



HILLCREST ACADEMY HOME & SCHOOL ASSOCIATION

COMMISSION SCOLAIRE SIR WILFRID LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

CONSTITUTION AND BY-LAWS

MAY 2019 CONSTITUTION

ARTICLE I

Name

The name of this association shall be: "The Hillcrest Academy Home & School Association" — "Association Foyer École Académie Hillcrest" (hereinafter known as HAHSA).

It shall be affiliated with the Quebec Federation of Home & School Associations (hereinafter known as QFHSA).

The Hillcrest Academy Home & School Association is a non-profit organization and will carry out its functions without purpose of financial gain and to ensure that any profits shall be used in the promotion of the organization.

ARTICLE II

Purpose

1. To bring into closer relation the home and the school so parents and teachers may maximize the benefits for our students by providing workshops, conducting meetings and seminars regarding school activities.
2. To work closely and in harmony with the Hillcrest Academy staff, Hillcrest Academy Governing Board and with the Sir Wilfrid-Laurier school Board, without infringement of their authority.
3. To provide fundraising activities to support the school life at Hillcrest Academy (for example, afterschool activities, comedy night, raffles, etc.)



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BY-LAWS

ARTICLE I

Membership and Annual Fees

1. All families with children enrolled at Hillcrest Academy are eligible. Any teacher or administrator of Hillcrest Academy, any adult interested in the purpose of the Association may also become a member upon payment of membership fee.
2. The annual membership fee is the fee as set by the QFHSA.
3. The Hillcrest Academy Home & School Association shall pay QFHSA the conference fee upon receipt of notice from the office. The HAHSA shall collect and remit the annual membership fee to the QFHSA, which is a registered charity, 0542886-21 and provide a list of members as they are received.
4. Membership period shall cover the period from August 1st to July 31st of the following year.

ARTICLE II

1. The HAHSA Executive Committee shall consist of:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Charity Director
 - Fundraising Director
 - QFHSA member

In addition, there will be up to nine members with responsibilities (see Article IV), (hereinafter known as the “elected members” or the Committee).

2. All voting members of the HAHSA must be paying members of the QFHSA.
3. The HAHSA will hold monthly meetings during the school year in keeping with the aims and policies of Article II of the Constitution.
4. The HAHSA will establish working committees to carry out the objectives of the Association as required.



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5. There shall be the following advisors to the Executive Committee:

- After-school program Administrator , if there is one at the time
- School Principal or Vice-Principal

and any other persons deemed necessary by the members of the Committee.

6. The advisors do not have a vote.

7. The President will only have a vote in the event of a tie.

ARTICLE III

Elections

1. Members of the Executive Committee shall be elected annually in the spring at the before last HAHA meeting. Their term will commence the following school year and they shall hold office until their successors are installed at a joint meeting of outgoing and incoming executives in order to have adequate transition of items such as banking authority etc...

2. The remaining “elected members” of the Committee shall be elected annually at the first HAHA meeting and shall hold office until their successors are installed at a joint meeting of outgoing and incoming executives.

2.1 The following Executive members shall hold office for a two-year term:

- The President
- The Vice-President
- QFHSA member

2.2 The end of terms for the President and Vice-President positions shall terminate in alternating years.

3. Only two members per family can vote for committee positions at the first HAHA meeting or at any subsequent votes.

4. A member in good standing must be present in order to vote in elections. Proxies are not accepted as votes but will be accepted for nominations and for nomination acceptance.



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5. The chair of Governing Board cannot sit as President or Vice-President of HAHA.
 6. Any member of the HAHA in good standing, subject to the conditions in items 2,3,4,5 above may nominate or be nominated for any position as defined in Article IV.
 7. Where two or more nominations have been made for the same position, a plurality of votes by secret ballot shall elect.
 8. Absence of an “elected member” from three consecutive meetings shall be considered as a resignation (except for extenuating circumstances or medical reasons).
 9. Should an “elected member” resign or cease to hold office before expiration of the term, the Executive Committee will appoint an interim successor from the existing members of the HAHA until such time as an election can be called.
 10. Should the President resign or cease to hold office before expiration of the term, the Vice-President will temporarily fill the position. A new election will be called at the earliest possible convenience to elect another President.
 11. Any HAHA member may bring charges against any “elected member” by filing them in writing with the secretary, together with a petition, signed by twenty per cent of the members, requesting the removal of the member in question. The removal shall be voted upon at the next regular or special meeting of the members of the association and, by a unanimous vote of all of the “elected members”, the association may remove the committee member and fill the vacancy. The member against whom such charges are brought shall be informed in writing of the charges previous to the meeting and shall have an opportunity at the meeting to be heard in person, and the persons bringing the charges against the committee member shall have the same opportunity.



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ARTICLE IV

Committee and Sub-Committees

1. Functions for members of the HAHSA are appended.
2. All sub-committees shall report regularly to the HAHSA. They shall not make any commitment on behalf of the HAHSA without first submitting recommendations to the Committee.
3. Sub-committees such as grad committee should be expected to handle the accounting of their committee under the guidance of the treasurer.

ARTICLE V

Amendments

1. The constitution or by-laws may be amended at any monthly meeting of the HAHSA by two-thirds majority vote of the members present, provided that a notice of motion of amendment was made at a previous meeting and that, in a written announcement, it is indicated that a motion will be made to amend the constitution
2. Proposed amendments affecting objectives, policy and relationship with the QFHSA shall be submitted to the Federation before adoption by the HAHSA.

ARTICLE VI

1. The regular monthly meetings of the HAHSA are open to all members but only members in good standing have a vote.
2. Dates of these meetings will be established by the HAHSA and will be published with sufficient notice.



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ARTICLE VII

Quorum

1. Quorum for regular meetings of the Committee is 50% of the executive and at least 1 non-executive member.

ARTICLE VIII

1. The fiscal year of the HAHSA shall begin on August 1st and end on the 31st day of July of the following year.
2. The HAHSA shall open a bank account with any branch of any bank chosen by the elected members.

The signing officers for the account used to transact Home and School membership and fundraiser business shall be: “the Treasurer plus the President and/or Vice-President”.

3. The Treasurer shall submit the budget for approval to the HAHSA Committee.

Amendments

The by-laws of the HAHSA shall be amended in the same manner as the Constitution.

Rules of Order

The rules contained in Roberts Rules of Order shall govern all matters of procedure not covered in the by-laws.



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HILLCREST ACADEMY
HOME AND SCHOOL ASSOCIATION
EXECUTIVE COMMITTEE
SCHOOL YEAR 2019-2020

For the Hillcrest Academy Home and School Association:

<u><i>Carmela Furfaro</i></u> Per: Carmela Furfaro President, HAUSA	<u>May 13, 2020</u> Date
<u><i>Kathy Stravriadis</i></u> Per: Kathy Stravriadis Vice-President, HAUSA	<u>May 13, 2020</u> Date
<u><i>Tanya Rembacz</i></u> Per: Tanya Rembacz Secretary, HAUSA	<u>May 13, 2020</u> Date
<u><i>Naushine Bakali</i></u> Per: Naushine Bakali Treasurer	<u>May 13, 2020</u> Date
<u><i>Marie-Elena Guglielmino</i></u> Per: Maria-Elena Guglielmino Charity Director	<u>May 13, 2020</u> Date
<u><i>Leslie Andradi</i></u> Per: Leslie Andradi Fundraising Director	<u>May 13, 2020</u> Date
<u><i>Tania Djerrahian</i></u> Per: Tania Djerrahian QFSA Member	<u>May 13, 2020</u> Date



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HILLCREST ACADEMY HOME AND SCHOOL ASSOCIATION MEMBER FUNCTIONS

<p>President</p>	<ul style="list-style-type: none">• 2 YEAR MANDATE• Must have previous Hillcrest Academy Home and School association Experience• Represents HAHSA at Governing Board meetings and reports back to the committee should there not be any member on the governing board to provide a report.• Presides over monthly HAHSA meetings• Supports sub-committees upon request• Maintains communication with principal and administrators• Responsible for the distribution of any material/information received by the HAHSA, which are pertinent to the student body and/or staff of Hillcrest Academy• Responsible for ensuring end of year reports are sent to the QFHSA• Responsible for ensuring that all pertinent information required by the accountant for filing of information returns is provided (list of directors and year end financial statement)• Responsible for ensuring that the accountant receives list of GST and PST paid out by fundraising accounts at year end
<p>Vice-President</p>	<ul style="list-style-type: none">• 2 YEAR MANDATE• Must have previous HAHSA experience• Chairs meetings in absence of chairperson• Supports sub-committees upon request
<p>Treasurer</p>	<ul style="list-style-type: none">• Collects membership fees of members for the QFHSA• Deposits fundraising monies, keeps records of such monies and disburses these funds as required• Responsible for preparing the bank reconciliation for the fundraising account and HAHSA membership account and shall provide monthly written financial statements of this account to the HAHSA.• Ensuring that records of GST and PST payments from the HAHSA have been remitted for forwarding to the



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	<p>accountant for claiming such</p> <ul style="list-style-type: none"> • Makes recommendations regarding investments and ensures funds are invested as per HAHSA approval • Councils sub-committees on their accounting, if and when required.
Secretary	<ul style="list-style-type: none"> • Takes and prepares minutes of HAHSA meetings • Takes attendance at each meeting • Types minutes of meetings and prepares copies for distribution • Maintains records of all directors as required by our Charity designation • Must be computer literate and have access to a computer • Maintains HAHSA email account
Charity Director	<ul style="list-style-type: none"> • The Charity Director shall be responsible for ensuring that we meet our obligation as a Charity. This includes: <ul style="list-style-type: none"> ▪ The collection of charitable donations and the issuance of receipts. In this capacity, the charity director is responsible for keeping records of such donations in compliance with the law. Monies received are to be deposited by the treasurer. ▪ Ensuring that any and all receipts issued comply with the guidelines set forth by the HAHSA. ▪ Ensuring year-end financial reports from the Treasurer are remitted to the director in a timely fashion for forwarding to the Accountant in order to file our provincial and federal information returns by the deadlines stipulated ▪ Ensuring the secretary maintains and provides a list of directors as stipulated ▪ Sending our initial charity campaign letter in the fall
QFHSA member	<ul style="list-style-type: none"> • 2 YEAR MANDATE • Must represent HAHSA at the monthly meetings and the annual general meeting held in the Spring • Remits membership fees of members to the QFHSA and supplies updated lists of members to the Federation • Given voting credentials to vote on behalf of HAHSA on matters that come up at the Annual General meeting of the QFHSA



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<p>Uniform Representative</p>	<ul style="list-style-type: none"> • Research suppliers • Finalize plans with suppliers upon approval of the HAHSA committee • Organizes the sale and distribution of uniforms • Acts as liaison between parent and supplier • Organize recycling sale of uniforms • Ensure the production, sales and distribution of the school crest
<p>Photo Representative</p>	<ul style="list-style-type: none"> • Research various photographers and the packages • Finalize plans with the photographer upon approval of HAHSA and Principal • Organize sale of photos and collection of funds • Appoint a representative to take pictures at school functions if unavailable.
<p>Head Volunteer</p>	<ul style="list-style-type: none"> • Compiles a list of parent volunteers for the year • Assigns volunteers (works with staff)
<p>Fundraising Director</p>	<ul style="list-style-type: none"> • Develop ideas to raise funds and organize these events once they have been approved by HAHSA and Governing Board • Keep record of each fundraising event for future reference • Collect funds raised and arrange for submission of funds to the treasurer • Establish a calendar of all fundraising activities for the school year to be approved by HAHSA and Governing Board as early as possible in the school year • Ensure that donations received will be used as intended by the donor.
<p>Hospitality / Social / Community Director</p>	<p>This position is held by 2 members and they are jointly responsible for:</p> <ul style="list-style-type: none"> • Provide refreshments for HAHSA meetings • Provide refreshments and decorations for special events • Purchase, prepare and send appropriate thank you, holiday and other cards and gifts approved by HAHSA • Decorate the school for holidays (Halloween, Christmas, Etc) with input and help from senior students and/or student council • Assist cycle reps with Staff appreciation week



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Kindergarten, Cycles
I, II, III
Representatives

- Are available throughout the school year to assist the sub-committees or on any special endeavors as required
- Organize Teacher/Staff appreciation week
- Cycle III rep sits on grad committee and reports back to HAHSA
- Inventory check and storage of items purchased by HAHSA (to be done with Principal in school)