

Sambro PTA By-laws

Updated January 16, 2023

ARTICLE I - NAME

The name of the organization is Sambro Elementary School Parent Teacher Association (Sambro PTA).

ARTICLE II - PURPOSE

The Sambro PTA will consist of parents/legal guardians, teachers and school administrators who will work together to enhance the school community for the students of Sambro Elementary and their families.

The Sambro PTA will accomplish this by:

- Encouraging parent/guardian involvement in the PTA and other school related activities
- Supporting education activities
- Arranging social activities that assist with the sense of community for Sambro school families.
- Initiating fundraising activities to help provide supplementary school equipment and supplies, educational opportunities and extracurricular and social activities within the school and broader community
- Assisting in any special long term projects, as requested

ARTICLE III - MEMBERSHIP

Membership of the Sambro PTA is open to all parents/legal guardians, teachers and school administration at the (Sambro) school.

ARTICLE IV - EXECUTIVE COMMITTEE

The elected Executive Committee will be elected by the general membership:

- President
- Vice-President
- Secretary
- Treasurer
- Member-at-large (minimum of three) parents/legal guardians) - *No maximum*

Assumed positions:

- Teacher Representative
- Principal
- Vice-Principal - if applicable
- Past President - if available

ARTICLE V - DUTIES OF EXECUTIVE COMMITTEE

Elected Positions:

President:

- Position may be held by one member or two co-presidents. The president does not vote unless there is a tie, in which case only one (1) vote will be cast.
- Shall arrange and chair all meetings:
 - Executive: as required.
 - General: a minimum of 8 meetings per school year.
- Prepare agendas for all meetings and send out to membership prior to general meetings.
- Ensures past meeting minutes are available via applicable platforms.
- Shall meet monthly with Principal to review agenda of all Sambro PTA meetings.
- Shall maintain order at all meetings by following the by-laws as set out in this constitution and its amendments.
- Assists with all Sambro PTA sponsored events throughout the school year.
- Ensures that all items brought for a vote are properly moved, seconded and voted on by the Sambro PTA Executive (with the number required to reach a quorum).
- Acts as a spokesperson for the Sambro PTA; for example, informing new parents about the Sambro PTA during Primary Orientation.
- Shall maintain the Sambro PTA email account and respond to inquiries when necessary.

Vice-President:

- Attends scheduled Sambro PTA meetings as a voting member of the Executive.
- Assists with all Sambro PTA sponsored events throughout the school year.
- Assists the President in the performance of their duties.
- Shall fulfill the duties of the President in their absence.
- Shall, in the event of the office of President becoming vacant, assume the duties of the President until the next monthly meeting, at which time the position will be confirmed.
- Shall help other Executive members with their responsibilities, when needed.

Secretary:

- Attends scheduled Sambro PTA meetings as a voting member of the Executive.
- Assists with all Sambro PTA sponsored events throughout the school year.
- Records attendance at General Sambro PTA meetings.
- Shall be responsible for all minutes of the Executive and General meetings of the Sambro PTA.

- Sends out an electronic version of the minutes of the previous General meeting a minimum of two (2) weeks prior to next meeting for review and makes any necessary corrections or amendments.
- Maintains a binder or appropriate digital filing system containing all meeting minutes.
- Shall read all necessary correspondence at the General meetings.
- Coordinates with school administration regarding posting of the minutes and newsletters of the Sambro PTA on the school's website.

Treasurer:

- Attends scheduled Sambro PTA meetings as a voting member of the Executive.
- Assists with all Sambro PTA sponsored events throughout the school year.
- The Treasurer may be held by the Sambro School Administrative Assistant.
- Ensures cash handling procedures follows Halifax Regional Centre for Education (HRCE) policies and procedures as outlined in the [School Based Funds Handbook](#).
- Collects, and properly records all funds collected from various fundraising events.
 - Bank deposits are the responsibility of the Administration.
- Ensures that cash floats for Sambro PTA sponsored events are available when required.
- Shall maintain complete records of all financial transactions and file receipts.
- Shall submit a report of all financial matters at the General meetings of the Sambro PTA.
- Maintains the Sambro PTA financial record in a HRCE approved financial software.

Members-at-large

- Attends scheduled Sambro PTA meetings as a voting member of the Executive.
- Assists with all Sambro PTA sponsored events throughout the school year.
- Members-at-large may be elected at the first General meeting in September to include all new parents.

Assumed Positions

Teacher Representative

- This position may be rotated through the staff if one teacher can not commit to the full year.
- Attends scheduled Sambro PTA meetings as a voting member of the Executive.
- Participates in discussion and decision making.

Principal

- Attends scheduled Sambro PTA meetings as a non-voting member of the Executive.
- Assists with all Sambro PTA sponsored events throughout the school year.
- Provides monthly report for each General meeting.

Vice-Principal

- Assumes duties of the principal in their absence.

Past President

- Assists the current Executive Committee, as a non-voting member, on a consultation basis as needed.

ARTICLE VI - TERMS OF OFFICE FOR THE EXECUTIVE COMMITTEE

A term of office shall be defined as one school year from September to June.

A term of office for Executive Committee members is one (1) year.

A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless the position is not filled.

In the event that an Executive member misses two (2) consecutive meetings (without reason), the member will be dismissed from the Executive and an election will be held at the next General meeting.

ARTICLE VII - GENERAL MEETINGS

Meetings will be held monthly, with the exception of December and June, and shall be conducted in accordance with these by-laws.

Shall be chaired by the President or, in their absence, the Vice-President. In the absence of both, the Executive will appoint a member of the Executive to chair the meeting.

The quorum needed for a motion is a minimum of 50% of the Executive Committee.

To be carried, a motions requires 50% affirmative from the members in attendance.

ARTICLE VII - ELECTIONS

Elections shall be held annually in the second Monday of June PTA meeting for all elected members, except the Members-at-large. The new Executive shall chair meetings beginning in September.

Members-at-large will be elected at the first Sambro PTA meeting in September. Can offer in October if there is space available. Member at large positions are self nominated. You must be present at the meeting to nominate yourself.

Nominations of executive positions will be sent to the administration and be presented the evening of the elections.

Additional nominations of members-at-large shall be accepted from the floor prior to the elections at the June meeting.

You must be present at a meeting to be nominated, or to nominate yourself.

In the event of a vacancy in an Executive position during their term of office, an election for this position will be held at the next monthly meeting.

If only one person offers for a position then acclamation shall be awarded.

If there are multiple nominations for a single position, voting will be held by secret ballot that everyone votes on. Send to principal during meeting who tabulates. Tiebreak goes to the president.

ARTICLE IX - FINANCIAL

The Principal and Treasurer are responsible for keeping accurate records of all Sambro PTA funds.

Funds received for a specific project (Capital Project) may be maintained by the Sambro PTA for distribution or to be allocated to the school account for distribution following the initial approval in principle of the fundraising project. All funds raised for a specified purpose or excess funds will be maintained by the Sambro PTA for distribution following appropriate approval.

The executive committee must spend or allocate all monies raised by no later than the end of the fiscal year (March 31). A reserve should be kept in the Sambro PTA funds (suggested \$2,000) year over year for incidentals as approved by the Sambro PTA and floats for various fundraising events. (example teacher start-up, start of years events, etc)

The Sambro PTA fundraising activities shall be undertaken to support the overall objectives of the school as well as special projects designated by the Sambro PTA committee and/or approved motion of a general meeting. All fundraising activities must fall within the guidelines of the Halifax Regional Centre for Education Such activities may include but are not limited or bound to the following ideas:

Capital Projects - examples playground equipment and other long-term general school projects.

Classroom Supplies - Specialty furniture, agendas, miscellaneous supplies

Donations & Gifts - Grade 5 closing, various community outreach

School Trips - Activity cost, transportation cost

School Spirit Days - school wide events, ie Bayside, meals, etc

Teacher Start-up - \$200 per classroom (including Learning Centre & Resource), specialty teachers start-up approved upon request by the Executive committee, \$100 for part time teachers.

Technology - Repairs of current school technology, purchase new technology as required

At the Annual General Meeting, the Executive committee will approve a budget for the above spending categories for the following school year. The budget can be modified by a majority vote of the Executive.

Expenditures under \$200 that fall in the budget, does not require an Executive majority vote. This amount should not exceed \$500 per month.

Expenditures exceeding the above amounts must be approved at a general meeting by a majority vote.

Books and records shall be reviewed each Annual General Meeting.

The PTA commits to (at least) one fundraiser per year to put toward playground maintenance fund.

Revision History

Revision Date	Revision Number	Description of Change	Approval Date
April 2019	1.0	Initial Version	April 29, 2019
January 4, 2020	2.0	Change the wording of "Member-at-large (up to six (6) parents)" to Member-at-large (minimum of six (6) parents)"	November 4, 2019
October 2022		More inclusive language	N/A
January 2023		Final approval of changes, plus clarification on voting processes.	