
ST. MAURICE SCHOOL PARENT GUILD CHARTER

1639 Pembina Highway, Winnipeg, MB R3T 2G6, Canada

1.0 NAME

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

2.0 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, and
- To enhance the school environment for the students through Guild fundraising.

3.0 MEMBERSHIP

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

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

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

4.0 OFFICERS

The officers of the Guild shall be the Honorary President, President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and three (3) Members-at-Large. The Honorary President shall be the Principal of St. Maurice School.

The offices of President, 1st Vice-President, 2nd Vice-President, Treasurer, and Secretary shall be determined from among the eight executive members who have been elected by the St. Maurice Guild Membership at the Special Guild Meeting that is held each May. The Executive will vote by secret ballot to determine who will hold each of the above noted positions (5) at the June meeting of the Guild Executive. Nominees for the position of President must have a minimum of one year experience at the Guild Executive level.

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 1st Vice-President. If the 1st Vice President declines, then another member of the Executive is selected for the Office of President, by one or more of the Executive Members placing their name forward. If more than one name comes forward, the Executive Committee members shall elect a President by casting their secret ballot.

The President, in consultation with the Executive Committee, shall have the power to fill any vacancy in the Executive Committee by appointment – the appointee to serve the balance of the term of office

An Officer may resign by submitting written notice to the Executive Committee through the Secretary.

Any officer, with the exception of Honorary President, can hold an office for a maximum of three consecutive years and not be eligible for re-election to the same office until the lapse of one year.

4.1 Duties of Officers

4.1.1 The Honorary President shall:

- attend the Executive, Special and General meetings of the Guild, or appoint a representative
- advise the Executive Committee of the most pertinent needs of the School for consideration when assistance is needed
- have the right to vote on all motions
- have the right to veto decisions passed by the Guild that may impact the safety of students/and or school staff or that may be not in keeping with the goals and philosophy of St. Maurice School

4.1.2 The President shall:

- call and preside at all Executive, Special and General meetings of the Guild
- prepare agendas for such meetings in consultation with the Secretary
- have a deciding vote in the case of a tie
- be an ex-officio member of all committees except the Nominating committee
- appoint the Chairperson of special committees
- perform such other duties as are incumbent upon the office
- see that business is transacted in a proper order and is expedited as much as possible
- ensure that all members know and follow reasonable rules of debate
- be familiar with the general rule of procedure for conducting meetings
- possess leadership ability to perform these duties competently

4.1.3 1st and 2nd Vice-Presidents shall:

- 1st Vice-President shall preside at meetings in the absence of the President or at the request of the President and the 2nd Vice-President shall perform duties to be determined at the meeting.

4.1.4 The Secretary shall:

- keep an accurate record of the attendance and minutes of all Executive, Council, Special and General meetings of the Guild and send a copy to the President
- assist in the preparation of the agenda for such meetings
- conduct all correspondence as directed by the President and keep a record of each correspondence sent and received
- arrange for due notice of meetings
- keep an accurate list of all current members with updated contact information
- keep the current by-laws and standing rules of the Guild available for reference
- pay all invoices that have been approved for payment and sign all Guild cheques (note a second signature is required on all Guild cheques)

4.1.5 The Treasurer shall:

- receive all Guild monies and deposit same in the Guild's bank account
- maintain an updated record of all financial transactions conducted by and through the Guild
- issue receipts
- make disbursements as authorized by the Guild Executive
- have a written financial report available at all meetings
- submit a yearend financial statement (year end is June 30th)

4.1.6 The Members At Large shall:

- assist on programs and projects as required of the Guild
- attend at Guild Executive Meetings
- vote as an Executive member for all motions presented to the Executive

5.0 Executive Committee

The Executive Committee shall consist of the Honorary President, and the eight elected Officers.

The Guild's Executive Committee shall have the general administrative authority and shall decide the activities and projects of the Guild.

All members having been duly notified of the meeting, a vote is affirmed by 50% or greater in favour by the quorum of that particular meeting of the Executive Committee at which the motion is passed. Votes by proxy are not accepted for votes on any motion of the Guild Executive Committee.

The Executive Committee shall meet once per month throughout the school year, September to June. Other meetings may be called by the President as required, but may not exceed one additional meeting within any given month. In an emergency situation, and at the discretion of the Honorary President and President, and by majority vote of Executive Committee members, additional meetings can be held within a given month.

Order of Business — all meetings shall open with a prayer followed by:

- reading and adoption of minutes from the previous meeting
- unfinished business
- President's remarks
- Treasurer's report
- new business
- adjournment

6.0 General Meetings

There shall be an Annual General Meeting near the beginning of each school year.

Special General Meetings shall be at the call of the President or at the written request to the President by at least fifteen (15) Guild members who are in good standing.

The quorum for general meetings of the Guild shall consist of those present provided due notice of meeting was given (10 calendar days). The Annual General Meeting shall be advertised by means of the September school newsletter, by postings within the school and church, and by other appropriate means of communication with the parents of currently registered St. Maurice School students.

7.0 COMMITTEES AND COMMITTEE CHAIRS

There shall be such committees as are deemed necessary to conduct the business and programs of the Guild.

Committee Chairs shall always be members of the Executive.

Committee Chairs shall be selected by the Guild President prior to and presented at the Annual General Meeting in September (where possible).

Committees may include:

- Hospitality events
 - o Meet the Teacher
 - o First Communion
 - o Confirmation
 - o Graduation ceremony
- Fundraising events

8.0 NOMINATIONS AND ELECTION PROCESS FOR EXECUTIVE MEMBERS

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

A Nominating Committee consisting of the immediate Past President as Chairperson, two members from the current Guild Executive, the Honorary President, and one member from the general membership shall be appointed by the Executive Committee in March each year. This committee shall present its slate of electoral candidates at a Special Guild Meeting in May.

The Nominating Committee may approach parents whom the Committee feels would be good candidates for the Guild Executive, asking them to put their name forward to the Nominating Committee.

Criteria for Office:

- Parent of a currently registered St. Maurice School student
- Commitment to attending monthly Guild Executive Committee meetings

- Demonstrated commitment to the betterment of the entire school for the benefit of all children
- Commitment to support the work of the Guild

Further nominations may be made from the floor, provided the nominee is present and accepts or has given written consent in advance.

The Parent Guild will use the February and March school newsletter to ask for interested candidates to express their intent to the Guild by April 1st. In their nomination, the candidates should supply a short write-up (about 50 words) expressing their reason for wanting to join the Guild Executive Committee.

At least one month prior to the Special Guild Meeting in May, the Nominating Committee will develop a slate of Officers to be presented at this meeting.

Voting for the eight (8) officers shall proceed after the names of all candidates have been presented. The eight candidates in order of receiving the largest number of votes shall be declared elected and notified before the end of May so that they may attend the June meeting. Votes by proxy are not accepted at Annual General Meetings.

Members of the Nominating Committee shall be eligible to hold office.

The process for the placement of elected Executives into the specific officer positions are noted in Item # 4.0 above.

9.0 AMENDMENTS TO THE GUILD GUIDELINES

Additions or alterations to the Guidelines shall be made at the mutual discretion of the Honorary President, President and the Executive of the Guild. The normal voting process established for the purposes of carrying out the regular business of the Executive Committee will hold for amendments.