

BYLAWS

STANDING RULES

BEST PRACTICES



ARTHUR FORD HOME AND SCHOOL ASSOCIATION

ESTABLISHED

2017

UPDATED

2022



The Ontario Federation of
Home and School Associations

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OFHSA

FROM THE OFHSA CONSTITUTION AND BYLAWS:

Each Association is required to establish and maintain bylaws for the management of its own affairs. Your Home and School Council is available to assist you, otherwise contact OFHSA.

An Association wishing to amend its bylaws shall either:

1. 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

2. 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 2/3 majority of the members present, providing quorum is present, the amendment shall be submitted to the Home and School Council for approval (or, in the absence of a Home and School Council, to the executive committee or board of directors of OFHSA).

ASSOCIATION BYLAW ARTICLE X.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.

General Info

These Association Bylaws are mandated by the OFHSA Constitution and Bylaws and must be included in each individual Association's Bylaws. Please complete the relevant information and submit to OFHSA for initial approval.

Any subsequent amendments shall be submitted to your Home and School Council (TVCHSA), unless a Lone Association, then submit to OFHSA.

General

1. This association agrees to organize and accept the Constitution and Bylaws of the Ontario Federation of Home and School Associations (OFHSA).

2. The name of the association shall be the **Arthur Ford Home and School Association**, located in London, Ontario.

3. The association will report to the Thames Valley Council of Home and School Associations.

(TIP: If there currently is no active Home and School Council serving in your area, leave this line blank; you are considered a 'Lone' association.)

Roles

Roles

4. The elected officers shall be: President, Vice-President(s), Treasurer, Secretary.

(TIP: Traditionally these include president, one or two vice-presidents, secretary and treasurer. A minimum of three officers is required.)

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 and 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's elected officers (see #4) and include the past-president and the representative to School Council. Additional executive committee positions shall be:

(TIP: Associations may add other positions as needed, such as committee chairs and/or the school principal, as part of the executive committee.)

7. A representative shall be elected by the executive committee annually to the Home and School Council of which this association is a member (see #3). 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.

(TIP: If you are a Lone Association, this bylaw does not apply.)

Meetings

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.

(TIP: Quorum must be at least 51 %.)

10. The number of association 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 elect officers and ratify the budget.

11. The quorum of association meetings and the annual meeting shall consist of members in good standing equal to the number of members of the association executive committee plus 2.

(TIP: This should be at least two. Quorum is a specific number, not based on attendance - i.e. 6 members on exec + 2 = 8 for quorum; but may be any 8 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 association meetings, and the members are unable to meet, then the '**OFHSA Guidelines for Electronic Voting**' shall be followed.

Finances

Finances

14. The executive committee shall be empowered to spend up to a maximum of \$200 (suggestion is \$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.

(TIP: Decide on a realistic amount which allows flexibility but does not relinquish the authority of the members.)

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.

(Note: the association may choose to charge less or more per individual/family membership but must remit to OFHSA the fee amount 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.

17. The association shall pay to OFHSA the annual Association Insurance Fee, which covers the cost of liability insurance coverage for the individual association and its members.

18. The treasurer shall establish an association bank account, **separate from any other school organization**, with at least three signing authorities, all of whom shall be OFHSA members in good standing. The signing authorities (association officers or executive members) shall be (list positions) President, Vice-President, Treasurer.

All cheques require a combination of any two signatures from the designated signing authorities.

OFHSA

Reporting to OFHSA

19. The treasurer shall maintain and submit financial records (financial statements and ledgers, invoices, receipts and bank statements) for verification annually.

(TIP: 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, but financial knowledge preferred.)

20. The association shall submit the following items to its Home and School Council each year based on OFHSA 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.

(TIP: See ‘Tips for Home & School Association Executives’ for required annual submission dates.)

Associations may wish to develop ‘Standing Rules’ as guidelines that outline best practices the association wants members to follow. This allows for more flexibility than the ‘Association Bylaws’, which members must follow.

Please see ‘Home and School Association Guidelines’ for more information and guidance regarding standing rules and additional information related to the operation of an association.

Standing Rules Best Practices

INTRODUCTION

Home & School wanted to enhance our Bylaws with the creation of our Standing Rules and Best Practices document.

The Standing Rules are rules the Home and School can use to administer its affairs under the provision of the Bylaws. Standing Rules allow for adopted procedures to accomplish specific areas of our Home and School work. The Standing Rules and Best Practices will provide a guideline in combination with our Bylaws to aid in decision making.

As a Home and School, we will endeavour to do its part to reduce systemic barriers within the school to improve student learning, close achievement gaps, and to ensure equitable opportunities for students and families within the Arthur Ford School Community.

We will work to encourage consistent and effective communication with our families, take an active role in recognizing the diverse definition of family and continually look for opportunities to incorporate diverse cultures and celebrations within the programs supported, communications developed, and parent engagement events provided.

Always remembering that we are all FIREBIRDS, we will celebrate both connections and differences along the way.

Standing Rules

Standing Rules

1. The Executives can work to change/adapt standing rules at the start of each school year, understanding that all changes will be voted on per OFHSA voting procedure.
2. All members (voting and non-voting) are welcome to actively participate in meetings, voice concerns and bring ideas to the table with the understanding that you do not have to be a paid member to take part. Paid memberships introduce voting rights and the ability to fill an Executive position.
3. Bylaws are to be shared with the H&S and parent body each year and if OFHSA does not communicate recommended changes, the Bylaws should be reviewed every three years. Updates to be put through the change control process that is in place with OFHSA.
4. H&S will reference the **EQUITY STATEMENT** with the amendment from June 7, 2021 meeting
(Arthur Ford School Council and Home and School Equity Statement - June 7, 2021 Approved)
5. H&S will reference OFHSA HOME AND SCHOOL ASSOCIATION GUIDELINES – Declaration of Conflict of Interest if an individual’s private interests may be incompatible or in conflict with H&S.
(For more information, refer to the Arthur Ford Home and School “Conflict of Interest” procedure as recommended by OFHSA and finalized/approved and voted on March 1st, 2021 Home & School Meeting.)

Standing Rules

Standing Rules Con't

6. H&S will reference **OFHSA PARLIAMENTARY PROCEDURES – ROBERTS RULES OF ORDER** as a framework to aid in making decisions.

(For further information please refer to the Arthur Ford Home and School “Conflict of Interest” procedure as recommended by OFHSA and finalized/approved and voted on March 1st, 2021 Home & School Meeting.)

7. H&S is to reference OFHSA COMMITTEE GUIDELINES when forming any sub-committee.

8. H&S to reference OFHSA and TVDSB’s Fundraising Guidelines. H&S will reference an approved annual budget for that school year and will reference the caveats included with each line item.

9. H&S to reference COMMUNICATION POLICY for guidance on ALL communications that are tied to our activities.

(This is to be developed end of 2020/2021 – start of 2021/2022 School Year by School Council)

10. There shall be 8 general meetings per year to ratify a budget, elect officers, and meet the identified needs of the members.

Best Practices

VOLUNTEERISM

- New members will be provided a welcome package when they register, that summarizes the H&S positions, how we vote and make decisions on H&S. Non-voting members can request a package and are welcome and encouraged to have a voice in all meeting dialogue, bringing ideas to the table but will not be part of the voting process.
- H&S will attempt to work with Kindergarten staff as part of the recruiting reach out process to connect with new families and show encouragement to attend a meeting.
- Strive to have equal Executive representation from Neighbourhood and APPLE classrooms; should an election vote result in a tie and there is a need to balance out the house, the President of the Home and School will be the tiebreaker or make the final decision maker (this decision-making process follows the Robert's Rule of Order procedures).
- Membership is not limited (paid and non-paid)

Best Practices

CONFLICT OF INTEREST

- An Arthur Ford Home and School Association member shall declare at the beginning of each meeting if the agenda presents a conflict of interest for that member. The President and/or Principal will advise the secretary to note the conflict and ensure it is accurately recorded in the meeting minutes

- **Conflict of Interest explained:** Conflicts of interest are not always obvious. A conflict of interest is any situation that may cause an impartial observer to reasonably question whether your actions are influenced by considerations of private interest. “Private Interests” can include financial interests, interests related to your personal relationships, or interests related to your other outside activities.

A conflict can be actual, perceived or potential (please refer to OFSHA Conflict of Interest Guideline for further details). If the President does not see that a motion can meet Quorum, the President may dismiss the motion and the member can follow up with the Executive for guidance

- **Conflict Resolution:** In the event of an internal dispute, the Arthur Ford Home and School Association member will involve the Principal. The AF H&S member will comply with the OFHSA Policy. AF H&S can contact the OFHSA and/or TVSCHA for advice as well. For further guidance on resolution guidance members can refer to “Alternate Decision Making Model”. It is important to promote the importance that all things can be worked out with respect and kindness

Best Practices

SUBCOMMITTEES

- Home and School may, on as needed basis, establish subcommittees to make recommendations to the Home and School
- The subcommittee of a Home and School must include at least one Executive member, one parent/guardian that is a non-voting member of Home and School and one member of School Council
- The subcommittee of a Home and School may include persons who are not members of the Home and School
- Once the subcommittee has concluded their meetings a report summary is to be maintained and provided to the Home and School

Best Practices

FUNDRAISING

The following steps, in alignment with the OFHSA and TVDSB's Fundraising Guidelines can be considered to take place:

- It is important that the Principal of the school is consulted for all fundraising activities that are planned, prior to a decision being made to launch a fundraiser
- OFHSA and TVDSB's Fundraising Policies and/or corresponding Procedures/Guidelines need to be followed for all fundraising efforts
- Need to ensure there is funding support for students with less access to funds (as captured in the budget caveats).

This will contribute to the equity between the APPLE and Neighbourhood Programs.

An example could be creating an opportunity to raise additional funds to support a Neighbourhood graduate gift, of similar sentiment to what our APPLE graduates receive each year.

Considerations

TIPS AND THINGS TO KEEP IN CONSIDERATION FOR FUNDRAISING/BUDGET:

- Budget lines are defined as wants and will transition to a need when the request comes in
- Fundraise for a need not just for fundraising sake
- Be mindful not to over fundraise
- Look at opportunities fundraising outside the Neighbourhood (i.e. grants etc.)
- Advocate for proper funding to mitigate some of the gaps
- Home and School will have a limit which will be the approved budget (with input from school admin). Anything over the limit (the approved budget) is over fundraising.
- Coordination and approval of fundraising by administration for all groups
- Fundraising is reviewed and approved via the school admin (the principal) to ensure that we have a process to meet the needs and limits
- Ensure that all parents are following their appropriate rules and held accountable to the rules that apply
- Hot Lunch starts as soon as possible in September as it offers a service to families in addition to being a main source of fundraising

Considerations

TIPS AND THINGS TO KEEP IN CONSIDERATION FOR FUNDRAISING/BUDGET:

- Parent Night is a small fundraiser that can also start in September
- Secondary, supplemental fundraising needs generally kick off in October/November, allowing families to feel settled into the new school year
- If fundraising goals are soft for the needs identified in an annual budget, the committee will revisit the list to determine IF more fundraising events are to be introduced OR a reprioritization of the budget list is the better approach
- Avoid overlapping fundraisers – example launching Spirit Wear in the same week as Hot lunch forms are sent out
- If Grad Committee and Hot Lunch Committee does not include a voting member, H&S will pay the fee so that all fundraising activities are protected under the insurance offered by OFHSA

Special Events

Below is an annual list of the routine events that are hosted year over year:

1. Meet the teacher – date comes from admin (generally late Sept/early October)
2. December Skating Trip – H&S covers buses
3. Pancake Day – February (usually around Shrove Tuesday/be sensitive to fasting holidays)
4. Assist school with play/talent show – every other year
5. School Picnic – second week June (after Ramadan please)
6. Staff Appreciation breakfast/Lunch is the first PD in June – Home and School can contribute but we try and run off donations first
7. Host one a parent/family engagement night – an example is a math night that aligns with a school goal

Budget Caveats

Arthur Ford Public School Home and Association 2023/2024 Budget Caveats

1. Field Trips *Revisit next year once Apple has used up or designated all of their funds

1.1. Arthur Ford Public School teachers and/or administration who do not already have access to other funding sources for field trips, apart from parent field trip fees and/or classes that already had funded field trips for the school year, can submit a request.

1.2. Administration shall provide the admin approved request for funds to Home and School Executive for consideration.

1.3. The requests will be voted on (or deferred for further discussion) by association members during the regular scheduled monthly meetings.

2. Carry-Over & Surplus Funds

2.1. Every year a carry-over amount will be decided upon to cover purchases needed early in the following school year before fundraising gets going.

2.2 If the carry-over amount exceeds the agreed upon amount at the end of the school year, the surplus should be reviewed and suggestions entertained and voted on in order to gain consensus on how the surplus should be spent (ex: allocate it towards a capital project and carry it over, find a need not previously discussed/anticipated or one that was previously turned down and spend the money in the current school year).

Budget Caveats

2.3. Home & School is considered a "Not for Profit" organization, therefore we should not be carrying forward large bank balances unless the funds are designated for a large project such as playground equipment. Fundraising should be planned in order to meet the budget not exceed it.

3. **Division/Classroom Requests** – Consumables

3.1. Amount set within budget amount to account for consumables. Consumables refers to small purchases made by teachers and/or staff for in class activities.

3.2. Amount allotted to teachers and/or staff will be determined each year and will be notified of approved spending amounts. Eg. \$50 for the year for small purchases made for crafts, classroom events, or other classroom needs, etc.

3.3. Teachers and/or staff will submit receipts every few purchases to Home & School.

3.4. If teachers/staff do not use their allocated consumable funds by the end of March their funds will be returned to the budget and considered available to be spent on other division/classroom needs.

4. **Mandatory Items**

4.1. Within the general designated amounts for our budget, there will be 'mandatory' items which are yearly standing items and must be recognized in dollar amounts proposed.