

Parkview Public School Home & School Association Bylaws

Updated January 2024

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 Parkview Public School Home & School Association, located in Komoka, Ontario.
3. The Association will report to the Thames Valley Council of Home and School Associations.

Roles

4. The elected officers shall be: President, Vice-President, Secretary, Treasurer, and Fundraising Coordinator.
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 the School Council. This representative to the 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 the School Council.
7. A representative shall be elected by the executive committee annually to the Thames Valley Council of Home and School Associations. The President of the Association (or an appointed designate), together with the Parkview TVCHSA representative, shall be the voting representatives to the Thames Valley Council of Home and School Associations.

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.
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 the May meeting 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 (which is six) plus three (3), for a total of at least nine (9) members.
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

14. The Executive Committee shall be empowered to spend up to a maximum of \$300 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.
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.
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 shall be the President, Vice-President, and Treasurer. All cheques require a combination of any two signatures from the designated signing authorities.

Reporting to OFHSA

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

Standing Rules

Association Executive Committee and members are elected or appointed for a one-year term. Elections will take place during the first meeting of each school year.

Generally, the means of decision making shall be through consensus. As compared to a democratic vote, where most people support a decision, consensus would have all members willing to accept a decision as reasonable. In the case that consensus decision making is not appropriate, i.e. due to experience, a formal vote by secret ballot is used.

Meetings, whenever possible, shall be scheduled immediately following Parkview School Council meetings. Meetings can be held at any location, with appropriate notification to all members. Agendas will be circulated at least 2 days in advance of meetings.

Bylaws will be reviewed annually, at one of the first Association meetings of the year.

The Association will appoint a Lunch Program Coordinator and Lunch Volunteer Coordinator. There is no specified term for these positions, interested individuals can remain in these positions as long as desired or until others express interest.

One member of the Association shall work with the designated school staff member to ensure Home & School information posted on the Parkview website is up-to-date and accurate.

Annual Funding Initiatives

The following motions are affectionately referred to as “Etched in Stone” annual funding initiatives and have been in place for many years (some as early as 2006). These motions are a proud part of the Parkview Public School tradition and shall be funded on an ongoing basis. *They do not need to be motioned at any meetings.* Historically, these items have been funded through the Parkview PSC, however with the creation of the Parkview Public School Home & School Association (which will assume the main fundraising initiatives for the school community), the Home & School Association will fund these “Etched in Stone” initiatives whenever possible. If the Association feels that any of these motions are no longer in the best interest of the students of Parkview Public School, they can be brought forward for discussion and revision.

1. Where transportation is provided, the Home & School Association will cover the transportation (bus) fees for students attending school-sanctioned events such as:
 - Cross Country (regionals and practice meet);
 - Track & Field (regionals);
 - Sport tournaments;
 - Chess tournaments;
 - Band/choir trip to Canada’s Wonderland (cost of one bus).

The Association will *not* cover transportation costs associated with classroom field trips.

2. \$750 to the Grade 8 Graduation Committee to support that year’s Grade 8 graduation.
3. \$500 towards the Grade 8 end-of-year class trip.
4. Cost of the Grade 8 graduation photo, taken the night of graduation.
5. Reimburse expenses, up to \$250, for the Parkview Winter Carnival.
6. Fees/costs associated with the Primary Play Day.

7. Fees associated with any school-sanctioned activity in the event that a student(s) cannot financially afford it (Angel Fund). The student(s) must be identified as such by their homeroom teacher and/or principal.
8. Purchase of “snack” items that will be kept in the school office in case a child forgets their lunch.
9. Each year, each teacher will receive up to \$200 per school year to use towards their classroom. Receipts must be handed in for every item purchased and must be deemed appropriate.
10. \$200 each school year for the Parkview Green Team.
11. \$200 each school year for the Peaceful Schools Committee (or equivalent committee).
12. Contribute funds to Parkview School’s mental health initiatives.
13. Yearly maintenance of the Lori Allen VanBerlo memorial garden. (maximum of \$200 per school year)
14. Cost of a book that will be donated to the Parkview School library on behalf of a staff member who is retiring as an educator. Maximum of \$ 75 per retiree.
15. Up to \$3.00 per student for EQAO “treats” for Grade 3 and 6 classes.
16. Cost of an appreciation or thank you gift for a long standing Home & School Association member who is leaving the Association after a minimum of 5 years (\$75 maximum per gift).
17. Gift of sympathy or recognition determined at the will of the Council on a case by case basis. Donation to be made to a designated charity (as appropriate) for the passing of a Parkview staff members, PSC members, or Home & School members (\$100 maximum per gift).