

Notre Dame School Parent Support Group (PSG) Constitution & Bylaws



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1 Name

1.01 The name shall be Notre Dame School Parent Support Group, hereafter known as the PSG.

2 Purposes of the PSG

2.01 The PSG is established by the School Council and operates as a non-profit organization with no personal financial benefit.

2.02 The purpose of the PSG is to work under the direction of the Notre Dame School Council to provide support to the students, teachers, and Principal to:

- a. Work towards the enhancement of programs at Notre Dame School for the betterment of the students.
- b. Encourage participation and involvement of parents/guardians and other Notre Dame Parish members.

3 Guidelines

3.01 All parents or guardians of students currently attending Notre Dame School are voting members.

3.02 Administration and staff (teaching and non-teaching) of Notre Dame School are non-voting members.

3.03 If an administrator or staff member is also a parent or guardian of students currently attending the school, and they are elected as an Executive officer, they will be voting members. Their Executive officer duties shall be performed outside of their regular working hours at the school.

3.04 Members of Notre Dame Parish who are not parents or guardians of students not currently attending the school are non-voting members.

3.05 There must be a School Council liaison appointed to attend PSG meetings.

3.06 The Principal and one School Council member are non-voting members of the Executive.

3.07 The School Council must approve fundraising projects before funds are spent to ensure CISPG and School Policies are followed and the spending aligns with the goals of the School.

3.08 The PSG should make a yearly plan of events to be approved by the School Council so they can be clearly communicated and fully supported.

3.09 Any newsletters, communications, advertisements, or promotions with parents and/or the general public in print, online, and/or on social media, shall be approved in advance by the Principal.

4 Meetings

- 4.01 Regular meetings will be held monthly over the course of the school year, with posted dates on the school website and newsletter.
- 4.02 There shall be an Annual General Meeting (AGM) each October. The purpose of this meeting will be to elect the Executive for the upcoming school year.
- 4.03 Executive meetings may be held anytime or place as deemed necessary.
- 4.04 Two voting members of the Executive must be present at all meetings.
- 4.05 Agenda items for meetings shall be submitted to the Chairperson at least one week prior to meeting dates.

5 Quorum

- 5.01 A quorum will be present for a meeting to commence or continue. A quorum consists of at least three (3) voting members of the Executive.

6 Voting

- 6.01 A simple majority vote of those present is required.
- 6.02 In the case of a tie, the motion is defeated.
- 6.03 Members must personally vote on all matters.
- 6.04 Voting shall be done by a show of hands, with the exception of the election of Executive, which shall be by secret ballot. The ballots will be destroyed after the election.
- 6.05 Electronic voting by the Executive shall be allowed for matters where a decision is required before the next scheduled regular meeting. Any motion dealt with this way must be brought forward to the next meeting for information purposes.

7 Executive Officers

- 7.01 The Executive officers shall be as follows:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Secretary
 - e. Fundraising Committee Chairperson

8 Election of Executive Officers

- 8.01 Executive officers shall be elected from the voting members at the AGM.
- 8.02 Nominations shall be accepted from the floor, provided the nominees are present.
- 8.03 Election of officers shall be by secret ballot. These ballots will be destroyed after the election.

- 8.04 The term of office shall be two (2) years.
- 8.05 In the event of a vacancy on the Executive during the year, the Executive shall appoint a new officer who will hold office until the next election.
- 8.06 Any Executive officer who fails without just cause to attend three (3) consecutive meetings of the PSG, shall forfeit their position on the Executive.

9 Duties of Executive Officers

- 9.01 The Chairperson shall:
- a. Convene and preside at all PSG meetings, or designate an alternate if unable to attend.
 - b. Ensure that an agenda is prepared and presented.
 - c. Know the Constitution and Bylaws, and meeting rules.
 - d. Be one of the signing officers of the Executive.
 - e. Know where to find resources to assist members.
 - f. Appoint committees where authorized to do so by the Executive or membership.
 - g. Consult PSG members regularly.
 - h. Ensure that the PSG is represented in school activities.
 - i. Ensure that PSG activities are aimed at achieving the objectives and purposes of the organization.
 - j. Be the official spokesperson for the organization.
- 9.02 The Vice Chairperson shall:
- a. Assume the responsibilities of the Chairperson in the Chairperson's absence.
 - b. Accept extra duties as required.
 - c. Be one of the signing officers of the Executive.
- 9.03 The Secretary shall:
- a. Ensure that members are notified of meetings.
 - b. Record and distribute the minutes of general, special, and Executive meetings.
 - c. Keep an accurate and up to date copy of the Constitution and Bylaws available for members upon request.
 - d. Issue and receive correspondence on behalf of the organization.
 - e. Prepare PSG newsletters as required.
 - f. Safely keep all records of the PSG.
- 9.04 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. Be responsible for the timely payments of accounts payable, and maintain an accurate record of all expenditures of the PSG.
 - e. Deposit all funds collected on behalf of the PSG in an account at a recognized financial institution approved by the PSG.
 - f. Present financial reports at each meeting.

- g. With the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section 11: Finances.
- h. Submit an annual financial statement at the AGM.

9.05 The Fundraising Committee Chairperson shall:

- a. Ensure that Gaming Commission funds are disbursed according to the PSG budget presented at the AGM.
- b. Make application to the British Columbia Gaming Commission when necessary.
- c. Stay informed on British Columbia Gaming Commission Rules and Regulations.
- d. Attending Northern Lights Community Charitable Gaming Association (NLCCGA) meetings, or arranging for another Executive Member to attend on their behalf.
- e. Keep the PSG informed on pertinent changes to Gaming Commission Rules and Regulations.

9.06 The School Council Representative shall:

- a. Attend the PSG meetings.
- b. Report back to the PSG and School Council, acting as an important communication link between the two so efforts and initiatives can be fruitful.

10 Committees

10.01 Standing and ad-hoc committees shall be formed when necessary to perform specified duties in connection with programs such as:

- a. Basket Raffle
- b. School Carnival
- c. Lunch programs
- d. Student/Staff appreciation events

10.02 Committees are responsible to the Executive and members of the PSG.

10.03 Members of standing committees shall be appointed by the Executive annually.

11 Finances

11.01 A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval before the current budget expires.

11.02 The fiscal year of the PSG shall be October 1-September 30.

11.03 The Executive will present, for approval at regular meetings, all proposed expenditures above and beyond the budget.

11.04 All funds of the organization will be kept on deposit in one bank or financial institution registered under the Bank Act.

11.05 The Executive shall name three (3) signing officers for banking and legal documents. Two (2) signatures will be required on all of these documents.

- 11.06 A majority at a regular meeting must approve all money spent above and beyond a pre-determined petty cash amount (\$50.00).
- 11.07 A financial report shall be presented by the Treasurer at each general meeting.
- 11.08 A distinction has to be made between:
- a. **General Funds:** General monies raised by various fundraising activities. Each year, as part of the budget-making process, the School Council should approve the budget to help in providing necessary expenditures for the operation of the school.
 - b. **Hot Lunch Funds:** Money raised specifically from hot lunch orders. This money is administered separately to ensure this program is operating at a profit.
 - c. **Gaming Funds:** Money provided by grants for specified uses. This money is administered separately and according to Ministry guidelines.
- 11.09 Banking procedures must have the approval of the PSG and correct transparent accounting procedures should be followed.
- 11.10 All fundraising project monies handled by the PSG shall be turned over to the Treasurer upon completion of the projects along with a summary of revenue and expenditures.
- 11.11 A report of items bought and support given to the school, both from the General Funds and Gaming Funds, should be made available to all parents.

12 Code of Conduct

- 12.01 The PSG is not the forum for the discussion of School Council matters including the actions of individual school personnel, students, parents or other individual members of the community.
- 12.02 Any member, who is approached by a parent with a concern related to an individual, shall direct them to the proper channels, i.e. the teacher involved and/or the Principal.
- 12.03 A member who accepts a position as an Executive officer:
- a. Upholds the Constitution and Bylaws, policies, and procedures of the PGS.
 - b. Performs their 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.

- j. Shall complete the Code of Ethics attached in Schedule A upon acceptance of a position as an Executive officer.

13 Property in Documents

- 13.01 All documents, records, minutes, correspondence or other papers kept by a member, Executive officer, or committee member in connection with the PSG shall be deemed to be property of the PSG.
- 13.02 When the member, Executive officer, or committee member ceases to perform the task to which the papers relate, all said papers shall be turned over the Chairperson.

14 Amendments

- 14.01 The members may, by a majority of not less than 75% of the votes cast, amend the Constitution and Bylaws of the PSG.
- 14.02 Written notice of a meeting at which a resolution will be considered to amend the Constitution and Bylaws shall be given to all members in writing at least 14 days before the meeting.
- 14.03 The notice of the meeting shall include the proposed amendments. Notice shall also be posted on the school premises and/or website for public perusal at least 14 days before the meeting.
- 14.04 A Constitution or Bylaw amendment shall be dated and signed by the Executive.

15 Unalterable Dissolution

- 15.01 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 Notre Dame School Council, in accordance with the requirements of the British Columbia Gaming Commission.

These Constitutions and Bylaws are hereby adopted by Notre Dame School Parent Support Group (PSG)

at _____, British Columbia, on _____, 20____.

President Signature

Secretary Signature

President – print name

Secretary – print name

Schedule A

Notre Dame School Parent Support Group (PSG)

CODE OF ETHICS

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

1. Upholds the Constitution and Bylaws, policies, and procedures of the PSG.
2. Performs their duties with honesty and integrity.
3. Works to ensure that the well being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. Respects all confidential information.

STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of _____ on the Notre Dame School Parent Support Group Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document.

Name of Executive officer: _____

Signature: _____

Date: _____

Phone Number: _____