

**CONSTITUTION AND BY-LAWS  
OF THE  
ST. MARY'S ACADEMY PARENTS' GUILD**

**ARTICLE I - Name**

The name of this association shall be "St. Mary's Academy Parents' Guild."

**ARTICLE II - Accountability**

The business and affairs of the St. Mary's Academy Parents' Guild shall be subject to the approval of St. Mary's Academy Inc. St. Mary's Academy is an independent school, established by the Sisters of the Holy Names of Jesus and Mary. The school is dedicated to the education of young women within a Catholic faith environment. The Academy is incorporated under the Province of Manitoba Corporations Act as a not-for-profit organization and is a registered charity under the Income Tax Act.

**ARTICLE III - Objectives**

- To bring together the members of this Guild in order to foster a sense of community.
- To promote the well being of St. Mary's Academy and to help further the work of the school.
- To endeavor to assist financially by raising funds for selected projects. ie: bursaries, equipment.
- To encourage and facilitate communication among the constituents of the school.

**ARTICLE IV - Membership**

Parents and guardians of St. Mary's Academy students are members of the Guild.  
Any member shall have the right to vote, to participate in meetings and to stand for office in the Guild.

**ARTICLE V - Term**

The Guild fiscal year shall commence annually on July 1.

**ARTICLE VI - Officers**

The Officers of the Guild shall be the Honourary President, President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, and Treasurer.

The Honourary President shall be the Director of St. Mary's Academy.

A Nominating Committee consisting of the Honourary President and two members of the general membership appointed by the Executive Committee shall be established in March each year. This committee shall present its slate at the general meeting in May.

Typically, the 1<sup>st</sup> Vice-President is successor to the President position. The Nominating Committee shall follow these rules of succession when preparing its slate.

The Nominating Committee shall make a call to the membership for nominations for vacant positions at least one month prior to the election. The only names to be voted upon for election as Guild Officers shall be those proposed by the Nominating Committee

The Officers, with the exception of the Honourary President, shall be elected at the May meeting each year to take office July 1. Elections shall be by ballot except where there is but one nominee for any office, at which time the vote may be viva voce.

The President, in consultation with the Executive Committee, shall have the power to fill any vacancy in the Executive Committee – 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.

The term of office for the President, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President is one year. These Officers are eligible for re-election for a second consecutive one-year term.

The term of office for the Treasurer and Secretary is one year. These Officers are eligible for re-election for a second and third consecutive one-year term.

After the above terms are over, the Officers are not eligible for re-election to the same office until the lapse of one year.

## **ARTICLE VII - Duties of Officers**

### **The Honourary 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 Academy for consideration when assistance is needed
- have the right to vote.

### **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.
- be an ex-officio member of all committees except the Nominating Committee
- perform such other duties as are incumbent upon the office.
- discuss issues confronting the Guild with the Honourary President

### **1<sup>ST</sup> Vice-President shall:**

- be successor to the President
- preside at meetings in the absence of the President or at the request of the President
- ensure the continuity of the following committees:
  - Hospitality
  - International Day
  - Spring Event

- Corner Store
- Uniform Shop
- Bingo
- Volunteer

**2<sup>nd</sup> Vice-President shall:**

- Assist the 1<sup>st</sup> Vice-President in ensuring the continuity of the following committees:
  - Hospitality
  - International Day
  - Spring Event
  - Corner Store
  - Uniform Shop
  - Bingo
  - Volunteer

**The Secretary shall:**

- keep an accurate record of Executive, 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.
- Maintain accurate minutes of all Guild meetings and present said minutes to St. Mary's Academy Inc at the end of each fiscal year for the purposes of historical archiving.
- keep an accurate list of all current members who attend meetings along with their contact information.
- keep by-laws and standing rules current for reference.

**The Treasurer shall:**

- ideally have a background in financial management
- maintain full and accurate records of all financial transactions of the Guild.
- be responsible for banking the Guild's funds and for arranging banking services in such bank or banks as may from time to time be designated by the Board of Directors.
- issue receipts
- make all disbursements as authorized by the Guild
- present a financial statement of the Guild's accounts at each meeting of the Guild and at the Annual General Meeting of the Guild and shall submit 2 copies of each financial report to the Director of the Academy, who shall retain one copy on file at the school for reference and place one copy in the Academy's archives.
- at the end of the term of office and after a mutually agreed upon transitional period, the Treasurer shall deliver to the successor all books, money and property belonging to the Association.

**Conducting the Financial Business of the Guild:**

- at least 3 executive members and the Director of the Academy are to be established as signing officers
- two signing officers (The president or treasurer and one other) shall be required to sign all cheques written on behalf of the Guild Association.
- no cheque shall be issued to any signatory of the cheque
- no cheques shall be issued or signed unless there is adequate documentation provided, so that the signing officers have full knowledge of the purpose of the payment. Full documentation is required as soon as possible after the expenditure.
- a review of the accounts of the Guild shall be done concurrently with the Academy fund audits.

### **ARTICLE VIII - Executive Committee**

The Executive Committee shall consist of the Honourary President and the elected Officers. Shall evaluate annually the performance of the Guild in achieving its mission  
The Executive Committee shall meet at the call of the President or upon the request of the majority of the Executive Committee.

### **ARTICLE IX - Meetings**

There shall be a minimum of six general meetings and one Annual General Meeting from September to June.

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

All members shall be duly notified of the meetings.

Any motion arising at any meeting of the Guild shall be decided by a majority of the votes of those present and in the case of an equality of votes, the Chairperson shall cast the deciding vote. The usual method of voting shall be by a show of hands with due respect for the provisions of Article VI.

The agenda for the Annual General Meeting shall include:

- Call to Order
- Prayer
- The Minutes of the last Annual General Meeting
- President's Report
- Treasurer's Report
- Report of Results of Election of Officers
- Introduction of Officers
- Miscellaneous Business
- Adjournment

The agenda for the General Meetings shall include:

Call to Order  
Prayer  
Approval of Agenda  
Approval of Minutes of Previous Meeting  
Reports:  
    Treasurer  
    Corner Store  
    Uniform Shop  
    Hospitality  
    Bingo  
    Volunteers  
    Guild/Board Liaison  
    Special Events (International Day, Spring Event)  
    Director  
New Business  
Next Meeting  
Adjournment

## **ARTICLE X - Committees**

**The Standing Committees and Coordinators shall include:**

- Hospitality
- International Day
- Spring Event
- Corner Store
- Uniform Shop
- Bingo
- Volunteers

Such other standing committees as may be necessary to conduct the affairs of the Guild shall be appointed by the President.

Committee continuity shall be overseen by the 1<sup>st</sup> and 2<sup>nd</sup> vice-president

Committee chairpersons shall be confirmed annually by the Guild membership in May.

## **ARTICLE XI - Duties of Standing Committees**

The duties shall include:

### **Hospitality**

- organize events requiring refreshments. ie: Open House, Convocation, Staff Appreciation
- Submit budgets and expenses for each event to the Guild

### **International Day**

- obtain convenor(s) including successive convenor(s) for following year and coordinate entire event.
- compile a preliminary budget and present to Guild at the beginning of the year
- compile an actual budget after completion of event and present to the Guild.

### **Spring Event**

- obtain convenor(s) including successive convenors(s) for following year and coordinate entire event.
- compile a preliminary budget and present to the Guild at the beginning of the year
- compile an actual budget after completion of event and present to the Guild.

### **Corner Store**

- arrange for volunteers to operate store.
- supervise its operations.
- compile a preliminary budget and present to the Guild at the beginning of year.
- compile an actual budget and present to the Guild at the end of the year

### **Uniform Shop**

- arrange for volunteers at the store and annual sales.
- supervise its operations.
- present a report to the Guild at the end of the year

### **Bingo**

- arrange for volunteers and coordinate bingo dates with volunteers.
- present a report to the Guild at the end of the year

### **Volunteer**

- maintain an accurate and active volunteer list from parent volunteers of the Academy
- assist standing committees in recruiting volunteers for their events.

## **ARTICLE XII - Authority**

The parliamentary authority shall be Roberts Rules of Order Revised and the rules contained therein shall apply when they are not inconsistent with the by-laws or special rules of order of this Guild.

## **ARTICLE XIII - Amendments to By-Laws**

These By-Laws may be amended by a two-thirds vote of those present at a General Meeting of the Guild provided notice of the amendment has been circulated to all members thirty days prior to such meeting.

## **ARTICLE XIV- Conflict of Interest**

Individuals acting on behalf of the Guild should not place themselves in a position where they could derive or appear to derive a material personal benefit or interest, direct or indirect, personally or through a firm or corporation in which the individual has an interest, from contracts or other financial arrangements entered into by the Guild, either with themselves, or with members of their immediate family.

## **ARTICLE XX**

The Constitution and By-Laws of the Guild shall be reviewed at least every five (5) years.

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**Adopted** at the November 4, 1970 General Meeting.

**Reviewed** at the April 4, 2006 General Meeting.

The Constitution and By-Laws as herein shall become effective on the 1<sup>st</sup> day of July, 2006.

**Reviewed** and amended bylaws approved at the May 5, 2009 General Meeting.