartered bank, which the Executive Committee shall designate.
- Every two years, the Willingdon Home and School Association shall have its account independently examined by an accountant.
- The signing officers shall be the Co-Presidents and Treasurer.
- The number of signatories needed shall be two. In the case of E-transfers, these will be documented digitally and in the accounting files of the Treasurer with a minimum of two signing officers approving the transfer.
- Financial reports will be presented at each regular meeting and at the AGM annually and will be made available to any member(s) at their request.
- Year-end Financial reports must be submitted to the QFHSA every year, signed by the Co-Presidents and Treasurer.

ARTICLE VII

AMENDMENTS

- The Constitution may be amended at any meeting by a majority of the votes of the members present, provided there is a quorum and due notice of the proposed amendments have been provided to all regular and affiliate voting members at least two (2) weeks prior to the meeting.
- Amendments to the Constitution have immediate effect.

ARTICLE VIII

DISSOLUTION (in accordance to QFHSA by-laws)

- Voluntary dissolution of Willingdon Home and School Association requires the following:
 - An Executive decision to disband can only be taken by a two-thirds vote of members present at a General Meeting, provided that there is a quorum at such a meeting in accordance with the Willingdon Home and School Association By-Laws, and that a formal notice of such an intent has been forwarded to all members 30 days prior, and that a motion to disband has been included in the announcement of the General Meeting;
 - The reasons for a proposal of dissolution shall be forwarded in writing to the QFHSA at least sixty (60) days before any action is taken;
 - In the case of a decision to dissolve, all assets shall be sent to the QFHSA to be held in trust until the association is re-constituted.
- If a school is being closed, the following procedure shall be applicable:
 - Where there is a Maintaining Association connected with said school, this association shall be merged with the Maintaining Associations(s) of the school(s) to which the pupils are being transferred.
 - If there is no association at the new school(s) the association of the old school shall do its utmost to establish a Home & School Association at the new school(s).
 - School closings do not affect the membership status of individual parents.
 - The disposal of all monetary assets belonging to the local association connected with the school being closed shall be the responsibility of said association. If said association wishes it may place its monetary assets in trust with Quebec Federation pending final decision as to its disposal.