



East St. Margaret's Elementary Home & School Association

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ESME Home & School Association By-Laws

April 2025

I. NAME

The name of the association is East St. Margaret's Elementary Home & School Association. It is an association organized by the parents and community of East St. Margaret's Elementary School.

II. PURPOSE

The following outlines the purpose of the East St. Margaret's Home & School Association:

- A. To support and enhance the education and school culture at East St. Margaret's Elementary.
- B. Coordinate fundraising per budget requirements.
- C. Coordinate school social events.
- D. Assist with special projects for school improvement as needed.
- E. Assist with recognition and appreciation events for students, staff, and volunteers.
- F. Coordinate volunteers as required for East St. Margaret's Elementary activities.

III. BASIC POLICIES

The following are the basic policies of the East St. Margaret's Elementary School Home & School Association:

- A. The association shall cooperate with the school to support the improvement of education and school culture in ways that will not interfere with the administration of the school and shall not seek to control their policies.
- B. All members will work under guidelines of confidentiality when working with students.

IV. MEMBERSHIP

All parents, guardians, and staff are considered members of East St. Margaret's Elementary Home & School Association.



V. OFFICERS AND THEIR ELECTION

- A. Each officer must be a member of the East St. Margaret's Elementary Home & School Association.
- B. The officers of this organization shall consist of a Chair, Vice-Chair, a Secretary/Treasurer, and up to two (2) Members-at-Large. Upon approval of the association, the duties of an office may be shared by two elected officers.
- C. A call for nominations may be made during the first two (2) weeks of May through the school website and/or a newsletter sent home, with a meeting designated for voting in early June. Nominations will close one (1) week prior to a duly advertised voting meeting. Nominations will be received by the school Principal and forwarded to the Home & School Association Chair.
- D. Elections will be held in June and are usually done by secret ballot. Election will be by a simple majority (51%) vote of eligible Home & School members at a designated voting meeting.
 - a. In the event of a tie, a run-off election will be organized.
 - b. Should a nominee(s) run for office unopposed, that nominee will be appointed by acclamation and no vote will be required.

VI. DUTIES OF SERVICE

- A. The Chair or Co-Chairs shall:
 - a. Preside at all meetings of the association
 - b. Coordinate the work of the officers and committees of the association
 - c. Shall submit written or oral report to the board when requested
 - d. Perform such other duties as may be prescribed in these bylaws or assigned by the association
- B. The Vice-Chair shall:
 - a. Assist the Chair when needed
 - b. Perform the duties of the Chair in their absence
 - c. Shall submit written or oral report to the board when requested
 - d. Perform such other duties as may be prescribed in these bylaws or assigned by the association
- C. The Secretary/Treasurer shall:
 - a. Record the minutes of all the meetings of the association
 - b. Have a current copy of the bylaws
 - c. Maintain all minutes of the association
 - d. Maintain Historical records of the association
 - e. Keep a full record and accurate account of receipts and expenditures



- f. Coordinate disbursements as authorized by the Executive Committee
- g. Present a financial statement at every meeting of the association and at other times when requested by the executive board
- h. Be responsible for maintenance of all financial books of accounts and records
- i. Perform such other duties as may be prescribed in these bylaws or assigned by the association

D. Members-at-Large

- a. Fill the role of a vacated office for the remainder of the term as agreed upon by the Executive Committee
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the association

VII. TERMS OF OFFICE

- A. The term of office for all officers and members of the Executive Committee shall be for two (2) years and shall run from September 1 to August 31.
- B. Officers and members of the Executive Committee are eligible for re-election to their position for no more than three (3) consecutive terms. If no other nominations come forward then they may assume their office past the three (3) consecutive terms on a year to year basis.
- C. Election of officers shall be by secret ballot decided by a simple majority (51%) of votes.

VIII. EXECUTIVE COMMITTEE

The Executive Committee of the Association shall be responsible for:

- A. The management of the Association and its affairs.
- B. The establishment of ad hoc committees as need arises.
- C. To carry on the business of the East St. Margaret's Elementary Home and School Association, as required, between regular meetings.
- D. To approve purchase requests made by the school.
- E. Be responsible for the maintenance of all committee books and records
- F. All executive members are required to have a HRCE volunteer package completed.

IX. AD-HOC COMMITTEES

Ad-hoc Committees may be established and appointed by the Executive of the Association as necessary to carry on the work of the association and shall:

- A. Be responsible for the planning and implementation of assigned event; and
- B. Be responsible for administration of the budget assigned to that event.



- C. All Ad-Hoc Committees may be chaired/co-chaired by an active member who does not already hold an executive position.
- D. The chairperson of each Ad-Hoc Committee shall be responsible for leading, coordinating and including all interested active association members in the planning and delivery of tasks related to the event.
- E. Should a chairperson be absent, an Executive Committee member may be asked to provide support and guidance to the Ad-Hoc Committee.

X. MEETINGS

- A. A minimum of six (6) Executive Committee Meetings will be held during the year.
 - a. Dates and times will be mutually agreed upon by the members of the Executive Committee at the initial meeting of the school year.
 - b. Members who are not able to attend a meeting will notify the Secretary/Treasurer or the Chair by noon of the meeting date.
 - c. Quorum will be determined by a simple majority (51%) of eligible voting members. If there is no quorum, business may be discussed but not voted upon. If a vote is required, it may be done by email, so long as two (2) business days are provided to allow for any discussion that may arise. If a vote must be conducted via email, all eligible voting members must respond.
- B. Home & School General Member Meetings will run on a monthly basis with a maximum meeting duration of sixty (60) minutes.
 - a. There will be no General Member Meetings scheduled in December or March.
 - b. The June meeting will be a specially designated voting meeting.
 - c. In the event no members are present at a General Member Meeting, the meeting will be considered an Executive Committee meeting, and business will be conducted as usual.
- C. AD Hoc and/or special committees will meet as deemed necessary.

XI. DECISION MAKING PROCESS

The following principles and procedures will be used in making decisions:

- A. Principles
 - a. The Home & School Association is responsible for making decisions that are in the best interest of the students, staff, and families of East St. Margaret's Elementary School.
 - b. All members of the Association will have the opportunity to participate in decision-making whether through attendance at general meetings, membership on an ad-hoc committee, or holding an office on the Executive Committee.
 - c. Home & School Association decisions will be by consensus whenever possible.



B. Procedures

- a. Agenda items will be discussed in a structured way prior to a decision.
- b. When background information is needed on an agenda item, all members will be provided with that information and the time required to review it in advance of a decision.
- c. Whenever possible, decisions will be made by consensus. If consensus can not be reached, a simple majority (51%) vote will be required of those members present.
- d. Decisions and recommendations will be recorded in the minutes of the meetings.

XII. CONDUCT

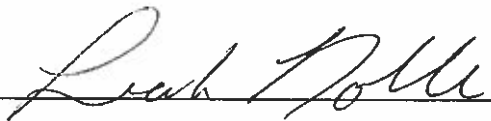
All members must conduct themselves under the rules, policies and procedures of the Halifax Regional Centre for Education.

XIII. ADOPTING AND AMENDING BYLAWS

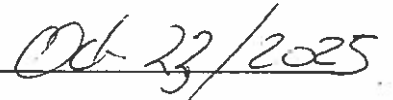
A notice of motion, given one meeting in advance, is required to amend the bylaws. Bylaws will be amended following the established decision making process. The amended bylaws will be forwarded to the General Membership for approval, and the bylaws or amendments will become effective upon receipt of approval.

Parties to the Agreement

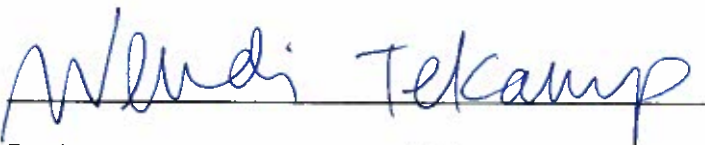
We, the undersigned, understand and agree to follow these Bylaws.



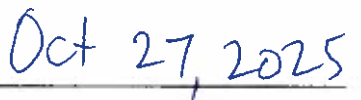
East St. Margaret's Elementary School Home & School Association Chair



Date



East St. Margaret's Elementary School Principal



Date