

KINGSWOOD ELEMENTARY SCHOOL - PARENT SCHOOL ASSOCIATION (KES - PSA)

CONSTITUTION

The following is the Constitution of Kingswood Elementary School's Parents School Association (PSA) as drawn up by the Executive Committee of the KES PSA and submitted for approval by the membership at the Annual General Meeting held June 9, 2008.

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ARTICLE 1 - NAME

- 1.1 The name of the organization shall be the Kingswood Elementary School Parent School Association, hereinafter referred to as the Kingswood PSA or KES PSA.

ARTICLE 2 - PURPOSE OF THE ASSOCIATION

- 2.1 To coordinate and organize fund raising to enrich the educational programs for the children attending the school.
- 2.2 To support a social and communication partnership between the home and school.
- 2.3 To assist students to benefit from their KES education experience to the greatest extent possible.
- 2.4 To work collaboratively with school staff in the selection of purchases from PSA fundraising projects.

ARTICLE 3 - MEMBERSHIP

- 3.1 Membership may include all parents and guardians of children attending KES, the school staff and administration.

ARTICLE 4 - EXECUTIVE OFFICERS

- 4.1 The elected Executive Officers of the association will be the President, Vice President, Secretary and Treasurer.

- 4.2 The terms of office for each elected Executive Officer will be for two years. The only exception is the position of Past President which any President will assume after completion of a term. All elected Executive Officers are eligible for re-election; however, they cannot hold the same office for more than two consecutive terms or four years.
- 4.3 Election of new Executive Officers, election of current Executive Officers to a second term or appointments to vacant positions will occur as the first order of business at the Annual General Meeting held in June each year.

ARTICLE 5 - EXECUTIVE COMMITTEE

- 5.1 The Executive Committee of the PSA shall consist of the following voting members: the elected Executive Officers, the Chairpersons of the Standing Committees, the Past President and 2 teacher members. The Principal and Vice-Principal hold non-voting positions.
- 5.2 The Standing Committees will include, but not be limited to Fundraising, Child Care, Grounds, and Health Promotion.
 - 5.2.1 The Chairpersons of the Standing Committees will be members of the PSA. The Chairpersons of the Standing Committees will be nominated by the Executive Committee and approved by motion of the membership at the AGM. If necessary, elections will be held for the Chairpersons positions. The Chairpersons of the Standing Committees will be selected on an alternate year basis where possible so as to attempt to have a minimum of two returning Chairpersons each year.
 - 5.2.2 The Chairpersons of the Standing Committees positions are two-year terms. Each Chairperson of a Standing Committee can hold only one Chair position. Each Chairperson may sit on any other committees.
 - 5.2.3 The Standing Committees may be chaired by one or two individuals. When there are two, each co-chair is allowed to carry one vote.

ARTICLE 6 – MEETINGS

- 6.1 Every member of the KES Community (parents, guardians, teachers, administration) is entitled to attend any meeting of the PSA
- 6.2 Every member of the Executive Committee is expected to attend and to vote at any meeting of the PSA. There shall be no proxy voting.
- 6.3 Meetings of the PSA shall include one Annual General Meeting (AGM); General Meetings (GM); and Special Meetings as called by the President.
 - 6.3.1 The Spring Annual General Meeting (AGM) of the PSA shall be held in June each year.
 - 6.3.2 There will be a minimum of 6 General Meetings (GM) held approximately monthly during the school year. The president, in consultation with the Principal and Executive shall set the GM dates for the year at the first GM in September.
 - 6.3.3 A GM of the PSA may be called by the President at any time in consultation with the Principal.
 - 6.3.4 The President in consultation with the Principal may call a Special Meeting.

ARTICLE 7 – QUORUM

7.1 A quorum for any general meeting (GM) shall consist of:

- President or Vice President and at least one other Executive Officer
- Principal or Vice Principal
- 2 chairpersons of standing committees

ARTICLE 8 – FISCAL YEAR

8.1 The fiscal year of the PSA shall be April 1 to March 31st. The PSA will follow the financial requirements of the Halifax Regional School Board (HRSB), including providing financial statements in accordance with HRSB policies.

ARTICLE 9 – OPERATIONAL YEAR

9.1 The operational year of the PSA shall be July 1 to June 30th.

ARTICLE 10 – AMENDMENTS

10.1 The Constitution and By-Laws may be amended by majority vote of the members at an AGM or Special Meeting of the Association, provided that due notice of the proposed amendment has been circulated to active members at least two (2) weeks prior to the meeting.

10.2 Amendments previously submitted for the AGM in accordance with (10.1) will be presented following the election of officers.

KINGSWOOD ELEMENTARY SCHOOL - PARENT SCHOOL ASSOCIATION (KES - PSA)

BY-LAWS

The following are the By-Laws of Kingswood Elementary School's Parents School Association (PSA) as drawn up by the Executive Committee of the KES PSA and submitted for approval by the membership at the Annual General Meeting held _____.

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ARTICLE 6 - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

ARTICLE 1 - MEMBERSHIP

- 1.1 Membership shall include all parents and guardians of children attending KES, the school staff and administration at KES.

ARTICLE 2 - RESPONSIBILITIES OF THE EXECUTIVE OFFICERS

2.1 General Responsibilities

- 2.1.1 To direct and administer the affairs of the association.
- 2.1.2 To coordinate and organize fundraising and social events.
- 2.1.3 To work in compliance with all policies of HRSB.
- 2.1.4 Keep all personal financial information of KES families confidential

2.2 Duties of the Executive Officers

2.2.1 The President performs the following duties:

- Presides as the Chairperson at all general meetings of the PSA and the executive.
- Decides on all questions of procedure and order not covered by the constitution and by-laws.
- Supervises the general management of the affairs of the PSA.
- In consultation with the Executive Officers, prepares a yearly plan for communication with KES parents/guardians/staff (due by Sept 30 each year). This plan may include a number of newsletters, timely web site postings of minutes and budget, and the notification of the June AGM.
- In consultation with the Executive Officers, (the President) prepares a draft budget by April 1st each year. After discussion of draft budget, prepares revised budget for approval by the Executive. The final budget will be presented at the Spring Annual Meeting (AGM) in June.
- Prepares an agenda for each meeting.
- Prepares and presents an annual report at June AGM.
- Oversees production of PSA Newsletters.

- Attends relevant HRSB meetings or designates other executive members to attend.
 - Consults with Principal or designate on all matters that require school-level approval (e.g. all communications that are sent out from PSA, agendas for meetings, etc).
- 2.2.2 The Vice President performs the following duties:
- In the absence of the President presides as Chairperson for meetings of the PSA and Executive.
 - Performs the duties of the President during the times that the President is absent or disabled from performing the President's duties
 - Performs duties assigned by the President or the Executive as required
- 2.2.3 The Secretary performs all duties required to maintain an accurate record of the Association's current proceedings and decisions. These duties include:
- Recording the proceedings of each meeting.
 - Within 5 working days of each meeting, distribute draft minutes via email to the executive officers and the Principal for review.
 - Distribute the revised minutes to all executive committee for approval at next meeting.
 - Get approved minutes posted to the web site within 5 working days of approval.
 - Help the President prepare the PSA newsletter.
 - Attend to correspondence and any other duties as may be directed by the Association or Executive Officers
 - Preserve the papers and documents of the Association during the Secretary's term of office and pass these intact and in order to the Secretary's successor.
 - The Secretary holds one complete copy of minutes – hard or electronic, and one copy will be held in the Principal's office. A copy of the current bylaws and constitution will be available from the secretary or from the principal's office to any member of the PSA.
- 2.2.4 The treasurer is responsible for managing the Association's finances. The duties include:
- Receiving monies paid to the PSA and/or fund raised by the PSA.
 - Paying all bills charged to the PSA with cheques signed by the Treasurer or President and the Principal or Vice Principal provided proper documentation is provided.
 - Maintaining financial records in accordance with HRSB policy.
 - Preparing monthly financial statements to be reviewed and signed by the President and the Principal at each meeting.
 - Submitting an annual financial statement in accordance with the policy of the HRSB
 - Resolve any NSF or stale-dated cheques and any other money issues in consultation with the President and Principal.
 - Manage "charitable donations" in accordance with HRSB policies.
 - Ensure any money collected is counted by no less than 2 people.
 - Ensure cash is secured in the safe at the school and is deposited in the bank account within 5 working days.

ARTICLE 3 – COMMITTEES

- 3.1 The Executive Committee of the PSA shall consist of the following members: the elected Executive Officers, the Chairpersons of the Standing Committees, the Past President, and 2 teacher member positions. The School Principal and Vice-Principal hold non-voting positions.

3.2 There will be at least 4 Standing Committees, each chaired by at least one Chairperson.

3.3 Duties of each Standing Committee:

3.3.1.1 Fundraising

- Attend all PSA meetings.
- Establish a fundraising calendar of events for the school year to accommodate budget requirements.
 - Event calendar should include both direct sale campaigns and social events for the school community
- Recruit even coordinators to conduct campaigns
- Assist and advise event coordinators with campaigns to ensure positive outcomes.
- Oversee and monitor financial accounts for each campaign, including daily collections
- Liaise with treasurer regarding fundraising receivables and expenses.

3.3.1.2 Lunch Volunteer Coordinator

- Attend all PSA meetings.
- Work closely with Excel School Leader and school administration to:
 - provide communication link between Excel and volunteer parents
 - help revise lunch program as needed
 - help create lunchtime activities (e.g. clubs)
 - provide information about PSA funding available for lunch program
- Continuously promote the need for full and part time monitors as well as volunteer parents for lunch (via PSA newsletter, flyers, etc).
- Coordinate recruitment drives (e.g. during primary parent orientation night)
- Organize recruited parents

3.3.1.3 Grounds

- Attend all PSA meetings
- Propose/coordinate efforts to enhance the school grounds.
Projects/efforts include enhancing the activity potential, appearance or learning opportunities of the school grounds.
- Act as a parent/staff advisory body for issues pertaining to the school grounds.
- The chairperson is responsible for coordinating a committee of approximately 10 parent/staff volunteers, who, in conjunction with the PSA Executive and school administration, identify enhancement projects, coordinate funding and completion of the projects.

3.3.1.4 Health Promotion

This committee is best comprised of staff and parents. Staff rep(s) can take information to/from the school (e.g. via staff meetings) while parents help from the community's point of view.

- Attend all PSA meetings.
- Liaise with cafeteria staff.
- Coordinate health related resources for teachers' use in classrooms.
- Coordinate fitness activities for students (e.g. Spring Trail Challenge and Walk to School Week, skipping club)
- Coordinate with principal to contribute health promotion articles to newsletter.
- Consider applications for Healthy Schools Promotion Grants in support of adding equipment and resources.
- Liaise with board staff of the Healthy Schools Promotion Committee

- 3.4 The Chairs of Standing committees of the PSA are voting members of the Executive. Standing committees exist to deal with a regular issue or activity related to the goals and purpose of the PSA. Each committee acts independently within their sphere of responsibility and reports to the PSA at all general meetings.
- 3.5 Standing committees meet at the direction of the committee chair(s). The committee chair(s) when deemed necessary invites new committee members through advertisements in the school and/or PSA newsletters. The committee chair(s) of a standing committee presents oral and/or written reports on the activities of the committee at PSA meetings.
- 3.6 Ad hoc committees may be struck from time to time to perform one specific task and will then cease to exist. A final report concludes this task. Ad hoc committees may be found to be of a continual and ongoing nature they can then be classified as Standing committees by a motion supported by 2/3's of the PSA at a General Meeting
- 3.7 All committee expenditures must be allocated in the approved budget or must be approved by the executive committee prior to funds being committed.

ARTICLE 4 – MEETINGS AND ELECTIONS

- 4.1 The Annual General Meeting (AGM) is to be held no later than the end of June for each operational year. At that time Annual reports are received and the financial statement for the year is presented. All Executive members in year 1 of a 2 year term are required to submit their intention to return for year 2, to the President, by May 15th of year 1. This will allow for advertisement of all available executive positions in the school June newsletter. All open Executive positions may be filled during the AGM. Elections will be held if more than one individual indicates an interest for an open position.
 - 4.1.1 If any Executive/Chair positions are not filled at the AGM, nominees may be found and elected by the Executive Committee as the next possible GM . If any position becomes vacant during an operational year the President, in consultation with the Executive, may appoint a member of the PSA to fill the position for the remainder of the year. That position will be offered to the membership at the June AGM.
- 4.2 The AGM is open to all members of the Association and will follow the following Order of Business
 - Call to Order
 - Determination of quorum
 - New Business
 - Election of new Executive Officers or election of current Executive Officers to a second term. If necessary, appointments to vacant positions.
 - Annual report from President, Treasurer and Chairpersons of the Committees
 - Principal's report
 - Amendments to Constitution and/or Bylaws, if submitted.
 - Adjournment
- 4.3 Approved minutes are available to members of the Association once approved, on the KES website in the PSA section or upon written request to the PSA.
- 4.4 Ordinary General Meetings (GMs) shall be held, where possible, once each month during the school year for a minimum of 6 meetings. GMs will follow the following Order of Business:
 - Call to Order
 - Determination of quorum
 - Approval of Minutes

- Treasurer's report
 - Committee reports (Standing and Ad Hoc)
 - Old Business or business arising from the minutes
 - New Business
 - Correspondence
 - Adjournment
- 4.5 Nominations for elected positions are brought forward to the floor at the AGM. Elections, when necessary, will be held at the AGM. Where more than one candidate has accepted the nomination, election will be by secret ballot. Where there are two or more nominees, the candidate receiving the highest number of votes will be declared elected. In the event of a tie, the returning executive shall vote to determine the candidate who shall be declared elected.
- 4.6 The Quorum at any meeting is:
- President or Vice President and at least one other Executive Officer
 - Principal or Vice Principal
 - 2 chairpersons of standing committees
- 4.7 The Voting Procedure is as follows. Voting members of the Executive Committee are entitled to one vote each. Motions will be carried by majority agreement OR, where so stated in these bylaws or the Constitution, two thirds majority, in which case the Secretary or President shall record the vote, including the numbers of votes in favour, against and abstentions. In the event of a tie, the motion is defeated.

ARTICLE 5 – FINANCES

- 5.1 The executive will administer finances of the association.
- 5.2 Signing officers will be the President, the Treasurer, the school Principal and the Vice Principal. Each cheque must be signed by two of the signing officers; one either the President or Treasurer, the other either the Principal or vice Principal.
- 5.3 The Executive may approve expenditures of up to two hundred dollars (\$200.00) without approval from the Executive Committee if an urgent need arises between general meetings provided the Principal or Vice Principal is in agreement.
- 5.4 Budget preparation:
- The PSA has a "budget template" which acts as a starting point each year. The Treasurer should have access to this original template and the approved budgets for previous years, at least 3.
 - Preparation of the draft budget each year is a zero-based review. No line items from a budget (either revenue or expenditures) are guaranteed to carry to the next year.
 - Traditionally, there are expenditures that are accumulated from year to year (e.g. money for Grounds and Technology refresh are saved), but everything is subject to review and revision each year.
 - The PSA will carry over a minimum of \$5000 from year to year so each PSA starts the year with money in the bank account.
 - The draft budget is due by April 1st each year. The executive offices meet to prepare this draft with input from Fundraising Chair for revenue expectations and from other committee Chairs, teacher reps and Principal/Vice Principal for suggested expenditures.
 - Draft budget is presented to the PSA at a meeting dedicated to budget discussion. Revisions are to be made and final budget is due for approval at the Spring Annual General Meeting in June.