

The Alberta Federation of Home and School Associations Inc.
Old Court House Bldg. Calgary, Alta.

Editor News Board

CONSTITUTION

and

BY-LAWS

of the

ALBERTA FEDERATION

OF HOME AND SCHOOL

ASSOCIATIONS, INCORPORATED



Incorporated March 18th, 1948



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**THE ALBERTA FEDERATION OF
HOME AND SCHOOL ASSOCIATIONS**

CONDUCTING
Successful
**HOME AND SCHOOL
MEETINGS**



**CONSTITUTION
AND BYLAWS
FOR LOCAL
ASSOCIATIONS**



PRICE: FIFTEEN CENTS

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**CONSTITUTION
and
BY-LAWS
of the
ALBERTA FEDERATION
OF HOME AND SCHOOL
ASSOCIATIONS, INCORPORATED**

ARTICLE I — NAME

This organization shall be known as THE ALBERTA FEDERATION OF HOME AND SCHOOL ASSOCIATIONS (hereinafter referred to as "The Alberta Federation"); and its operations shall be carried on throughout the Province of Alberta.

ARTICLE II — POLICY

1. This organization shall be non-partisan, non-commercial, non-sectarian. The name of the Alberta Federation, its units or any of the officers in their official capacity, shall not be used in any connection with a partisan interest or with any commercial enterprise.
2. This organization does not anticipate carrying on any trade or business for profit or otherwise.

ARTICLE III — OBJECTS

The objects of this Association shall be the following:—

1. To encourage the formation of Home and School Associations in Alberta.
2. To promote and unify Home and School work throughout Alberta.
3. To promote the study and realization of the general policies of the Canadian Federation of Home and School and Parent-Teacher Federation.
4. To confer and co-operate with other organizations which concern themselves with the care

CERTIFICATE OF INCORPORATION

Province of Alberta,
Canada.

I hereby certify that The Alberta Federation of Home and School Associations is this day incorporated under The Societies Act, being Chapter 245 of the Revised Statutes of Alberta, 1942.

Given under my hand and seal of office at Edmonton, Alberta, this 18th day of March A.D. 1948.

(Signed by) E. R. HUGHES,
Registrar of Joint Stock Companies.

- and training of children in the Home, School and Community, and with the education of adults to meet these responsibilities.
5. To obtain equal educational opportunities for all children by:
 - (a) Co-operating with the Department of Education and the Boards of School Trustees.
 - (b) Keeping informed on modern educational trends.
 - (c) Stimulating intelligent public interest in education by the dissemination of information regarding significant educational developments to Home and School Associations in Alberta, thereby creating an intelligent and progressive public opinion.
 6. To unite with Home and School Federations in other Canadian Provinces in educational undertakings of national concern.
 7. To co-operate with influences that are stimulating international understanding and working for the peace of the world.
 8. To deal with the funds and property of the Alberta Federation for its legitimate objects, and in accordance with its by-laws.
 9. Generally to exercise all or any of the powers referred to in the Societies Act of the Province of Alberta.
 10. To do all such things as are incidental or conducive to the attainment of the above objects, and to pass all necessary by-laws in support thereof.

BY-LAWS

The By-laws of the Alberta Federation of Home and School Associations shall be set out in Articles IV to XXIII inclusive, which follow:

ARTICLE IV — ORGANIZATION

The Alberta Federation shall be composed of all organized and affiliated units within school

- areas in the Province of Alberta which shall be known as Home and School Associations.
2. Associations shall be organized by an official Home and School Organizer, or by a member of the Alberta Federation Executive Committee, or by a member of a Council or Association to whom such authority has been delegated.
 3. City or division Councils will be organized by The Alberta Federation upon the request of three or more Associations within the City or Division.

ARTICLE V — MEMBERSHIP

1. Membership shall be of two kinds; Corporate and Individual Members.
 - (a) **Corporate** (i) Home and School Associations shall, with the approval of the Executive Committee, and on payment of the annual per capita fee, be admitted to membership in the Alberta Federation of Home and School Associations. Each Association so admitted to membership shall be represented by the President, Vice-President or a substitute of such Association, together with three members of such Association appointed by that Association.
 - (ii) Kindred organizations may apply for affiliation with the Alberta Federation of Home and School Associations, and on payment of the annual fee of Five Dollars (\$5.00) be granted affiliation by the Executive Committee of the Alberta Federation. Each such organization shall be represented by the President, Vice-President or a substitute.
 - (b) **Individual** (i) Executive Members: Each and every member of the Executive Committee of the Alberta Federation shall be deemed to be, and shall be an individual member of the Alberta Federation.
 - (ii) Life Members: 1. Individuals who have been given a life Membership as a

reward of service in the Federation. Appointment must be approved by the Executive Committee. 2. Individuals who have paid the required life membership fee. Application must be approved by the Executive Committee.

(iii) Honorary Officers: To be appointed annually by the Executive Committee. (c) Member Associations may have their membership cancelled by the Executive Committee of the Alberta Federation if they engage in activities, whether, under the name or auspices of the Alberta Federation, or of any member Association, which are detrimental to the interests, or contrary to the objects of the Federation; with the right of appeal, however, to the annual general meeting, or to any Committee appointed by the annual general meeting to hear such appeals. (d) Members of Associations may have their membership cancelled if they engage in activities under the name or auspices of the Federation, or any member Association, which are detrimental to the interest, or contrary to the Objects, of the Federation. Such members shall have the right of appeal.

ARTICLE VI - FEES

1. All Home and School Associations in Alberta shall be required to become members of the Alberta Federation and shall pay the annual affiliation per capita fee.
2. Kindred organizations shall pay an annual affiliation fee of \$5.00 per organization.
3. Life Membership fee shall be \$25.00.
4. When life membership has been given to a member for services rendered, no fee will be required.
5. All fees shall be in the hands of the Treasurer not later than February 1st of each year, and

the balance, if any, by March 31st.

ARTICLE VII - AFFILIATIONS

1. The Alberta Federation shall be affiliated with the Canadian Home and School and Parent Teacher Federation, and shall pay the annual per capita fee.
2. The Alberta Federation may affiliate with any educational organization if the Executive Committee shall deem such affiliation suitable, and advisable, and shall so recommend. Such affiliation shall be made only with a body that could be deemed strictly educational.
3. All Home and School Associations affiliated with the Alberta Federation are expected to affiliate with the Regional Council, where such exists.
4. Associations near the Alberta Provincial border may join adjacent Provincial Councils, Associations near the border of Canada and The United States may join International Councils. In such cases they shall notify the Alberta Federation.

ARTICLE VIII - COUNCILS

1. Council Constitutions and By-Laws shall be approved by the Alberta Federation Executive Committee.
2. Councils do not pay fees to The Alberta Federation.
3. Council Presidents are members of the Alberta Federation Executive Committee.

ARTICLE IX - NOMINATIONS and ELECTION OF OFFICERS

1. The Nomination Committee shall send nomination forms to Alberta Federation members at least two months prior to the Annual Meeting.
2. Nomination forms shall be completed, and in the hands of the Chairman of the Nomination Committee not less than three weeks before the Annual Meeting.

3. Nominations shall be made by:—
 - (a) Affiliated Home and School Association in good standing.
 - (b) Affiliated organized groups in good standing.
 - (c) Individual members: 1. Executive Committee Members. 2. Life Members.
4. A list of the Nominees shall be posted in the place of meeting on the opening day of the Annual Meeting.
5. If, for a specified office no Nominee accepts, nominations may be made from the floor of the Annual Meeting.
6. When only one Candidate is standing for an office, the rule of the ballot shall be suspended so that the candidate may be elected unani- mously.
7. A Nominee for the Presidency must have pre- viously served at least one year on The Alberta Federation Executive Committee.
8. Officers shall be elected by secret ballot at the Annual Meeting, and a plurality of votes shall elect.
9. Elected officers shall not be eligible for the same office for more than three consecutive years.

ARTICLE X — VOTING

1. Each Home and School Association affiliated with The Alberta Federation, and represented at the Annual Meeting shall have four votes.
2. On a ballot vote each affiliated and repre- sented association shall have four votes which shall be cast by one Delegate:—
 - (a) on instruction of the Association.
 - (b) representing the decision of the majority of the Association's Delegates present.
3. On a standing vote every delegate shall have one vote.
4. Each individual member of the Executive Committee shall have one vote.

5. Life members shall have one vote.
6. Kindred organizations affiliated with the Al- berta Federation and represented at the an- nual meeting shall have one vote.
7. No delegate may represent more than one Association.
8. No Alberta Federation Executive Committee Member shall represent an Association as a delegate.

ARTICLE XI — HONORARY OFFICERS

1. Honorary President (life): No further such honors shall be conferred.
2. There may be an Honorary President and Hon- orary Vice-Presidents appointed annually by the Executive Committee.

ARTICLE XII — ELECTED OFFICERS

1. The elected officers of the Alberta Federation shall be President; eight Vice-Presidents (one Vice-President shall act as aide to the president, one Vice-President in charge of organization, on Vice-President in charge of extension, and conferences, and five shall be Regional, chosen with geographical distribution in mind); Re- cording Secretary; Corresponding Secretary; and Treasurer.
2. Elected Officers shall not be eligible for the same office for more than three successive years, and shall not hold more than one Alberta Federation office at one time.
3. No remuneration shall be paid to Executive Officers for their services as such.
4. Installation of Officers shall take place at the Annual Meeting.

ARTICLE XIII — EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the elected Officers, together with the Immediate Past President, the Chairmen of Standing Com- mittees, the Editor, the three Alberta Represen- tatives to the Canadian Home & School Parent-

- Teacher Federation, the one Representative of the Department of Education, The Alberta Federation Representative to the General Curriculum Committee of the Department of Education, and the Presidents of the Home and School Councils.
2. The Executive Committee shall have power to fill a vacancy in any office for the unexpired term.
 3. The Alberta Federation shall provide transportation expenses (not in excess of railroad fare, day coach) and board and room for Executive Committee members attending the Annual Meeting, and shall provide transportation expenses for Executive Members attending Executive Meetings.
 4. The Sub-Executive Committee shall consist of the President, one Vice-President, two Secretaries, the Treasurer and any three other members of the Executive Committee.
 5. Nine members shall constitute a quorum of the Executive Committee.
 6. Five members shall constitute a quorum of the Sub-Executive Committee.

ARTICLE XIV - DUTIES OF OFFICERS

1. The President shall have a general supervision of all work of the Alberta Federation, and shall preside at all meetings of the Alberta Federation, and of the Executive Committees, and shall be ex-officio member of all Committees. The President may appoint a Chairman for a session, or a part thereof, of the Annual Meeting.
2. **Vice-Presidents:**
 - (a) One of these shall act in the absence of the President, or failing that, an acting President may be appointed by the Executive Committee.
 - (b) One shall be responsible for organization of all associations.

- (c) One shall be in charge of all extension work including conferences.
- (d) Five shall be Regional, chosen with geographical distribution in mind, shall assist with organization and extension work in their areas in cooperation with the Vice-Presidents in charge of organization and extension.
3. The **Recording Secretary** shall keep an accurate record of all motions and resolutions, of all meetings. Shall send out notices of meetings, shall prepare the agenda for the meetings in the correct form, shall keep an accurate list of all Standing and Special Committees, shall keep a copy of the Constitution in the Minute Books, shall receive and file all Reports of Conveners, shall present a full Report of the year's proceedings to their Annual Meeting.
4. The **Corresponding Secretary** shall conduct all official correspondence and such other duties as the Executive Committee shall decide.
5. The **Treasurer** shall have custody of the financial records and receive all monies, acknowledge all fees and contributions by official receipt and shall pay all accounts by cheque, countersigned by the President. A financial statement shall be presented at each Executive Meeting. A financial statement shall be presented at the Annual Meeting.

ARTICLE XV - BOOKS, RECORDS and SEAL

1. The **Books** of the Alberta Federation shall be audited by auditors appointed by the Executive Committee, before the financial statement is presented at the Annual Meeting.
2. The **Books and Records** of The Alberta Federation may be inspected by any member of The Alberta Federation at such place or places as may be designated by the President on at least seven days notice in writing in that behalf, delivered by the member intending to inspect

ARTICLE XIX — MEETINGS

1. The Annual Meeting of the Alberta Federation shall be held at a place and date to be decided by the Executive Committee.
2. The Executive Committee shall meet three times a year, immediately before and after the annual meeting, the third meeting shall be at the call of the President, preferably in November.
3. The Sub-Executive Committee shall meet at the call of the President.
4. Notice of the Annual Meeting shall be mailed at least two months before the meeting, and notice of Executive Committee Meetings shall be mailed at least two weeks before such meetings.
5. A special meeting of the Executive Committee may be called by the President, and shall be called at the written request of five members. The object of the meeting shall be definitely stated in the notice, and no other business may be transacted at such a special meeting.
6. A copy of the minutes of the Executive and Sub-Executive Committee Meetings shall be mailed to all members of the Executive Committee.
7. A copy of the minutes of the Annual Meeting shall be mailed to all members of the Executive Committee.
8. Minutes of each session of the Annual Meeting shall be read and approved at the beginning of the following session.

ARTICLE XX — FINANCE

1. The fiscal year shall be from April 1st to March 31st.
2. The Committee on Finance shall arrange for the support of the Alberta Federation based on the following sources of revenue:
 1. Affiliation fees.

2. Life membership fees.
3. Government Grant.
4. Miscellaneous.
3. The Finance Committee shall make out a budget for each year and submit it to the Pre-Convention Executive Meeting, for approval at the Annual Meeting.
4. All plans for this purpose and all decisions must be endorsed by the Executive Committee before becoming effective.
5. The Association shall have no power to borrow money on the credit of the Association, or to pledge its credit for the purpose of a loan by means of a promissory note, or in any other manner.

ARTICLE XXI — CHARTER

1. Any Association which desires to disband shall notify the Alberta Federation Secretary giving reasons, sixty days before surrendering the Charter Certificate.
2. Any Association failing to conform to the Constitution may have its Charter Certificate withdrawn and be disbanded by The ALBERTA Federation. The books shall become the property of The Alberta Federation and any funds shall be expended for the school use. One month's notice of such action shall be given to the Association by The Alberta Federation. One year shall elapse before an Association may apply for re-organization.

ARTICLE XXII — RESOLUTIONS

1. All Resolutions shall be sent to the Resolutions Convener Chairman at least two months prior to the Annual Meeting.
2. All Resolutions from the Association, to the Department of Education, or to the Provincial or Federal Governments, shall be submitted to the Executive Committee of the Alberta Federation for consideration and action.

ARTICLE XXIII - AMENDMENTS

1. The By-laws may be rescinded, altered or added to by an "Extraordinary Resolution" passed by a majority of not less than three-fourths of such members entitled to vote as are present in person, at a general meeting of which one month's written notice specifying the intention to propose the Resolution as an "Extraordinary Resolution" has been duly given.
2. Matters not specifically covered in the written objects of this Alberta Federation or in the By-laws of the Alberta Federation shall be dealt with in harmony with the statements and policies of the Canadian Home and School and Parent Teacher Federation.

Conducting Successful Home & School Meetings

by DR. S. R. LAYCOCK
Past President, The Canadian Home and School
and Parent-Teacher Federation

Whenever a group of Home and School officers get together the cry goes up, "We can't get people to come out to meetings" or "We can't get fathers and business men to come." Before condemning those who don't turn out to meetings it would be well to do some stock-taking as to whether the meetings are worth attending. By and large, people will go to meetings that are well run and that have a good programme which meets their needs.

There are two main parts to a meeting of a Home and School Association—the business session and the program proper. Both have to be good if you are to attract parents. Since poorly-conducted and long-drawn-out business sessions do more to kill Home and School Associations than anything else, this article will deal with ways of conducting the business part of the Home and School meeting.

The Business Meeting Should Be Planned

The business part of the meeting should be planned as carefully as the programme. The business to be brought before a meeting should be gone over ahead of time at the monthly meeting of the executive held some time before the general meeting. Or, if there isn't a monthly meeting of the executive, then the President and Secretary should have a meeting and prepare an agenda of items to be dealt with. Copies of

A successful Home and School Meeting doesn't just happen—it must be planned. Nothing is more annoying to any group than to feel they lack leadership. The president and the executive must provide that leadership. In the hope that it will help local officers in making their meetings more educational and enjoyable the Saskatchewan Federation of Home and School has prepared this little booklet. Additional copies may be obtained from the Treasurer of the Federation at 15 cents each.

the agenda ought to be in the hands of both the president and the secretary well ahead of the meeting and each should become thoroughly familiar with what is to be brought up under each item. Each should have a copy of the agenda in front of him at the meeting.

Important items on the agenda should be discussed thoroughly beforehand by the executive and either (a) a definite recommendation for action brought forward to the meeting by the executive—one which can then be discussed and voted on, or (b) a recommendation that the general meeting set up a special committee to study the problem and bring in suggestions later.

It is impossible for any group of people to give careful thought to any topic on the spur of the moment. The most giant mind I have ever been in contact with—Dr. Spearman of London, England, under whom I carried out my graduate study, refused to consider any point I proposed unless he had had time to study it beforehand. I, therefore, submitted to him the day before my interview an outline of all questions I proposed to raise.

No Action Without Study

All Home and School Associations should adopt the rule that no action be taken on any important matter without study. If this is the general practice it will save the association from passing ill-digested and foolish resolutions which some member proposes on the spur of the moment. It is better for someone to move that the resolution be referred to the executive for study and report or to a special committee for study and recommendation. In that way an Association can save itself a lot of embarrassment. Passing hare-brained resolutions damages any organization. An association

should choose its executive carefully and then let it administer the ordinary business of the association without referring all details to the general meeting. No body of any size can settle anything but matters of policy in an open meeting. Details will drag the meeting out and kill it. The executive should be empowered to pay routine bills and only new and important business brought to the general meeting. A digest of the minutes of the executive may be read to the general meeting. Such a digest should be prepared in written form beforehand by the secretary.

Start Meetings on Time

If your members decide that meetings should start at 8.00 p.m. or 8.15 p.m. or 8.30 p.m., then the officers should plan to start at the appointed hour. Don't call the meeting for 8.00 p.m. and start at 8.20 p.m. or 8.30 p.m.

Business Meetings Should Be Short

Business meetings other than annual meetings where reports are received and officers elected should be short. Ordinarily they should be not more than twenty minutes or at most half an hour. Longdrawn-out business meetings lasting fifty minutes which should have lasted twenty minutes will kill any organization.

The Minutes

The secretary should prepare the minutes carefully and read them over again the day of the meeting so that she will be familiar enough with them to read them fluently. She (and the President) should speak to the back of the hall. Most people—including women—can speak out or even shout if they need to. It is not a sign of modesty to speak so low so that nobody can hear beyond the front rows.

There are two ways of confirming the minutes. One is for the Chairman to say: "You have heard the minutes, are there any errors or omissions?" Then after a pause or after corrections, the chairman says, "If there are no errors or omissions I declare the minutes approved as read," or else he says, "If there are no other errors or omissions I declare the minutes as corrected approved." The other way to deal with the minutes is to have a mover and seconder that the minutes as read be confirmed. Give a chance for corrections but do not dawdle. Dispose of the minutes in a business-like fashion.

If there is business arising out of the minutes the chairman and secretary should have a memo of it. It should be brought forward promptly and dealt with.

Motions and Amendments

Strictly speaking there should not be discussion on any topic unless a motion has been moved and seconded. However, sometimes no one is ready to make a motion until there has been a few minutes of discussion. The chairman should use his discretion. He should not, however, let discussion go on very long until a motion is presented. In other words, he should press for a motion as soon as possible. All motions must be seconded before being discussed. Make sure that the motion being discussed and voted on is quite clear to the members.

When a motion is before the meeting, any two members may move and second an amendment. The amendment should not be the opposite of the main motion. Rather it should alter part of the motion, e.g., if the motion is that "the Grade 8 banquet be held on June 10th in the school," the amendment might be that

the words "in the school" be deleted and the following substituted: "the place to be decided by the executive." When the matter has been discussed the amendment is always put first. If it is defeated the debate may continue on the main motion. If the amendment is carried then it is usual to put the motion as amended although sometimes this is assumed as carried if no further amendments are proposed.

It is possible for members to move an amendment to the amendment. This should alter the wording of the amendment and not merely deal with an entirely different matter, e.g., in the case of the amendment described above the amendment to the amendment might be "that the following words be added to the amendment: 'and that the Grade 7 mothers be asked to be a committee to put on the banquet'." If there is an amendment to the amendment it is always put first. If carried, the main motion as amended may be put; if defeated another amendment to the amendment may be moved or the vote then be taken on the amendment. However, there can be on the floor at any one time only two amendments—the amendment proper and the amendment to the amendment. When any amendment is defeated any member can then move another amendment if he wishes to do so.

There are always people in a Home and School Association who fancy themselves as budding lawyers and who continually bring up constitutional points. They regard the constitution as a Golden Calf to be worshipped. Actually it is nothing of the sort. The constitution is meant to help a meeting run smoothly, not to throw sand in the gears. Try and get your association to look on the constitution in that light.

When a motion or amendment is being considered try and keep discussion moving. Give

time for discussion but don't let the meeting drag. Ask "Is there further discussion," pause a moment and if no one speaks ask, "Are you ready for the question?" If no one speaks or if someone says "question," then put the motion or amendment as the case may be. Be business-like. If two people start to speak at once, don't hesitate, say "Mrs. Smith has the floor." Which ever caught your eye first should be named. If you're not sure name one of them promptly anyway.

In every association there is always someone who wants to monopolize the floor. It may be necessary to use the rule that each member may speak only once to a motion although the mover of the motion is usually accorded the privilege of speaking a second time.

The art of being a good chairman is to keep business and discussion moving and yet, at the same time, giving everybody a chance to express his views.

Duties of Officers

The duties of officers are set out in The Handbook of The Canadian Home and School and Parent-Teacher Federation (50c from the Federation, 79 Queen Street East, Toronto). Each officer should read the list of his or her duties. The president should have an overview of the work of the whole association and should plan to keep closely in touch with all the officers and committee chairmen. He should do some long-range planning for the association and submit his views to the executive for discussion. Remember, it is possible to give sound leadership without being bossy.

The vice-president's job is not ornamental. He must support the president and be ready at any time to substitute for the president at meetings. This means that he must keep closely

in touch with all the business of the association.

A good secretary is a jewel beyond price. He does the things expected of him and **does them on time**. Minutes are written up carefully and letters answered promptly.

The treasurer should have a written financial statement for each meeting. He should be scrupulous about accounts. He should either pay accounts by cheque or get his bills receipted. He should pay only such accounts as are authorized by the executive or the general meeting. He **must** pay all authorized expenditures whether he himself approves of them or not. He should insist, for his own sake, on having his accounts duly audited at the end of the year.

No Personalities Please!

Personal strife and bickering on the part of officers and members have ruined many a Home and School Association. Once your association has elected its officers give them your loyalty and support whether you like them personally or not. In the business, professional and political worlds, everybody has to accept and work co-operatively with people whom they wouldn't personally select as friends. This should apply to Home and School Associations. Co-operate with anybody who will **sincerely** work for the welfare of children.

Remember that the cause of Home and School is bigger than any person. Your own personal ambition comes second to doing a good job for boys and girls in the home, school and community. People who are in Home and School for their own glory should not be elected to office but relegated to the side lines.

Quietly try to protect your Home and School Association from those who try to exploit it for their own advantage.

Create Friendliness

In addition to running a good business meeting and putting on a good programme, Home and School meetings will succeed if they are able to create an atmosphere of what is now called "permissiveness"—that means accepting people in a warm friendly fashion and making them feel that they have something to contribute which is both valuable and wanted.

Friendly personal calls and telephone calls often make people ready to come to meetings. There should be a welcoming committee to greet newcomers—and oldcomers. The president should try to create a warm and friendly atmosphere in the meeting.

A warm friendly welcome, a brief and well-conducted business meeting and a program that touches the problems of parents and children will bring parents to your meetings. To achieve these three things means work—but it will be satisfying work.

THE CANADIAN HOME AND SCHOOL AND PARENT-TEACHER FEDERATION

CONSTITUTION FOR LOCAL ASSOCIATIONS

I. Name

The name of this Association shall be Home and School Association, a local constituent of the Saskatchewan Federation and of the Canadian Home and School Federation, Inc.

II. Objects

1. To promote the welfare of children and youth.
2. To raise the standards of home life.
3. To promote and secure adequate legislation for the care and protection of children and youth.
4. To foster co-operation between parents and teachers in the training and guidance of children and youth, both during and after the school period.
5. To obtain the best for each child according to his physical, mental, social and spiritual needs.
6. To give parents an understanding of the school and its work, and to assist in interpreting the school in all its aspects to the public.
7. To confer and co-operate with organizations other than schools which concern themselves with the care and training of children and youth in the home, the school and the community; and with the education of adults to meet these responsibilities.
8. To foster high ideals of citizenship and patriotism; and to promote through educational means international goodwill and peace.

Note: The foregoing statement of **Objects** is the same for local associations, councils, provincial and national federations and is not intended to be amended.

**SASKATCHEWAN FEDERATION OF HOME
AND SCHOOL ASSOCIATIONS INC.
THE CANADIAN HOME AND SCHOOL
FEDERATION**

BY-LAWS FOR A LOCAL ASSOCIATION

Article I—Policies

1. The policies and programme shall be educational.
2. This association shall be non-commercial, non-partisan, non-sectarian and non-racial.
3. (a) This association may co-operate with other community groups to develop co-ordinated programmes based on common interests concerned with the welfare of children and youth; provided that this association retains its own identity and programme and is bound only by the commitments which it shall specifically endorse.
(b) Co-operation as used in this paragraph shall be construed to include any form of membership which does not involve the payment of an obligatory membership fee, while permitting the making of voluntary contributions towards expenses of operation.

Non-Commercial

The name of this association, or the names of its officers or members in their official capacities shall not be used to endorse any commercial concern or its product. No concern or product may be advertised at association meetings. Gifts involving commercial obligations may not be accepted. Advertisements offered "with the compliments" of any concern may not be accepted. Associations may use educational material supplied by service agencies, but may not distribute advertising mate-

rials of commercial concerns. Associations may publish lists of films, records, books, pamphlets, or reference material if such lists are compiled by Home and School, Parent-Teacher or educational agencies.

Non-Partisan

The name of this association or of any officer or member thereof in an official capacity shall not be used to endorse any candidate or partisan cause, or in seeking public office. Active support, however, may be given to legislative measures for child welfare.

Non-Sectarian—Non-Racial

This association welcomes into membership people of any race or creed who are interested in the welfare of children.

4. The name of this association shall not be used in endorsement of any publications other than those of Home and School or Parent-Teacher organizations.

5. This association shall not interfere with school administration or seek to direct school policies. (This does not prevent Home and School Associations from making representations to their respective School Boards.)

6. Lists of the names of members of this association shall not be made available to any concern. However, lists of the names of officers may be distributed to educational agencies approved by the executive committee.

Article II—Membership and Fees

1. (a) Any adult interested in the Objects and resident in the school area may become a member by payment of the required fee which shall be fixed by this association. Membership is all inclusive, local, provincial and national.

(b) All persons who pay the required fee at the organization meeting of this association shall be known as charter members.

2. (a) The membership fee shall be..... cents annually and shall be divided into the appropriate portions; the local portion shall becents, the provincial portion shall becents as decided by the provincial federation, and the national portion shall be six cents for each member on this association's roll.

(b) The provincial and national portions of the membership fees shall be remitted to the treasurer of the provincial federation as directed by the provincial federation office. (The provincial federation office is responsible for remitting the national portion of the fees to the national office at the appropriate time.)

3. This association may be a member of the Council of Home and School Associations in the district (if there is a Council) and shall pay such fees as shall be fixed by the by-laws of the Council.

Article III—Officers

1. The officers of this association shall be a president, one or more vice-presidents of equal standing, a recording secretary, a corresponding secretary and a treasurer all of whom shall be elected by the association at its annual meeting. (In small associations there may be one secretary and a treasurer, or a secretary-treasurer.)

2. At least five members-at-large also shall be elected by the association at its annual meeting who shall serve as members of the executive committee. (This might not be necessary in small associations.)

3. No member may hold more than one position on the executive committee of this association at one time.

4. No member may hold the same office for more than three consecutive years.

5. There may be an honorary president and honorary vice-president appointed annually by the executive committee. Honorary officers pay no fees, have no duties, do not vote and are not members of the executive committee.

Article IV—Duties of Officers

1. The president shall preside at all meetings of the association and of the executive committee, and shall perform all other duties pertaining to the office.

2. A vice-president shall preside at meetings in the absence of the president and shall carry out such duties as may be assigned by the association, the executive committee or the president. The association or the executive committee shall decide, by motion, which of the vice-presidents shall substitute for the president in any particular instance.

3. The recording secretary shall keep full and accurate minutes of all meetings of the association and of the executive committee, and shall present a report of the year's proceedings to the annual meeting of the association. He shall keep a record of the attendance at executive committee meetings and shall notify members who have been absent from two consecutive meetings.

4. The corresponding secretary shall have charge of and conduct all the official correspondence of the association and of the executive committee; shall be responsible for making the business arrangements attendant upon the holding of all meetings of the association and of the executive committee; shall attend to all printing; shall notify members, in writing, of their appointment to committees; and shall send out notices of all meetings.

5. The treasurer shall receive, collect and deposit in a chartered bank approved by the association all funds of the association; shall keep an accurate record of all receipts and expenditures; shall pay by cheque all bills and accounts which have been approved by the association or the executive committee and initiated by the president. All cheques shall be signed by the treasurer and the president, or by such other persons as the association shall designate in an amendment to this by-law duly presented and adopted at the annual meeting of this association. The treasurer shall submit a statement of the finances of the association as requested to do by the association or the executive committee; and shall present an annual report at the annual meeting of the association. Before the annual report is presented the treasurer's books shall be audited by an auditor appointed by the executive committee.

Article V—Nominations

Nominations for office in this association shall be.....

N.B. (Nominations for office may be made (1) from the floor; (2) by a nominating committee; or (3) by ballot. The By-Laws should state clearly which method has been decided upon by the membership. However, if the by-laws have not included this provision the association, by motion, may decide which method to use.)

(When nominations for office are to be made by a **nominating committee** this committee should be set up and the members of the committee named in accordance with the by-laws. If the by-laws do not cover this point the association may direct that the committee be set up at such time, and in such manner as it deems appropriate.)

(When nominations are to be made by ballot a **nominations committee** should be set up in accordance with the by-laws, or if the by-laws do not cover this point the committee shall be set up as the association shall direct. A **nominations committee** is a clerical committee only, it does not nominate candidates for office.)

N.B. (Detailed instructions for the procedure of both the aforementioned committees may be found in the Handbook.)

Article VI—Elections—Voting

1. Election of Officers shall take place at the annual meeting of the association.

2. A majority vote, unless otherwise decided by the association, shall be necessary to elect (a majority vote—half the votes plus one vote).

3. The vote shall be by.....
(may be by show of hands or rising vote, or it may be by ballot. The association should decide by motion which method to use.)

4. Only members in good standing, whose fees have been paid as at.....
(a date to be set by the association) shall be eligible to nominate, vote or stand for election to office—persons not eligible may **not** be nominated or elected even by unanimous consent. Each member shall be entitled to cast one vote.

N.B. (Detailed instructions on election procedure may be found in the Handbook.)

Article VII—Installation

The installation of the officers and members-at-large shall take place at the close of the annual meeting of the association (or at a subsequent meeting of the association as decided by the membership), and shall hold office until their successors are installed.

Article VIII—Executive Committee

1. There shall be an executive committee consisting of the president, the vice-presidents, the secretary (or secretaries), the treasurer, and the immediate past president, the elected members-at-large, the chairmen of standing committees, the principal of the school and(one or more) members of the teaching staff appointed by the teachers.

2. The elected officers, the members-at-large, the immediate past president, the principal of the school and the staff representatives shall meet as soon as possible after the annual meeting and appoint the chairman of the standing committees.

3. The absence of any executive committee member from three consecutive meetings shall constitute a vacancy.

4. Vacancies occurring in any office of this association between annual meetings shall be filled by the executive committee for the unexpired portion of the term.

5. A quorum of the executive committee shall be three-fifths of its members.

Article IX—Standing Committees— Special Committees

1. This association shall have the following standing committees: **Programme, Membership Social and Magazine**, and such others as may be deemed necessary.

2. The chairman of each standing committee shall appoint at least three other members to serve on the committee. The president shall be a member ex-officio of all committees.

3. The chairman of each standing committee shall submit plans of work to the executive

committee for approval and shall actually undertaken.

4. Each committee, through its chairman shall present a report of its work as directed to do so by the association or the executive committee; and shall present a report of the year's work to the annual meeting of the association.

5. Special committees shall be set up by the association or the executive committee as required and shall report as directed to do so by the body which has appointed the committee.

Article X—Meetings

1. This association shall hold during the school year at least.....(not less than eight) monthly meetings which may be attended by all interested persons, providing that only members whose fees have been paid shall have the privilege of making motions and voting.

2. At the regular monthly meetings of this association general and urgent business may be transacted, but the disposition of ordinary routine business and the payment of accounts up to an amount of \$.....(set by the association) shall be the function of the executive committee.

3. A special meeting of this association may be called by the executive committee, and shall be called at the written request of.....% of the members, providing that such request shall state a specific reason for the meeting, and no other business may be transacted than that which has been stated in the request.

4. A regular meeting of the executive committee shall be held previous to the regular meeting of the association.

5. A special meeting of the executive committee may be called by the president and shall be called at the written request of.....

members of the executive committee. The same conditions shall be observed in the transaction of business at special meetings of the executive committee as have been stated for special meetings of the association.

6. The annual meeting of this association shall be held in the month of..... each year.

Article XI—Resolutions

All resolutions from this association to the Department of Education, the provincial or federal governments shall be submitted to the board of directors of the provincial federation for consideration and action.

Article XII—Dissolution

1. If this association desires to disband it shall notify the provincial federation by letter, addressed to the secretary, giving reasons, at least sixty days before taking any further action, or surrendering its charter certificate.

2. If this association shall fail to conform to its Constitution and By-Laws, or in any way conduct its activities in such manner as to be out of harmony with the provincial and national federations its charter certificate may be withdrawn and the association disbanded by the provincial federation. The books of the association shall become the property of the provincial federation and the funds of the association shall be expended for the school use. One month's notice of such action shall be received by this association.

Article XIII—Amendments

This association may at any regular meeting, amend these By-Laws or may pass other By-Laws for the management of its affairs which

are not inconsistent with the By-Laws and Letters Patent of the provincial and national federations or with these regulations, by a two-thirds vote of the members present and voting; providing that notice of motion has been given at a previous regular meeting of the association, and the by-laws are submitted to the provincial federation for approval before being put into operation.

Article XIV—Rules of Order

The rules contained in Bourinot's Rules of Order (Canadian Manual) shall govern all matters of procedure not covered in these By-Laws. (See the Handbook for detailed rules of procedure.)

Note: The foregoing By-Laws are based on experience with associations of all types. While they may seem to be too elaborate for small associations, they provide a sound basis upon which to draw up regulations for the successful operation of any size association.

Creed

WE BELIEVE:

That a Home and School Association should be concerned with all problems that relate to the welfare of the child in the home, school and community.

That its great object should be to interest all people in all children and to link in common purpose the home, the school and other educative forces in the life of the child, to work for his highest good.

That it should learn first-hand all school conditions and all community conditions affecting the child.

That it should encourage all influences and conditions which will ensure the growth and safety of the child.

That it should work actively to supply the school and community needs by creating public sentiment which will favor and provide good teachers, good school equipment and adequate recreation for leisure time.

That it should give service to the home by training for parenthood and home-making and to the school by adding parent power to school power.

That it should not be the means of entertainment, or charity, or criticism of school authority, but a co-operative, non-partisan, non-sectarian, non-commercial effort to produce Canadian citizens who shall be capable of perpetuating the best in our national life.

That the principles which guide the Home and School Association are the embodiment of social service, civic virtue and patriotism.

A Parent's Code of Ethics

(1) I will establish a direct and personal contact with the school my children attend by availing myself of the opportunity to visit it, and get first-hand information regarding the equipment, teaching and activities of the school.

(2) I will encourage sympathetic and constructive attitude towards the school and its activities.

I will support and co-operate with teaching staff and Board of Education to the fullest possible extent.

I will make no hurried criticisms, but will act only on the basis of accurate and first-hand information after sober judgment.

I will discourage fault-finding on the part of my children and will refrain from adverse criticism of the teachers and the school in their presence.

I will expect nothing for myself or for my children contrary to the interests of the entire school.

(3) I will accept my share of responsibility of the home and school as partners in the education of children.

I will provide home conditions favorable to study and will co-operate with the school in developing and protecting the health and character of the children.

(4) I will try to keep pace with modern education by reading periodicals and books on progressive educational movements.

A. E. MARTY,
Public School Inspector.