

**The
Leadership Education
Association of Families and Friends
(LEAFF)**

BYLAWS

ARTICLE I.

Name

The name of this association shall be the Leadership Education Association of Families and Friends, with the acronym LEAFF.

ARTICLE II.

Mission

The mission of Leadership Education Association of Families and Friends is to grow great leaders through hosting events based on Leadership Education principles, strengthening our communities through service, and supporting the development of George Wythe Institute Canada.

ARTICLE III.

Members

Section 1. DEFINITION: The term “member” means a family unit of one household, or an individual.

Section 2. TERM of MEMBERSHIP: Membership in LEAFF is a one-year term from the date of a member’s registration.

Section 3. MEMBERSHIP FEE: Annual membership fee is determined at the first annual general meeting each year.

Section 4. MEMBERSHIP BENEFIT: Members are entitled to members-only access on the LEAFF website, will receive quarterly e-issues of *The Mentor* newsletter, and are eligible for special events discounts when available. Members are also eligible to start a LEAFF chapter.

Section 5. MEMBERSHIP OBLIGATIONS: Members of LEAFF are strongly urged to serve each year on an organizing committee for one of LEAFF’s annual

events. Members agree to abide by the LEAFF mission statement and the LEAFF honour code.

Section 6. LIABILITY WAIVER: Participation in LEAFF is voluntary. LEAFF shall not be held responsible for harm that occurs to an individual while traveling to or from, or attending, a LEAFF-sponsored activity.

Section 7. CONFIDENTIALITY: LEAFF will not share any personal member information with any outside organization or individual.

ARTICLE IV.

Executive Committee

Section 1. The Executive Committee of LEAFF shall be made up of individuals who have been members of LEAFF for at least one year, are duly elected, and reside in Canada.

Section 2. EXECUTIVE COMMITTEE POSITIONS AND DUTIES

The Executive Committee shall be a President, a Vice-President, a Secretary, a Treasurer, an Assistant Treasurer, a Youth Liaison and a General Registrar. The Executive Committee members as a whole and individually shall keep the mission of LEAFF as the guiding standard for LEAFF events, communications and website. Each Executive Committee member shall serve, as needed, as a liaison to a LEAFF chapter or chapter region and shall participate in training calls, as needed./

The president shall open and conduct meetings according to by-laws and correct parliamentary procedure, and act as communications monitor.

The vice-president shall act in the capacity of president in the president's absence, act as timekeeper for meetings, and shall serve as parliamentary procedure resource for LEAFF.

The secretary shall take minutes, keep the official membership roll, conduct general correspondence, keep copies of meeting records, prepare the meeting agenda, and send out calls to meeting.

The treasurer shall abide by Article VII of these by-laws in handling LEAFF funds.

The assistant treasurer shall assist the treasurer.

The youth liaison shall help plan, direct and execute youth-related activities and keep a record of 12-20 year old LEAFF members. He or she must be age 15-19 at the time of election.

The general registrar shall keep a name, contact information and payment record for all

event registrations. The general registrar shall also issue receipts for events-related payments.

Section 3. NOMINATIONS AND ELECTIONS

Nominations and elections shall take place at the Annual General Meeting (AGM) in July. All officers shall be elected by raise-of-hand vote at the AGM. Nominees must have been members of LEAFF for at least one year and eighteen years of age, with the exception of the Youth Liaison. Voters must be fourteen years of age and members of LEAFF.

Section 4. TERM OF OFFICE

The term of office for all members shall be two years or until their successor is elected with exception of the Youth Liaison as described below. There shall be no limit to the number of successive terms. No person shall hold more than one executive committee position at a time. The newly elected executive committee members shall begin their term at the close of the Annual General Meeting in which they were elected. Even years shall be for the election of the Vice-President, the Treasurer, and the General Registrar. Odd years shall be for the election of the President, Secretary, and Assistant Treasurer.

The term of office for the Youth Liaison shall be one year. Following the one year term, the former Youth Liaison will serve as mentor to the newly elected Youth Liaison.

In the event that an executive committee member is unable to fulfill the term of office, an emergency election may be called./

Section 5. REMOVAL FROM OFFICE

Members of the Executive Committee may be removed from office with a two-thirds (2/3) vote of all the other Executive Committee members presently serving if said EC member misappropriated funds and/or used his or her influence and capacity as a member of the Executive Committee of LEAFF to promote or market any product, cause or political campaign that is contrary to our mission statement.

ARTICLE V.

Meetings

Section 1. The Annual General Meeting shall take place on the second Saturday of July, unless determined otherwise. The Semi-Annual General Meeting shall take place on the second Saturday of February, unless determined otherwise.

Section 2. Regular Executive Committee meetings shall take place on the first and third Wednesdays at 7 am by conference call.

Section 3. The annual Executive Committee in-person meeting will take place on the first Friday in October or unless determined otherwise.

Section 4. Special meetings may be called by the President or two Executive Committee members in the absence of the President or shall be called upon written request of ten (10) members of LEAFF. The purpose of the meeting shall be stated in the written request. The Executive Committee must receive the request by email or regular mail at least ten days prior to the requested meeting.

Section 5. LEAFF general and regular meetings shall be conducted using LEAFF's version of Simplified Robert's Rules of Order.

ARTICLE VI.

Committees

Section 1. Main Events Committees:

Winter Wonderland Family Formal Ball

Thomas Jefferson Education Forum Canada

Liber Youth events committee

George Wythe Institute Canada Benefit Gala

Homeschool Variety Show

Educational Seminars

Section 2. Each event committee shall include one member of the Executive Committee as an advisor.

Section 3. Each event committee shall consist of a Committee Chair, a Secretary, and a Treasurer, as well as other committee members as needed. Committee chair, Secretary and Treasurer must be members of LEAFF. Other members are ideally, but not necessarily, members of LEAFF.

Section 4. Each event committee shall prepare and submit an Event Plan and Event Budget to the LEAFF executive 2 months prior to the event date. A copy of the event registration list and an Event Evaluation shall be submitted one month after the event date. A copy of these records shall

be held by the Executive Committee Secretary for future event committee use.

Section 5. Other committees as needed shall be created and appointed by the President or Vice-President if the President is absent.

ARTICLE VII.

Financial

Section 1. The Treasurer shall present a financial statement at the Annual General Meeting.

Section 2. All requests for funds to be withdrawn or deposited into the LEAFF account must pass through the Treasurer of LEAFF to facilitate the proper accounting and recording of the money.

Section 3. If the Executive of LEAFF needs to withdraw money from the LEAFF account, four of the seven members of the Executive Committee must vote in favour of it, with at least five EC members present. Voting can be held in person or by conference call. The results of the voting must be submitted to the Secretary for recording.

Section 4. If a LEAFF committee would like to withdraw money from the LEAFF account, four of the seven members of the Executive Committee must vote in favour of it, with at least five EC members present. Voting can be held in person or by conference call. The results of the voting must be submitted to the Secretary for recording.

Section 5. Monetary donations to LEAFF must be accompanied by a written statement indicating that the funds are a donation. PayPal's donation features can be substituted as a written statement. If no written statement indicating how to handle the donation is given, LEAFF will disburse the funds at their sole discretion. All donations are non-refundable.

Section 6. Executive Committee members and event committee members shall only accept cheques made out to LEAFF for LEAFF events, not to individual members.

Section 7. To be reimbursed, a LEAFF member must submit to the Treasurer a completed LEAFF reimbursement form with original receipt(s) attached. Reimbursement cheques must be signed by two executive committee members, neither of whom may be the individual applying for reimbursement.

ARTICLE VIII.

Code of Honour

Section 1. All LEAFF members shall abide by the LEAFF Honour Code.

Section 2. All guests at LEAFF events shall abide by the LEAFF Honour Code.

Section 3. The LEAFF Honour Code

LEAFF members gather to have excellent leadership education-based experiences. By participating in LEAFF events, members agree to abide by the guidelines for personal conduct below:

- *I will not put myself or others in harm's way by disregarding safety rules.*
- *I will treat others with respect.*
- *I will take care to leave facilities undamaged in any way.*
- *I will not do things to detract from the dignity and excellence of events.*
- *I will agree to leave an event, without refund, if I violate this Code of Honour.*

ARTICLE IX.

Chapters

Section 1. A LEAFF member may receive permission to start a local chapter of LEAFF by making application to the Executive Committee./

Section 2. Each LEAFF chapter must abide by the LEAFF mission statement and by-laws.

Section 3. Each chapter pays an annual LEAFF Chapter Membership determined yearly at the AGM.

Section 4. Chapter organization guidelines will be provided through the LEAFF website.

Section 5. Each LEAFF Chapter will have a LEAFF Executive Committee member liaison.

Section 6. Chapter executive committees may participate in monthly Executive Committee training conference calls.

ARTICLE X.

Amendment of By-Laws

These bylaws may be amended at any executive committee meeting or Annual or Semi-Annual General Meeting of LEAFF by a two-thirds (2/3) vote of the membership present, provided that the amendment has been submitted in writing ten days in advance of the meeting.