
ST. MAURICE SCHOOL PARENT GUILD CHARTER

1639 Pembina Highway, Winnipeg, MB R3T 2G6, Canada
March 11, 2015

1 INTRODUCTION

The St. Maurice School Parent Guild operates under the authority and oversight of the school administration of St. Maurice School Inc.

The St. Maurice School Parent Guild shall be known as the Guild in these guidelines.

The term “parent” as used throughout this document applies equally to any legal guardian of a child currently registered at St. Maurice School.

Copies of this charter may be obtained from the St. Maurice Parent Guild Web Site.

2 PURPOSE AND OBJECTIVE

The purpose of this Guild is:

- to promote the goals and objectives of St. Maurice School and help further the work of the school
- to encourage parent participation in general school life at all grade levels
- to develop a strong sense of belonging for all members of the school community
- to enhance the school environment for the students; We support the school’s needs based on input from school administration and staff

What the guild is NOT:

- an advisory group to the school administration or staff
- a forum for addressing parent / student grievances
- a fundraising group: we respect that parents should not be directly solicited for fundraising purposes (in accordance with the philosophy of the Programs Enrichment Fund fee collected by the school)

3 MEMBERSHIP

Parents of St. Maurice School’s currently registered students shall be eligible for membership.

One or more Teacher Representatives shall be eligible for membership.

Parents of St. Maurice School’s currently registered students have the right to hold office in the Guild.

4 GUILD OFFICERS

The Officer of the Guild shall be the President, Vice-President, Secretary, Treasurer, Past-President, and the current Principal of St. Maurice School.

4.1 TERMS OF OFFICE

The President's term will be for two school years. The President may hold the office for no more than two consecutive terms of two years each (i.e. 4 years). The President must be re-elected to the role for a subsequent term.

All other Officers' terms will be for one school year. The Officer must be re-elected to serve for a subsequent term in the same, or other, office. There is no limit to the number of consecutive elected terms for offices other than that of President.

4.2 SELF-NOMINATION FOR OFFICE

In their self-nomination, an eligible candidate shall supply a short write-up (about 100 words) expressing:

- eligibility requirements met
- office(s) being sought for an upcoming vacancy or vacancies
- reasons for interest in this/these Office(s)
- applicable experience, skills, and talents for the particular Office(s)

Self-nominations must be submitted in writing to the President by the April Guild meeting. A list of approved nominees will be shared prior to the Special Guild Elections Meeting.

4.3 ELECTION OF OFFICERS

The election of Guild Officers will be held at a Special Guild Elections Meeting to be held in May of each year.

Those eligible to vote at the Special Guild Elections Meeting shall be the:

- current and outgoing Officers, including the School Principal
- current volunteer, communications, used uniform and bingo coordinators
- member who has been an event coordinator for three or more events within the given school year

A list of eligible voters will be shared prior to the Special Guild Elections Meeting.

The vote for each upcoming vacancy shall be conducted by secret ballot at the Special Guild Elections Meeting. No votes shall be permitted by proxy. An eligible voter is permitted to vote for themselves. A valid election voting process must be conducted with a minimum of five eligible voters. In the event that five eligible voters not be present at the Special Guild Elections Meeting it will be rescheduled to occur in advance of the regular June meeting.

Should there be two or more candidates for a given Office, the winner shall be declared by simple majority of the eligible votes cast. In the event of a tie, a second secret ballot vote will be conducted solely by the current Officers (excluding the coordinators).

Should there be only one candidate for a given office, the eligible voters shall cast a “yea” or “nay” secret ballot wherein a majority of “yea” votes will constitute an election to the Office.

Votes will be immediately and privately counted by the Principal and one witness not currently seeking election.

In the event of a tie, a second secret ballot vote will be conducted solely by the current Officers (excluding the coordinators).

If an individual seeks and is elected to more than one Office, the individual will be offered a choice of which Office to occupy. If any other candidate also sought election to the remaining Office and received the second highest number of votes, a second “yea” or “nay” secret ballot vote will be conducted solely by the current Officers, wherein a majority of “yea” votes will constitute an election to the Office.

All individuals seeking Office will be privately contacted with the results of the election within 24 hours following the Elections Meeting. A duly elected Officer shall assume the position at the June meeting, being initially responsible for the planning of upcoming events beginning in September. The outgoing Officer shall be responsible for all year-end business of the June meeting.

4.4 VACANT POSITIONS

The Vice-President, and secondly the President, and lastly another Officer, must be prepared to assume the responsibilities of any vacant coordinator positions.

An individual may hold more than one office if a position remains vacant after the election is conducted. An individual holding more than one office receives only one vote in decision making, including a future elections process.

If an outgoing President wishes not to continue as Past-President, the office of Past-President shall remain vacant.

4.5 ELIGIBILITY FOR OFFICE

Eligibility to become an Officer of the Guild is predicated upon the demonstration of commitment and faithfulness to the purpose and objective of the Guild.

Eligibility to become an Officer of the Guild, other than President*, shall be extended to those who:

- are an existing or past Officer of the Guild, or
- have served as the volunteer, communications, used uniform, or bingo coordinator for at least one full school year, or
- have served as an event coordinator for three or more events within the given school year.

In addition, individuals interested in seeking Office, including that of President, should consider their commitment to:

- attending monthly Guild meetings and events,

- the betterment of the entire school for the benefit of all children,
- supporting the purpose and objectives of the Guild, and
- their future ability to commit to the full term and responsibilities of the Office they might seek.

*Eligibility to become the President of the Guild shall be extended only to those who have served as an existing Officer in the current year.

4.6 RESIGNATIONS FROM OFFICE

An Officer may resign by submitting written notice to the Principal.

In the event that the President vacates his or her office prior to the end of the term, the office shall be filled by the Vice-President until the end of the current school year only (i.e. not the balance of two year term of Presidency).

In the event of any other mid-term Officer vacancy, the continuing Officers shall have the power to appoint from existing Officers and/or coordinators. The appointee will serve the balance of the term of office.

4.7 DUTIES OF OFFICERS

The Principal shall:

- attend the meetings of the Guild, or appoint a delegate
- have the right to vote on all motions and in elections
- have the right to veto motions passed by the Guild
- advise the Officers of the administrative requirements for events and activities, particularly with respect to aspects of safety, legalities, logistics, etc.
- seek to ensure that Guild events and activities are in keeping with the goals and philosophy of the School
- advise the Officers of the most pertinent needs of the School when funding allocations are being considered
- be the primary account holder and signatory for the Guild bank account requiring the secondary signature of either the President or the Treasurer

The President shall:

- attend the meetings of the Guild
- steward the vision and direction of the Guild
- oversee the management of all Guild events, activities, and finances
- call and preside at all meetings of the Guild
- prepare agendas for such meetings in consultation with the Secretary
- have the right to vote on all motions and in elections
- have a deciding vote in the case of a tie on a motion
- see that business is transacted in a proper and respectful manner, and is expedited as much as possible
- be a signatory for the Guild bank account; the Principal's signature is always required as the primary signature on any cheque written by the Guild

- appoint, in consultation with the other Officers, individuals to assume a coordinator role: bingo, volunteer, used uniform, and communications; appointments occur in June
- appoint, in consultation with the other Officers, individuals to fill a vacancy caused by a resignation
- revoke the appointment, in consultation with the other Officers, of a coordinator who is not fulfilling their commitments of their role (see Parent Guild Coordinator Guidelines document), or have not acted in keeping with the goals and philosophy of the Guild
- collect self-nominations from interested candidates for Officer positions, by the date of the April Guild meeting

The Vice-President shall:

- attend the meetings of the Guild
- preside at Guild meetings in the absence of the President
- have the right to vote on all motions and in elections
- assume the position of Guild President in the event the President vacates his or her office prior to the end of their term
- be prepared to assume the responsibilities of any vacant Coordinator position

The Secretary shall:

- attend the meetings of the Guild
- keep an accurate record of the attendance and minutes of all meetings of the Guild
- have the right to vote on all motions and in elections
- assist the President in the preparation of the agenda for such meetings
- arrange for due notice of meetings
- keep an accurate list of all current Guild Officers and Members with updated contact information

The Treasurer shall:

- attend the meetings of the Guild
- receive all Guild monies and deposit same in the Guild's bank account
- have the right to vote on all motions and in elections
- be a signatory for the Guild bank account; the Principal's signature is always required as the primary signature on any cheque written by the Guild
- maintain an updated record of all financial transactions conducted by and through the Guild
- maintain an organized file of all receipts and invoices related to Guild financial transactions
- pay all invoices that have been approved for payment and sign all Guild cheques
- have a financial report available at all Officers' meetings
- submit a yearend financial statement (year end is June 30th) to the Officers
- submit documentation to the school Principal for audit by June 30th (see Item 6 – Finances)

The Past-President shall:

- attend the meetings of the Guild
- have the right to vote on all motions and in elections
- provide continuity to the current President and Officers by offering advice based on the Past-President's experience working in the Guild

5 MEETINGS OF THE GUILD

All meetings of the Guild shall open with prayer. Meetings are held monthly from September to June.

5.1 GENERAL MEMBERSHIP MEETING

The general membership monthly meeting shall include the following agenda items:

- Approval of the minutes - a review of the minutes of the last general membership meeting; note that minutes become public after they've been approved by the general membership; minutes can be posted prior to approval if labelled appropriately
- Event review - a review and reflection on the Guild events that have occurred since the last meeting
- Financial review - a financial summary review including financial savings goals, income, expenses, event summaries, and gifts given
- Event planning - planning for future Guild events
- New business – input is sought from the Guild and ad hoc items are discussed

5.2 OFFICERS MEETING

The Officers monthly meeting shall include the following agenda items:

- Voting on motions, examples include:
 - New event proposals
 - Possible cancellation of events
 - Funding allocations
 - Guild budget
 - Charter amendments
- Detailed review of financial report and funding allocations
- Guidelines and procedure amendments

5.2.1 OFFICERS MEETING VOTING PROCEDURES

Current Officers of the Guild shall be eligible to vote on motions.

The vote for each motion shall be conducted at the Officers Meeting. No votes shall be permitted by proxy. A valid voting process must be conducted with a minimum of three Officers present. In the event that an insufficient number of Officers be present at the Officers Meeting the vote will be rescheduled.

In the event of a tie the President will cast the deciding vote.

5.3 ELECTIONS MEETING

The election of Guild Officers will be held at a Special Guild Elections Meeting to be held in May of each year. Please refer to Section 4.4 Election of Officers.

6 FINANCES

The primary account holder for the SMS Parent Guild shall be the Principal of St. Maurice School. Cheques issued from the Parent Guild account shall be signed by the Principal, and co-signed by either the Guild President or the Guild Treasurer.

The fiscal year of the Parent Guild shall run concurrently with the fiscal year of the school, July 1 to the following June 30. The Guild Treasurer shall maintain a detailed ledger of all revenues and expenses and will provide this ledger, together with supporting documentation, to the Principal by June 30th of the school year. The financial records thus provided will be forwarded by the Principal to the Financial Administrator and auditors for the School.

7 COORDINATORS

7.1 BINGO, VOLUNTEER, USED UNIFORM, AND COMMUNICATIONS COORDINATORS

Individuals interested in assuming the Bingo, Volunteer, Used Uniform, or Communications Coordinator Position for the following school year may identify themselves to the President prior to the June meeting, or at any time a vacancy opens. In June or at the time of a vacancy, the President will appoint, in consultation with the other Officers, individuals to assume a coordinator role: Bingo, Volunteer, Used Uniform, and Communications. A coordinator position is held for one year. The Bingo, Volunteer, Used Uniform, and Communications coordinators are eligible to self-nominate for an Officer position and to vote at the Special Guild Elections Meeting after having served one full school year in the coordinator role.

7.2 EVENT COORDINATORS

Individuals interested in becoming an Event Coordinator will identify themselves on an event-by-event basis either during the discussion of a new or existing event at a meeting or by communication to the President.

Please refer to the *St. Maurice School Parent Guild Coordinators* document for more information on roles and responsibilities.

A guild member who has been an event coordinator for three or more events within the given school year is also eligible to self-nominate for an Officer position and vote at the Special Guild Elections Meeting.

8 AMENDMENTS TO THE GUILD CHARTER AND GUIDELINES

Additions or alterations to the Guild Charter and Guidelines shall be made at the mutual discretion of the Principal, President, Vice-President and the other Officers of the Guild. The normal voting process established for the purposes of carrying out the regular business of the Guild will hold for amendments.

9 DISSOLUTION OF THE GUILD

The Parent Guild of St. Maurice School may be dissolved by approved motion of the St. Maurice School Inc. School Board. Should the Parent Guild be dissolved, the bank holdings and all assets of the Parent Guild will be held in trust under the School Administration until such time as a new Parent Organization is formed.