

Pine Ridge Middle School
P.O. Box 279, 625 Pine Ridge Avenue
Kingston, N.S. B0P 1R0

Pine Ridge Home & School Association Constitution

September 2006

Article I - Name

1. The name of the Association shall be, The Pine Ridge Middle School Home & School Association, hereafter referred to as the Association.

Article II - Goals

2. The goals of the Association shall be:
- a. To promote the welfare of our children;
 - b. To encourage the growth and development of our children;
 - c. To foster cooperation between the parents, the teachers, and the community of Pine Ridge Middle School; and
 - d. To help parents develop an understanding of the school and its work.

Article III - Objectives

3. The objective of the Association shall be:
- a. To support the activities of Pine Ridge Middle School;
 - b. To raise money to support projects of the Association; and
 - c. To liaise between staff, students, and parents.

Article IV - Membership

4. The Association will consist of the following members:

- a. Any parent and/or guardian of children attending the Pine Ridge Middle School;
- b. Any student attending Pine Ridge Middle School; and
- c. Any staff member employed at the Pine Ridge Middle School.

Article V - Executive/Association Members

5. The Association Executive shall be comprised of:

- a. A Chairperson;
- b. A Vice-Chairperson;
- c. A Treasurer; and
- d. A Secretary.

6. The Association members may consist of:

- a. A Fundraising Coordinator;
- b. Student Class Representatives;
- c. The school Principal; and
- d. Two (2) Staff Members.

7. Election. The positions of Chairperson, Vice-Chairperson, Treasurer, and Secretary shall be elected at a General meeting, normally held in April. All other positions may be filled by appointment.

8. Voting. The Chairperson shall vote only in the event of a tie.

Article VI - Meetings

9. The Association Executive shall meet at such times as called by the Chairperson, normally monthly.

10. The Chairperson shall call the Association General meeting in April.

11. Normally an agenda shall be prepared prior to a meeting, with the members being given the opportunity to put forward agenda items. The agenda should be distributed prior to the meeting.

12. Minutes of each meeting shall be kept and signed by the Secretary and Chairperson and distributed to each member of the Association.

Article VII - Financial

13. An individual financial audit of all Association accounts shall be conducted when deemed necessary.

Article VIII - Constitution Amendments

14. Notice of an amendment shall be posted in the school one month prior to voting and changes to constitution must be voted on at an Association General meeting.

15. In the event of a vote, the members of the Association in attendance at the meeting will constitute a quorum with a majority of 50% plus one determining the outcome.

Article IX - Dissolution

16. In the event of the dissolution of the Association, any assets remaining after paying or making provision for the payment of all the liabilities of the Association will revert to the Students of Pine Ridge Middle School.

Article X - Duties and Responsibilities

17. Executive. The members of the Executive are responsible to the Chairperson for the efficient running of the Association and the conduct of Association activities. Members shall be elected by the Association for a period of one year and/or members may re-offer to serve another term up to and including 3 years. Members of the Executive will perform the duties as described below.

18. Chairperson. The Chairperson shall be responsible to the Association for:

- a. All aspects of the conduct of the Executive;
- b. Representing the Association at School Board meetings and discussions;
- c. Ensuring that the Executive members perform their duties satisfactorily;
- d. Presiding over all Executive and General meetings; and
- e. Liaising with other Executive Members prior to finalizing any business on behalf of the Association.

19. Vice-Chairperson. The Vice-Chairperson shall be responsible to the Chairperson for the following:

- a. Keeping abreast of Association administration and school events;
- b. Assuming the duties and responsibilities of the Chairperson during his/her absence; and
- c. Liaising with other Executive members prior to finalizing any business on behalf of the Association.

20. Treasurer. The Treasurer's responsibility is generally to handle all financial affairs of the Association. The Treasures shall be responsible to the

Chairperson for the following:

- a. All distribution of funds shall be supported by receipts and voted on at Association meetings;
- b. Initiating requests for disbursement of funds on the direction of the Chairperson;
- c. Accounting for all incoming and outgoing funds;
- d. Advising the Chairperson on financial matters and preparing financial statements for the Executive and General meetings or as directed by the Chairperson; and
- e. Liaising with other Executive Members prior to finalizing any business on behalf of the Association.

21. Secretary. The Secretary shall be responsible to the Chairperson for the following:

- a. Maintaining appropriate files on Executive Functions and activities;
- b. Coordinating the administration of Association meetings including:
 - (1) Preparing agendas as directed by the Chairperson;
 - (2) Ensuring that members are adequately notified of time and place of the meeting;
 - (3) Recording and producing minutes of meetings for approval;
 - (4) Distributing the approved minutes;
- c. Coordinating with the school staff, as required in completing the above duties; and

- d. Liaising with other Executive Members prior finalizing any business on behalf of the Association.

Article XI - Association Members

24. Fundraising Coordinator. The Fundraising Coordinator shall be responsible to the Chairperson for the following:

- a. Initiating and coordinating all School fundraisers;
- b. Submitting final statements on all activities conducted; and
- c. Liaising with Executive Members prior to finalizing any business on behalf of the Association.

25. Student Class Representatives. Class representatives shall be responsible to the Association for the following:

- a. To act as liaison between the student body and the Association.

26. Principal. The Principal shall advise and assist the Association in carrying out its objectives.

27. Staff Members. Staff members shall be responsible to the Association for the following:

- a. Providing liaison between the teachers and the Association;
- b. Soliciting teachers and students as required to assist in school activities; and
- c. Reporting to teachers on significant issues as required.

