

**CONSTITUTION  
AND BYLAWS**

**ST. MARY'S CATHOLIC SCHOOL  
PARENT SUPPORT GROUP**

November 2016

# **ST. MARY’S CATHOLIC SCHOOL POLICY**

## **MANDATE OF ST. MARY’S CATHOLIC SCHOOL**

### **PARENT SUPPORT GROUP**

## **MANDATE**

### **Role of Parent Support Group at ST. MARY’S CATHOLIC School**

#### **I. Background**

The Parent Support Group (PSG) at St. Mary’s Catholic School is very supportive of the school and desirous of assisting Council in its role of overseeing the school operations as mandated by Catholic Independent Schools of the Diocese of Prince George (CISPGD). We remain united in the common goal of supporting a well-rounded Catholic Education at St. Mary’s Catholic School. This document has the purpose of defining the role and operation of the Parent Support Group at St. Mary’s Catholic School and it is based on:

1. Mandate given to us by the Catholic Independent Schools (CIS)
2. Mandate and recommendations of the Federation of Independent School Association (FISA) for Group 1 and Group 2 Independent Schools.

#### **II. CIS and FISA Policies Regarding Role and Functions of Parent Support Groups**

##### **Principles**

St. Mary’s Catholic School Council, along with all the school councils in the Prince George Diocese, is constituted by the authority of the Catholic

Independent Schools of the Diocese of Prince George and is an advisory body, directly responsible to the Society and the Bishop.

Parents are an integral part of the school community and are invited and encouraged to become involved in the activities and endeavors of the school. It is the responsibility of the School Council to approve and direct any parent group working or acting on behalf of the school (Source: “Mandate of School Council” CISPG)

“The Parent Support Group may also be mandated to raise funds for the school budget or capital construction with the expenditure of such funds under the final control of the School Council” (FISA Directive)

“The authority should define how the PSG is structured, what its mandate is, and as part of the mandate, include the receipt expenditure of gaming funds. (FISA Directive)

Gaming Funds: The PSG must be free to have genuine decision-making ability in selecting how to spend gaming commission funds. While they may report their activities in managing the funds to Council, the acquisition and spending of the funds will be at arm’s length according to the law.

## **SECTION II: PURPOSES OF THE PSG**

The PSG will operate as a non-profit organization with no personal financial benefit.

The purpose of the PSG is to work hand in hand with School Council to provide support to the students, teachers, and Principal.

1. To work towards the enhancement of programs at St. Mary’s School for the betterment of the students.

2. To encourage participation and involvement of parents/guardians and other St. Mary's Parish members.

### **Guidelines**

1. All parents/guardians of the school are automatically voting members of the PSG.
2. Administration and staff (teaching and non-teaching) of St. Mary's Catholic School may be non-voting members of the PSG.
3. Members of St. Mary's Parish who are not parents/guardians of students currently enrolled in the school may be invited to become non-voting members of the PSG.
4. There is an elected executive consisting of four elected executive members (chairperson, vice-chair, treasurer and secretary). If there are less than three of the above, the PSG will be dissolved.
5. The principal who must be a Council member is a non-voting member of the executive.
6. There must be a School Council liaison appointed to attend PSG meetings.
7. Communication between PSG and Council should occur between these two appointed people.
8. The principal is the administrator of the school and should be consulted before fundraising projects are undertaken and before funds are spent on projects. If necessary, the principal will consult with Council.
9. Any change in the grounds or buildings that are being considered must be approved by Council and CIS.
10. PSG should make a yearly plan of events to be approved by the principal.
11. The PSG must review and approve annual financial statements prior to the AGM.

### **SECTION III: UNALTERABLE DISSOLUTION**

1. In the event of dissolution or winding up of the PSG and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PSG shall be distributed to St. Mary's Catholic School Council, in accordance with the requirements of the British Columbia Gaming Commission.

2. In the event of dissolution of the PSG, all records of the organization shall be placed under the jurisdiction of St. Mary's School Council in the person of the principal of the school.
3. This clause is unalterable

#### **SECTION IV: MEETINGS**

1. Meetings will be conducted efficiently and with fairness to the members present.
2. Meetings will be held regularly over the course of the school year.
3. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in October of each year.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. One member of the PSG executive must be present at all meetings.

#### **SECTION V: QUORUM**

The voting members present at any duly called general meeting shall constitute a quorum.

#### **SECTION VI: VOTING**

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote of 50% plus 1.
2. In the case of a tie, the motion is defeated
3. Members must vote personally on all matters; voting by proxy shall not be permitted.

4. Voting shall be done by a show of hands, with the exception of the election of officers, which shall be by secret ballot. The ballots will be destroyed after the election. *In the case where only one person has been nominated for an executive position, voting may take place by a show of hands.*

#### **SECTION VII: ELECTION OF EXECUTIVE OFFICERS**

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee of the school or elected official of School Council shall hold an executive position.
2. Nominations will open at *the meeting* before the Annual General Meeting and close 14 days before the election.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.

#### **SECTION VIII: EXECUTIVE OFFICERS**

1. The affairs of the PSG shall be managed by a board of elected officers.
2. The Executive officers shall be as follows:
  - Chairperson
  - Vice Chairperson
  - Treasurer
  - Secretary
  - Gaming Committee Chairperson

#### **SECTION IX: DUTIES OF OFFICERS**

- 1) The chairperson shall:
  - a. Convene and preside at membership, special, and executive meetings, or designate an alternate if unable to attend.
  - b. Know the constitution and bylaws and meeting rules.
  - c. Know where to find resources to assist members.
  - d. Appoint committees where authorized to do so by the executive or membership.
  - e. Consult PSG members regularly.
  - f. Ensure that the PSG is represented in school activities.

- g. Ensure that PSG activities are aimed at achieving the objectives and purposes of the organization.
- h. Be the official spokesperson for the organization.

2) The Secretary Shall:

- a. Ensure that members are notified of meetings
- b. Record and distribute the minutes of general, special, and executive meetings.
- c. Ensure that an agenda is prepared and presented
- d. Keep an accurate and up to date copy of the Constitution and Bylaws available for members upon request.
- e. Issue and receive correspondence on behalf of the organization.
- f. Prepare PSG newsletters as required.
- g. Safely keep all records of the PSG.

3) The Vice-Chair(S) shall:

- a) Assume the responsibilities of the chairperson in the chairperson's absence
- b) Accept extra duties as required
- c) May be a signing officer

4) The Treasurer Shall:

- a. Be one of the signing officers of the executive.
- b. Receive all funds for the PSG.
- c. Disburse funds authorized by the executive or members.
- d. Maintain an accurate record of all expenditures of the PSG.
- e. Give a report of expenditures and receipts at all general meetings.
- f. Deposit all funds collected on behalf of the PSG in an account at a recognized financial institution approved by the PSG.
- g. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XI.
- h. Submit an annual financial statement at the Annual General Meeting of the PSG.

- 5) The Gaming Committee Chairperson Shall:
  - a. Ensure that Gaming Commission funds are disbursed according to the PSG budget presented at the Annual General meeting.
  - b. Make application to the British Columbia Gaming Commission when necessary.
  - c. Stay informed on British Columbia Gaming Commission Rules and Regulations.
  - d. Keep the PSG informed on pertinent changes to Gaming Commission Rules and Regulations.
  
- 6) The School Council Representative shall:
  - a. Attend, and represent the meetings
  - b. Report back to the St. Mary's PSG and St. Mary's Council
  - c. Seek input from the St. Mary's PSG and St. Mary's Council

## **SECTION X: COMMITTEES**

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members of the St. Mary's PSG.
3. The PSG executive may appoint members to committees annually.

## **SECTION XI: FINANCES**

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.
2. The fiscal year of the PSG shall be October 1 - September 30.

3. The executive will present, for approval at general meeting, all proposed expenditures above and beyond the budget.
4. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
5. The executive shall name three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
6. A majority at a general meeting must approve all money spent above and beyond a pre-determined petty cash amount (\$50.00)
7. A Treasurer's Report shall be presented at each general meeting.
8. Expenditure of Funds

A distinction has to be made between:

- a. **General Funds:** Are general monies raised by various fundraising endeavours. Each year, as part of the budget-making process, the PSG should be consulted as to how they could contribute to the budget to help in providing necessary expenditures for the operation of the school. Any other funds raised should be spent at the discretion of the PSG for extras with the approval of the principal and according to the guidelines mentioned.
- b. **Gaming Funds:** Money provided by Direct Access Funding grants for school parent groups an automatic grant of \$20.00 per pupil. This money is administered separately and according to Ministry guidelines.

Banking procedures in general, must have the approval of the council and correct transparent accounting procedures should be followed.

A report of items bought and support given to the school, both from the general funds and Gaming Commission funds should be made available to all parents.

All activities organized by PSG will be in accordance with School Council and CIS policies and approved by the principal.

**SECTION XII:  
CODE OF CONDUCT**

1. The St. Mary's School Parent Support Group is not the forum for the discussion of the actions of individual school personnel, students, parents or other individual members of the community.
2. An executive member, who is approached by a parent with a concern relating to an individual, is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved and direct them to the proper channels, i.e. the teacher involved and/or the principal.
3. A member who accepts a position as a St. Mary's PSG Executive Officer:
  - a. Upholds the Mandate and procedures of the St. Mary's PSG
  - b. Performs her/his duties with honesty and integrity.
  - c. Works to ensure that the well being of students is the primary focus of all discussions.
  - d. Respects the rights of all individuals.
  - e. Takes direction from the members, ensuring that representation processes are in place.
  - f. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for proceeding with any concerns they may have.
  - g. Works to ensure that issues are resolved through due process.
  - h. Strives to be informed and only passes on information that is reliable and correct.
  - i. Respects all confidential information.

**SECTION XIII:  
CONSTITUTION AND BYLAW AMENDMENTS**

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.

2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least 14 days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated and signed by the executive.

**SECTION XIV:  
REMOVAL OF AN EXECUTIVE OFFICER**

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

**SECTION XV:  
PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be

turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate and stored in a locked, designated area within the school.

Adopted by: \_\_\_\_\_

at \_\_\_\_\_, British Columbia, on \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**SECTION XVI:  
CODE OF ETHICS**

A parent/guardian who accepts a position as a PSG Executive Member:

1. Consents to act as a director.
2. Upholds the constitution and bylaws, policies, and procedures of the PSG.
3. Perform his or her duties with honesty and integrity.
4. Works to ensure that the well being of students is the primary focus of all decisions.
5. Respects the rights of all individuals.
6. Takes direction from the members, ensuring representation processes are in place
7. Respects all confidential information.

STATEMENT OF UNDERSTANDING

I the undersigned, in accepting the position of \_\_\_\_\_  
On the St. Mary's Catholic School Parent Support Group Executive, have read,  
understood, and agreed to abide by the Code of Ethic set out in this document.

Name of Executive Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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