

# CONSTITUTION

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## CONSTITUTION OF DORVAL ELEMENTARY HOME AND SCHOOL ASSOCIATION

**Adopted: May 16, 2018**

**Amended: n/a**

DORVAL

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## Article I

### NAME and PURPOSE

#### NAME

The name of this organization shall be:

#### **Dorval Elementary Home and School Association**

Dorval Elementary 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 parents;

## Article II

### POWERS

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

1. Provide facilities for bringing together the members of Dorval Elementary Home and School Association for discussions of matters of general interest, and to stimulate co-operative effort;
2. Develop between educators and the general public such united effort as shall secure for every child the highest advantage in physical, mental, moral and spiritual education;
3. Maintain a non-partisan, non-commercial, non-racial and non-sectarian organization;
4. Carry-on fundraising;
5. Buy or rent equipment;
6. Receive contributions through a membership fee;
7. Carry out anything else within the law necessary to reach the group's objectives.

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## Article III

### MEMBERSHIP

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

#### *1. 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 Dorval Elementary Home and School Association for the educational, cultural and overall well-being of all children.

#### *2. 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 Dorval Elementary Home and School Association.

*\*Designated administration and staff eligible to vote without payment of the Home & School membership fee, with the exception of proposals initiated by administration and/or staff.*

## Article IV

### EXECUTIVE

1. The Executive shall consist of a minimum of 4 roles, elected at the Annual General Meeting from among the members, in good standing, of the Dorval Elementary Home and School Association. They shall be:
  - 1.1. President
  - 1.2. Vice-President
  - 1.3. Secretary
  - 1.4. Treasurer
2. Each position of the Executive shall be filled for a term of 2 years, half these positions being vacated each year.
3. Executive shall be eligible for re-election; however, a person may serve as an Executive for no more than 4 consecutive terms.
4. 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.

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## Article V

### MEETINGS

#### ANNUAL GENERAL MEETING

1. The Annual General Meeting shall be held after May 15 and before the 30<sup>th</sup> June of each year.
2. Notice of the Annual General Meeting shall be sent electronically to all members and posted **4** weeks prior to the meeting.
3. Quorum of the Annual General Meeting is 25% of fully paid members.  
*\* Attending and/or voting by phone, text, email or via proxy is acceptable.*

#### OTHER MEETINGS

1. Special General Meetings of the Dorval Elementary Home and School Association may be called by the President or at the request of 2 Executives or at the request of any 3 members.
2. The Dorval Elementary Home and School Association shall meet at least 5 times a year.
3. The Executive shall meet at least 1 time a year.

## Article VI

### FINANCE

1. Dorval Elementary 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.
2. Every 4 year(s) Dorval Elementary Home and School Association shall have its account independently examined by an accountant;
3. The signing officers shall be members of the Executive;
4. The number of signatories needed shall be minimum of 2;
5. Financial reports must be submitted to the membership at each meeting and at year end;
6. Yearend Financial report must be submitted to the QFHSA every year, signed by the President and Treasurer.

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## ARTICLE VII

### AMENDMENTS

1. The Constitution may only be amended at the Annual General Meeting by a majority of two-thirds (2/3) of the votes of the members present, provided that due notice of the proposed amendments have been provided to all regular and affiliate voting members at least four (4) weeks prior to the meeting.
2. Amendments to the Constitution shall come into effect thirty (30) days after the AGM.

## ARTICLE VIII

### DISSOLUTION (in accordance to QFHSA by-laws)

1. Voluntary dissolution of Dorval Elementary Home and School Association requires the following:
  - a. 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 Dorval Elementary Home and School Association By-Laws, and that a formal notice of such an intent has been forwarded to all members, and that a motion to disband has been included in the announcement of the General Meeting;
  - b. 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;
  - c. 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.
2. If a school is being closed, the following procedure shall be applicable:
  - a. 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.
  - b. 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).
  - c. School closings do not affect the membership status of individual parents.
  - d. 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.