

Association Bylaws

INITIAL BYLAWS, AS WELL AS ANY SUBSEQUENT PROPOSED AMENDMENTS, ARE APPROVED BY THE OFHSA BOARD OF DIRECTORS.

Reviewing your association bylaws helps remind everyone that the Home and School Association operates within a framework and that all financial decisions must be made inside that context.

It is good practice to review your association bylaws every year to ensure that all association members have a copy of the current bylaws, and understand them.

Every Association is required to establish and maintain bylaws for the management of its own affairs. These bylaws must remain in the OFHSA template format and must not go against anything in the full OFHSA Constitution and Bylaws document. When changes to the OFHSA Constitution and Bylaws are made at an Annual Meeting of Members, Associations must also update their bylaws to match these changes.

There are several sections in this template for Associations to choose the options that work best for their Association. If an Association wishes to amend any of these sections they 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. Send a written notice of motion 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 $\frac{2}{3}$ majority of the members present, providing quorum is present, the amendment shall be submitted to the Federation Board of Directors for approval.

OFHSA is available to assist you.

Association Bylaw Article X.3:

The bylaws of an association shall contain, among other things, the following:

- the name of the association (does not contain “public school” or “french immersion”)
- the titles of the officers
- the specified amount which the executive committee is authorized to spend at any one meeting outside the pre-approved budget
- the schedule of general meetings and the quorum required
- the schedule of the executive committee meetings and the quorum required
- the annual meeting of the association shall be held prior to the end of June to elect officers and ratify the budget
- a procedure to ensure that the financial records (invoiced, receipts, bank statements, financial reports, etc.) submitted by the treasurer are verified annual (September 1st - August 31st), and that the signed Verification of Financial Statements letter and accompanying year-end financial statement are submitted to the Federation by October 31st annually.

Byron Southwood Home and School Association



The Ontario Federation of
Home and School Associations

Put your
Association logo
here.

These Association Bylaws are mandated by the OFHSA Constitution and Bylaws and must remain in this template format for Association use.

Please complete sections 2, 3, 4, 6, 9, 14, 18 and submit to the OFHSA Board of Directors for approval.

Any subsequent amendments must be submitted to the OFHSA Board of Directors.

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 Byron Southwood Home and School Association, located in London, Ontario. ***(Do not include "public school" or "french immersion" in the association name.)***
3. The association will report to the Thames Valley Council of Home and School Associations. ***(If there currently is no active Home and School Council serving in your area, you are considered a 'Lone' association.)***

or ***(please check one)***

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

Executive Committee

4. The elected officers shall be: **President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer.** ***(Please circle; a minimum of three is required.)***
5. After the election of officers and committee chairs, the executive committee will appoint a member to serve as the Home and School representative to the School Council. This representative automatically becomes a member of the executive committee.
6. The executive committee includes the association's elected officers (see #4), past-president, School Council representative, Home and School Council representative, and additional positions added as needed (such as committee chairs or the school principal). These additional positions will be:

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7. Each year, the executive committee will elect a representative to the Home and School Council. The president (or a designated alternate) and this representative will serve as voting members of the council. *(This section does not apply to Lone Associations.)*

Meetings

8. The schedule for executive committee meetings will 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 will be 51% of the executive committee. *(Quorum must be at least 51 %.)*
10. The number of association meetings to be held during the school year will be determined by the executive committee in accordance with the needs and interests of the members. **The annual meeting of the association will be held prior to the end of June** to elect officers and ratify the budget.
11. The **quorum of association meetings** will be the number of association executive committee members plus 2. *(Quorum is a specific number, not based on attendance - i.e. 6 members on exec + 2 = 8 for quorum; but may be any 8 paid 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' will be followed.

Finances

14. The executive committee shall be empowered to spend up to a maximum of \$500 *(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. *(Decide on a realistic amount which allows flexibility but does not relinquish the authority of the members.)*
15. The association will 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 will be determined annually by the incumbent executive committee to meet the needs of the association.

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17. The association will 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 will establish an association bank account, **separate from any other school organization**, with at least three signing authorities, all of whom must be OFHSA members in good standing. The signing authorities (must be association officers or executive members) will be *(list positions, not member names)* **President, Vice-President, Treasurer**. All cheques require a combination of any two signatures from the designated signing authorities.

Reporting to OFHSA

19. The treasurer will 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, or anyone they are related to. The person does not have to be an accountant, but financial knowledge is preferred.)***
20. The association will submit the following items each year based on OFHSA requirements: an executive list; a verified financial statement for the previous year along with verification letter; an approved operating budget for the current year; a complete membership list; and a schedule of projected meeting dates. *(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. Standing Rules cannot go against any OFHSA bylaws.

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.

Approved: July 2025

Date approved by OFHSA Board of Directors