

DRAFT

CONSTITUTION

OF

THE ST GEORGE'S COLLEGE HOME SCHOOL ASSOCIATION

1. The name of the Association shall be the St. George's College Home School Association.
2. Membership shall consist of parents or guardians of students attending the school and members of staff.
3. The aims of the Association shall be:
 - (a) To foster the development of the students by forming a link between home and school and to promote a clear understanding of mutual educational responsibilities between parents and teachers.
 - (b) To encourage greater co-operation of parents/guardians and teachers in discharging their responsibilities to the students and the school.
 - (c) To develop and encourage communication between parents and teachers.
 - (d) To encourage a greater understanding amongst parents, teachers and students. .
 - (e) To keep parents constantly informed of changes in the school.
 - (f) In consultation with the Principal, assist the School in fund raising activities. and(g) To present to the School Board views which the Association considers should be brought to its attention as it pertains to the development of the school.

GENERAL MEETINGS

4. The Annual General Meeting of the Association shall be held no later than 30 October in each year. There shall be at least three other general meetings during the school year.
5. At the Annual General Meeting the following Reports will be presented:
 - (a) President's Report
 - (b) Treasurer's Report
6. At the Annual General Meeting, the general membership shall elect ten (10) persons to govern the day to day affairs of the Association. These shall include the following Officers:
 - (a) President

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- (b) Vice President
- (c) Secretary
- (d) Assistant Secretary
- (e) Treasurer
- (f) Assistant Treasurer
- (g) Public Relations Officer
- (h) Assistant Public Relations Officer and
- (j) Two Floor members

The Ex-officio Members will be:

- Immediate Past President
- The Principal
- Two Teacher representatives nominated by the Principal

7. Officers - The duties of elected officers are detailed in ppendix I

8. Voting is detailed in Appendix II

9. The appointment of Special Committees is detailed in Appendix III

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PROCEEDINGS OF OFFICERS

10. The term of office for any position shall be two years. However any elected member who has served in a position as an assistant shall be eligible for re-election to the committee for another two years. .
- . 11. The Executive committee shall meet at least once per month.
12. The Executive Committee shall have the right to co-opt members (including past parents) from time to time to assist in the business of the Association.
13. Any member of the Executive committee who fails to attend three (3) consecutive meetings without submitting a reasonable excuse shall be disqualified from office, subject to majority decision by the Committee.
14. In the event that the Executive Committee fails to meet for a period in excess of three (3) months, the Principal shall be entitled to call an Extraordinary General Meeting for the purpose of electing a Caretaker Committee, once due notice of 14 days has been given to the President.
15. Executive Committee meetings will at all times precede General Meetings.
16. (a) A quorum for a General meeting shall be no less than 100 members present in person.
(b) A quorum for an Executive Committee Meeting shall be no less than one-third of the executive body.
17. H S A fees shall be set by the Executive Committee from time to time and shall be paid annually on the school voucher at the beginning of the school year. The use of these fees shall be determined in consultation with the Principal.
18. Financial matters will be handled by the Finance Committee/Treasurer as directed by the Executive Committee. A bank account will be maintained in the name of the Association and the Signing Officers will be the Treasurer, President, Vice President and the Principal where any two of the named persons shall be the signatories on any cheques drawn.
19. Amendments to the existing Constitution may be made at the Annual General Meeting provided due notice is given of such intention twenty-one clear days before the Annual General Meeting. Such notice shall be in writing.
20. Any resolution or amendment to the Constitution must be passed by a clear two-thirds majority of the members present and eligible to vote.
21. Any proposal to amend the Constitution shall be circulated among the members by the Secretary at least 14 days prior to the Annual General Meeting.
22. In the event the Association permanently ceases to function for any reason; the Funds and Property of the Association shall be automatically transferred to the School Board.

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23. The President shall represent the HSA on the School's Board of Governors.

September 2010

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APPENDIX 1

OFFICERS

1) The **PRESIDENT** shall:

- i. Preside over meetings of the Association and its Executive Committee;
- ii. See to the implementation of all decisions
- iii. Read and sign all minutes of meetings over which he/she presides;
- iv. Be an ex-officio member or nominate one in his stead on all sub-committees within the Association;
- v. Ensure that meetings are conducted in an orderly manner and within the ambit of the constitution.

2) The **VICE PRESIDENT** in the absence of the President shall perform all duties of the President and such duties as are assigned to this office.

3) The **SECRETARY** shall:

- i. Record and prepare the minutes of all Association meetings;
- ii. Shall maintain a detailed list of all members of the Association
- iii. Prepare an Agenda for all meetings after consultation with the President;

v. Be responsible for all correspondence of the Association and issue notices of meetings 4) The **ASSISTANT SECRETARY** shall:

- i. Assist the Secretary;
- ii. In the absence of the Secretary, perform all the duties of the Secretary.

5) The **TREASURER** shall:

- i. Receives all dues and all other monies of the Association;
- ii. Be accountable for all fundraising activities of the Association;
- iii. Keep an accurate record of all the transactions, with the aid of the Assistant Treasurer;
- iv. Give a brief report at each executive meeting;

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- v. Submit a detailed report at each Annual General Meeting;
- vi. Maintain an updated record of all assets of the Association;
- vii. Be an ex-officio member of all committees.

6) The **ASSISTANT TREASURER** shall:

- i. Assist the Treasurer;
- ii. In the absence of the Treasurer, perform all the duties of the Treasurer.

7) The **PUBLIC RELATIONS OFFICER** with the aid of the

ASSISTANT shall:

- i. Be responsible for all notices and news items of the Association such as radio, press and advertisements with the permission of the Principal and Executive Committee;
- ii. Act as the liaison between the parents, and the Executive Home School Association
- iii. Endeavour to encourage a good relationship between parents and teachers;
- iv. Contact companies to solicit assistance with school projects with the knowledge and permission of the Principal.
- v. See to the establishment of the various sub-committees of the Association

8) **FLOOR MEMBERS** shall:

- i. Attend all meetings;
- ii. Participate and assist in planning all fundraising activities;
- iii. Sit on special committees as assigned by the President and

APPENDIX II

VOTING

- i. At any General Meeting, voting shall be decided by a show of hands . ii. Election of Officers at the Annual General Meeting shall be by show of hands. **APPENDIX III**

SPECIAL COMMITTEES

- i. In keeping with the Association's objectives, special committees such as but not limited to fundraising, welfare and sports shall be appointed by the President and Executive Committee ii