

# Westmount School Association

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## BY-LAWS

Reviewed/Amended April 28, 2014

### NAME

1.0 The name of this organization is: Westmount School Association (WSA).

### PURPOSE

2.0 The purpose of this Association is to bring parents, guardians and staff members together with the common goal to provide our children with the best possible climate for their learning experience.

Westmount School's Mission is to be a safe, supportive, inclusive, student-centred environment whose mission is to challenge and enable all learners to achieve their greatest potential by providing diverse learning experiences in partnership with families, staff, and community.

The Westmount School Association supports this mission by fostering cooperation between staff, parents and guardians using the following guiding principles:

- 2.1 Supporting educational activities
- 2.2 Providing a forum for communication between the staff and parents/guardians
- 2.3 Facilitating social activities that enhance a sense of community for Westmount School families
- 2.4 Engaging in advocacy activities that bring specific Westmount School concerns to the attention of decision makers
- 2.5 Initiating fundraising activities to help provide supplementary school equipment and supplies, educational opportunities and extracurricular and social activities within the school and broader community

### MEMBERSHIP

- 3.0 The membership of the Association is open to all teachers and staff working at Westmount School and all parents or guardians who have a child or children attending Westmount School.
- 3.1 Every member of the Association shall be entitled to attend any meeting of the Association and to hold office subject to restrictions in Section 4.

3.2 Membership in the Association shall cease immediately if the member does not continue to qualify for membership as outlined in Section 4.

#### EXECUTIVE

4.0 Executive members of the Association shall include:

- i. President
- ii. Vice President (v)
- iii. Past President (v)
- iv. Secretary (v)
- v. Treasurer (v)
- vi. Principal or Principal Designate
- vii. Two Teacher/Staff Representatives (v)
- viii. Four to Six Members at Large (v)

(\*v = voting member)

4.1 Term/Duty period runs from July 1- June 30.

4.2 The President of the Association shall preside as Chairperson of every meeting.

4.3 If the President is not present, the Vice-President shall preside.

4.4 If neither the President nor the Vice-President is in attendance, the Executive members shall choose someone from the current Executive to chair.

4.5 The Chairperson and Principal shall have no vote except in the case of equality of votes where the Chairperson will cast the deciding vote.

4.6 Every member of the Executive shall have one vote and no more.

4.7 The Executive shall be responsible for the business activities of the Association.

4.8 The Executive, except for the Principal and Teacher/Staff representatives, shall be elected by the members of the organization at the Annual General Meeting (AGM).

4.9 The term of office of each Executive member shall be two years. The same individual **may** serve longer than two years as long as that individual assumes a different role (e.g.: vice president, president, past president).

4.10 In the event that an Executive member resigns or ceases to be a qualifying member of the Association, the vacancy may be filled for the remainder of the term from among the Executive, or a candidate may be appointed by the Executive thorough a majority vote.

4.11 When an Executive member of the Association fails to attend two consecutive meetings, another Executive member will call to confirm commitment to Association. An Executive member who, without reason misses more than four of seven meetings in any given year shall relinquish his/her Executive role for the remainder of the term.

4.12 The Association will review the membership in the Nova Scotia Federation of Home and School Associations (NSFHSA) annually. If we

elect to be a member, a member of the Executive will be nominated as the Westmount School representative

- 4.13** The position of President, Vice-President, Secretary, Treasurer or Teacher/Staff-Representative may be shared by two people. When both people sharing one position are present at a meeting, only one member may vote. The voting member will be determined by the chair at the outset of the meeting.
- 4.14** A parent member of the Student Advisory Committee (SAC) shall serve as a liaison between the WSA and SAC each year.

## **DUTIES**

Duties of the Executive:

- 5.0** The President shall call and chair all meetings of the Association. The President or General Association shall call for the establishment of adhoc committees as required. The President shall submit an annual report to the AGM. By-Laws are to be reviewed/amended with the new President-Elect.
- 5.1** The Vice President shall fulfill the duties of the President in the President's absence.
- 5.2** The Secretary shall record the minutes of all meetings and maintain records of all activities, financial transactions and business of the Association. The minutes will be made available to everyone at Westmount (i.e. posted on webpage) within 14 days of meeting. In his/her absence, another member will take over duties.
- 5.3** The Treasurer shall take charge of all monies and oversee all financial transactions. They shall record all financial transactions via the School Board mandated financial system. They shall pay bills, co-sign cheques, and manage deposits.
- 5.4** The Treasurer will prepare and present a report at the monthly WSA meeting, detailing the current financial state of the Association. The Treasurer will also submit an annual report at the AGM. Immediately following the AGM, the Treasurer will initiate the transition of the appropriate cheque signatories for the following tenure.
- 5.5** Cheque signatories must include one from both of the following groups:
- a. School Administrators - Principal or Vice-Principal of Westmount Elementary School, and
  - b. President or Treasurer of WSA
- 5.6** In the event that the recipient of a cheque is one of the mentioned signatories, that individual will not act as a signatory for the purpose of that cheque.
- 5.7** The President and at least one other member shall be responsible for ensuring that a proposed slate of Executive members is presented at the AGM.

## MEETINGS

- 6.0 No fewer than seven meetings are to be held each year.
- 6.1 The AGM shall be held in May or June.
- 6.2 At least three days notice of ordinary meetings shall be given to the membership via school email.
- 6.3 No business shall be transacted at any meeting unless a quorum is present. A quorum shall consist of at least six out of 11 Executive members. If there are vacancies in any of the President, Vice-President, Secretary, Treasurer or Member at Large positions, the quorum may be reduced by the number of vacancies to a minimum of four. Non-voting members are not counted towards a quorum. Fifty-one percent (51%) of the voting members must vote in favour of the motion for it to be carried.
- 6.4 In exceptional circumstances, a vote may be conducted electronically, however 51% of the voting members must vote in favour of the motion for it to be carried. Votes in this case are captured in the next meeting's minutes.

## AMENDMENTS

- 7.0 Any member of the Association shall be entitled to submit amendments to the By-Laws.
- 7.1 Amendments to the By-Laws shall be made in writing to the President who will bring them forward at the next meeting of the Executive.
- 7.2 Proposed amendments to the By-Laws shall be considered at any regular meeting of the Executive and shall be decided upon by a simple majority vote of the Executive members present.
- 7.3 Proposed amendments to the By-Laws shall then be presented at the AGM or a special meeting called of the Executive for that purpose and shall be carried by a simple majority vote of the members present.

## DISOLUTION

- 8.0 In the event of dissolution of the Association all assets shall be donated to Westmount Elementary School.