

**BY-LAWS
OF
THE DWIGHT ROSS ELEMENTARY SCHOOL PARENT TEACHERS
ASSOCIATION**

GENERAL

1. In these By-Laws unless there be something in the subject or context inconsistent therewith:
 - a. PTA means Dwight Ross Elementary School Parent Teachers Association;
 - b. PTA Member includes all parents or guardians of children attending or registered at the school in the forthcoming year and all school staff;
 - c. School refers to Dwight Ross Elementary School; and
 - d. “Special Resolution” means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy; where proxies are allowed, at a general meeting or which notice specifying the intention to propose the resolution as a special resolution has been duly given.

MEMBERSHIP

2. The PTA shall be composed of Executive members and Regular members.
3. The PTA Executive shall consist of:
 - a. the President
 - b. the Vice-President
 - c. the Secretary; and
 - d. the Treasurer.
4. Regular membership in the PTA or in any of its committees shall be open to all members.
5. The number of members of the PTA is unlimited.
6. No formal admission to membership shall be required and the entry in the Register of Members by the Secretary of the name and address of any individual satisfying the eligibility requirements shall constitute an admission to membership in the PTA.

7. Membership ceases if a member no longer satisfies the requirements set forth herein, if the member dies or if the member notifies the PTA in writing of his/her resignation of membership.

FISCAL YEAR

8. The fiscal year for the PTA shall be from the first day of July in any year to the last day of June in the year next following.

PTA MEETINGS

9. General meetings, which are open to all members of the public, shall be held at least every two months. These meetings shall be held at a time and place to encourage maximum attendance by all members.
10. Extraordinary general meetings shall be called by the President or if requested in writing by ten or more members.
11. The President shall have no vote except in the case of an equality of votes, in which case he/she shall have the casting vote.
12. Executive meetings may be called by the President at any time.
13. Three days' notice of a meeting, specifying the place, day and hour of the meeting and, in the case of special business, the nature of such business, shall be given to the members in a way that reaches all members possible. The non-receipt of any notice by any member shall not invalidate the proceedings at any general meeting.
14. At each meeting, minutes of the previous meeting and the agenda for the upcoming meeting shall be provided to every member.
15. The President shall preside as chairperson of all PTA meetings. If the President is not in attendance, the senior member of the PTA Executive present shall preside as chairperson. Seniority is in the following order: President, Vice-President, Secretary and Treasurer.
16. The following order of business shall govern all meetings:
 - a) opening remarks;
 - b) ratification of the minutes of the previous meeting;
 - c) old business;
 - d) approval of the financial statement;

- e) committee reports;
 - f) new business;
 - g) items from the floor;
 - h) date of next meeting; and
 - i) closing remarks.
17. No business shall be transacted at any publicly announced meeting of the PTA unless a quorum of members is present at the commencement of such business; a quorum shall consist of five members.
18. If within one-half hour from the time appointed for the meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any case, it shall stand adjourned to such time and place as a majority of the members present shall direct and if at such adjourned meeting a quorum of members is not present, it shall be adjourned indefinitely.
19. At any meeting, unless a poll is demanded by at least three members, a declaration by the presiding Chairperson that a resolution has been carried and an entry to that effect in the minutes of the PTA shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favour of or against such resolution.
20. If a poll is deemed necessary, the same shall be in such manner as the presiding Chairperson shall prescribe and the result of the poll shall be deemed to be the resolution of the PTA in general meeting.

VOTES OF MEMBERS

21. The Executive members (except the President) and Regular members shall have equal voting rights, consisting of one vote per person. A vote shall be carried out by a simple show of hands by the voting members. A simple majority vote of the quorum present shall be required for a resolution to be accepted by the PTA.
22. Proxy voting shall not be allowed.

EXECUTIVE MEMBERS

23. Board of Directors shall be considered as the “Executive”.
24. The Executive shall be elected from the members of the PTA; any member of the PTA shall be eligible to be elected as an Executive member.

25. The term of office of an Executive member shall be one fiscal year. An Executive member shall be eligible for three consecutive terms in the same office.
26. In the event that an Executive member resigns his/her office or ceases to be a member in the PTA, whereupon his/her office as an Executive member shall be vacated, the vacancy thereby created may be filled for the unexpired portion of the term by the Executive members from among the members of the PTA.
27. The PTA may, by special resolution, remove an Executive member before the expiration of the period of office and appoint another person in his/her stead. The person so appointed shall hold office during such time only as the Executive member in whose place he/she is appointed would have held office if he/she had not been removed.
28. Executive members shall be reimbursed for reasonable expenses incurred by them on behalf of the PTA. Reimbursement exceeding those limits established in Paragraph 37 and 38 must be approved by the membership.
29. Election of PTA Executive members shall be conducted during the first General PTA Meeting of the school year, no later than October. The newly elected executive members shall take office immediately following the election.
30. The PTA Executive shall form the Nominating Committee and solicit nominations for executive members at the beginning of the school year prior to the first General PTA Meeting.
31. The Nominating Committee shall;
 - a) determine the Executive positions available for the election and publicize this information;
 - b) actively canvass the members of the PTA for nominations to each available position;
 - c) contact all candidates to learn their willingness to fill a specific position;
 - d) present a final slate of nominees; and
 - e) conduct and oversee the election
32. At the election meeting, the PTA members shall be incited to vote by secret ballot. A simple majority vote in favour of one nominee will decide the successful candidate. The results of the election shall be publicized appropriately.

AUTHORITY OF EXECUTIVE MEMBERS

33. The President shall:

- a) conduct the meetings of the PTA and of the Executive Board;
- b) represent the PTA in all capacities;
- c) ensure that the intent of the Memorandum of Association and By-Laws is correctly put into practice throughout the operation of the PTA;
- d) authorize all official correspondence of the PTA, as required; and supervise the operation of the PTA.

34. The Vice-President shall:

- a) exercise the authority, responsibility and duties of the President in his/her absence;
- b) ensure that an independent audit of PTA books and accounts is conducted at the end of every fiscal year;
- c) assist and advise the President as required; and
- d) perform any duties that the PTA may require of a Vice-President.

35. The Secretary shall:

- a) take minutes of each PTA and Executive meeting and be ready to refer to minutes of previous PTA meetings, when required;
- b) arrange for the preparation and distribution of completed minutes;
- c) maintain PTA correspondence and files;
- d) pass on all correspondence and files to his/her successor when the term of office is complete; and
- e) perform any duties that the PTA may require of a Secretary.

36. The Treasurer shall:

- a) ensure that all funds are properly counted, registered and deposited;
- b) maintain complete and accurate records of all fund transactions;

- c) prepare and present a financial statement of funds at each PTA meeting and be prepared to answer questions from members on financial matters;
- d) prepare and present an annual budget for PTA approval at least once each year;
- e) pass on all records and correspondence to his/her successor when the term of office is complete; and
- f) perform any duties that the PTA may require of a Treasurer.

EXPENDITURES

- 37. Expenditures of funds shall be controlled by the Treasurer.
- 38. The President is granted authority to spend up to but no more than \$50.00 per fiscal year on his/her own accord.
- 39. The Executive is granted authority to spend up to but no more than \$200.00 per fiscal year on its own accord by majority vote of its members.
- 40. All expenditures of the PTA funds must be ratified at the next general assembly.
- 41. At each general meeting, a financial statement shall be submitted to the PTA for ratification, unless waived by a simple majority vote of the members present.
- 42. An annual financial statement shall be submitted to the PTA for ratification at the beginning of each new fiscal year. Each financial statement shall be attached to the minutes of the meeting at which it was ratified.
- 43. The Executive shall designate the Branch of a chartered bank or credit union, in which accounts shall be maintained in the name of the Dwight Ross Elementary School PTA. All funds of the PTA shall be deposited and managed from these accounts. The Executive has no borrowing power, but a General assembly majority vote may allow the borrowing of monies. Two signatures will be required on cheques with all four executive members having signing authority.

AUDIT OF ACCOUNTS

- 44. The auditor of the PTA shall be appointed annually by the members of the PTA at the ordinary or annual general meeting and, on failure of the members to appoint an auditor, the Executive members may do so.

MISCELLANEOUS

45. Preparation of minute, custody of the books and records, and custody of the minutes of all the meetings of the PTA and the PTA Executive shall be the responsibility of the Secretary.
46. The books and records of the PTA may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the PTA.
47. Contract, deeds, bills of exchange and other instruments and documents may be executed on behalf of the PTA by the Executive.

COMMITTEE(S) CHAIRPERSON(S)

48. The duties of the committee chairperson(s) shall be:
 - a) to call and conduct meetings of his/her committee whenever necessary;
 - b) to maintain an up-to-date files of his/her committee's activities and to hand this file over to their successor;
 - c) to present a verbal report of his/her committee's activities at each regular meeting of the PTA and be prepared to provide information on these activities whenever requested by a PTA member; and
 - d) to obtain from the PTA the funds necessary to carry out his/her committee's activities.

AMENDMENTS

49. Amendments to these By-Laws may be proposed by any PTA member at a scheduled PTA meeting. At the next scheduled PTA meeting, the proposed amendments shall be the first order of old business. The PTA has the power to replace or amend these By-Laws by a special resolution passed in the manner prescribed by law.