

# St. Thomas More Collegiate Parents Association

## Constitution and Bylaws

### CONSTITUTION

#### Section I – Name & Status

The name of the association is St Thomas More Collegiate Parents' Association, hereinafter referred to as STMCPA. The purpose of STMCPA is to support our children's education, growth, and development by forging positive relationships between the parents/legal guardian of St. Thomas More Collegiate and the school community and acting as a forum for communication, community building, fostering school spirit, and supporting the vision, guiding principles and programs of St Thomas More Collegiate (STMC). The STMCPA does not participate in STMC School policy administration.

Membership of the STMCPA is open to all legal parents/guardians/host families of students who are currently enrolled at the school.

#### Section II – Objectives

The objectives of the STMCPA, working in concert with St. Thomas More Collegiate administration, are:

1. To support the Mission and Vision of STMC;
2. To communicate with School administration on parents' views on matters relating to the School's programs, policies, plans and activities;
3. To encourage the involvement of parents of the students in the School community;
4. To facilitate cooperation and dialogue within the parent community;
5. Fostering a community of spirit by organizing and supporting School/parent activities;
6. To act as the designated parent liaison group between the school and the BC Gaming Commission;
7. To receive and administer gaming funds from the Government regulatory bodies; and
8. Money received from Gaming shall be spent at the sole discretion of the STMCPA, taking into consideration the wishes of School administration while adhering to the guidelines for Gaming Funds published by the Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch.

## Section III – Definitions

“**Bylaws**” means the bylaws of the STMCPA, as may be amended from time to time.

“**electronic means**” means any system or combination of systems, including but not limited to mail, telephonic, electronic, radio, computer or web-based technology or communication facility that:

- (a) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in a proceeding contemporaneously, in a manner comparable, but not necessarily identical, to a meeting where all were present in the same location, and
- (b) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses the intentions of the voters.

“**parent**” means, with respect to any student enrolled for the applicable School year:

- (a) The guardian of the student;
- (b) The person legally entitled to custody of the student; or
- (c) The person who usually has the care and control of the student.

“**St. Thomas More Collegiate**”, “**STMC**” or “**School**” means St. Thomas More Collegiate school located at 7450 12<sup>th</sup> Avenue, Burnaby, British Columbia, V3N 2K1.

Words defined elsewhere in this Constitution and Bylaws have the meaning ascribed thereto.

## **BYLAWS**

### Section I – Membership

#### **Voting Members**

- 1.1 All parents of students registered in the School shall be voting members of the STMCPA, except for a person who is an employee of the School.
- 1.2 Each parent shall have one (1) vote at STMCPA general meetings

#### **Non-Voting Members**

- 1.3 Except as otherwise set out in these Bylaws, the School President, Principal and/or Vice Principal(s) will serve as ex-officio and non-voting members of the STMCPA.

- 1.4 Other School administrators and staff (teaching and non-teaching) of the School may be invited by the STMCPA only as non-voting members of the STMCPA.
- 1.5 At no time shall the STMCPA have more non-voting members than voting members.

### **Compliance to Constitution and Bylaws**

- 1.6 Every voting and non-voting member of the STMCPA will uphold the Constitution and comply with the Bylaws.

## **Section II – General Meetings, Quorum and Voting**

### **General Meetings**

- 2.1 General meetings shall be conducted with fairness to all members and can be conducted in person or by electronic means, as determined by the STMCPA Executive. There are two types of General Meetings as follows:

#### **AGM**

- 2.1.1 The Annual General Meeting (hereinafter referred to as the “AGM”) shall be held in **May/June** of each year for the purpose of the election of the STMCPA Executive, financial report and other matters. An extraordinary general meeting (EGM) shall be convened to extract executive/board decisions in matters that cannot be deferred until the next scheduled AGM.

#### **Extraordinary General Meetings**

- 2.1.2 Every general meeting, other than the AGM, is an extraordinary general meeting.

#### **PA Executive Meetings**

- 2.1.3 Monthly Meetings that are set by the current STMCPA Executives. The STMC General Membership is permitted to attend with notice provided to the PA Executive Secretary along with the intended reason for the request.

### **Calling of General Meetings**

- 2.2 The STMCPA will convene a general meeting (AGM or extraordinary general meeting) by providing notice in accordance with these Bylaws in any of the following circumstances:
  - (a) at the call of the STMCPA President; or
  - (b) when such a meeting is requisitioned by STMCPA members in accordance with these Bylaws.

### **Notice of General Meetings**

- 2.3 The notice of general meetings contained in a School correspondence intended for distribution to all members (not class or student correspondence) shall serve as notice to all members of all general meetings of the STMCPA.
- 2.4 The inadvertent omission to give notice of a general meeting or the failure to receive a notice by a member does not invalidate proceedings at that meeting.
- 2.5 Members will be given reasonable notice of general meetings, minimum of two weeks notice.

### **Conduct at General Meetings**

- 2.6 At general meetings, members shall not discuss personal problems with individual School personnel, students, parents, or other individual members of the School community, and shall discuss matters pertaining to the functions of the STMCPA within the framework of this Constitution and Bylaws.
- 2.7 The President of the STMCPA shall act as chair of all general meetings. If the President is not able to act, the President shall request another Executive officer to act as chair of the meeting.
- 2.8 If procedural problems arise on an issue not covered by these Bylaws, Robert's Rules of Order shall be used to resolve the issue.

### **Quorum at General Meetings**

- 2.9 The voting members present at any duly called general meeting shall constitute a quorum for that meeting, EXCEPT, of the voting members, in addition to a minimum of two (2) STMCPA Executives must be present.
- 2.10 If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 2.11 Quorum cannot be waived or suspended, even by unanimous consent.

### **Voting**

- 2.12 All matters requiring a vote at a general meeting of the STMCPA shall be decided by a simple majority of the votes cast (50% plus 1).
- 2.13 In the event of a tie vote, the motion shall be defeated and the presiding officer shall not have a casting or second vote in addition to the vote to which he or she may be entitled as a member.
- 2.14 Voting is done in-person or by electronic means by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except where requested by two voting members present, by secret ballot.
- 2.15 Voting to elect STMCPA officers shall be by secret ballot. In the case where only one person has been nominated for an executive position, voting may take place by a show of hands.
- 2.16 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.
- 2.17 Ballots shall be destroyed after every vote taken by ballot.
- 2.18 Voting by proxy shall not be permitted.

## **Section III – Executive**

### **Purpose of the Executive**

- 3.1 The purpose of the STMCPA executive (the “Executive” or “Executive officers”) is to carry on STMCPA business between general meetings.

### **Executive Defined**

- 3.2 The Executive of the STMCPA shall include, but not be limited to, the following:
- (a) President;
  - (b) Vice President(s);
  - (c) Past President, ex-officio (as available)
  - (d) Treasurer;
  - (e) Secretary;
  - (f) Members-at-Large or other such Executives as determined to be beneficial to the conduct of the Executive and STMCPA, generally this would be no more than three positions available.
- 3.3 In the absence of the Secretary from a meeting, the Executive must appoint another person to act as Secretary at the meeting.
- 3.4 Committee Leads/Coordinators are invited to attend each meeting and are given voting eligibility at the attended meeting.

### **Eligibility and Process**

- 3.5 Any voting member of the STMCPA is eligible to serve on the Executive, except employees and staff of the School.
- 3.6 The call for new Executive officers (by volunteering or by nomination) shall be made at least 14 days before the AGM. Nominations come from the STMCPA members.
- 3.7 Notice of potential new Executive officers (by volunteering or by nomination) must be received prior to the AGM.

### **Election of Executive**

- 3.8 The Executive officers shall be elected from the voting members at each AGM.
- 3.9 If the Executive determines additional Executive officers are required mid term, the Executive may appoint such additional Executive officers to hold office until the next AGM.

### **Term of Office**

- 3.10 Each Executive officer will hold office for a term of one (1) year beginning immediately following election at the AGM and shall continue until the next AGM, unless he or she resigns or is removed.
- 3.11 No member may hold any one Executive position for more than three (3) consecutive years, except if agreed to by all other Executive officers.
- 3.12 A member may only hold one (1) elected Executive position at any one time.

### **Vacancy**

- 3.13 Subject to section 3.13, in the event of a vacancy on the Executive during the year, the Executive may appoint a STMCPA voting member to that position, to hold office until the next election.

### **Removal of Executive**

- 3.14 In violation of the Code of Conduct, as determined by the Executive, the STMCPA 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 an eligible member to complete the term.
- 3.15 Written notice specifying the intention to make a motion to remove the Executive member shall be given to all members not less than 14 days before the meeting.

### **No Remuneration of Executive**

- 3.16 No Executive member may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the STMCPA's affairs.

## **Section IV – Executive Meetings, Quorum and Voting**

### **Executive Meetings**

- 4.1 Meetings of the STMCPA Executives (hereinafter called “Executive meetings”) will be held at the call of the President and can be conducted in person or by electronic means, as determined by the STMCPA Executive.
- 4.2 The STMCPA Executive shall meet regularly, and endeavor to meet approximately eight times per School year.
- 4.3 The purpose of Executive meetings is to carry out STMCPA business between general meetings.

### **Notice of Executive Meetings**

- 4.4 Executive officers will be given reasonable notice of Executive meetings.

### **Conduct at Executive Meetings**

- 4.5 At Executive meetings, Executive officers shall not discuss personal problems with individual School personnel, students, parents, or other individual members of the School community, and shall discuss matters pertaining to the functions of the STMCPA within the framework of this Constitution and Bylaws.
- 4.6 Meetings will be conducted efficiently and with fairness and respectfulness to the members present.
- 4.7 The President of the STMCPA shall act as chair of all Executive meetings. If the President is not able to act, the President shall request another Executive officer to act as chair of the meeting.
- 4.8 If procedural problems arise on an issue not covered by these Bylaws, Robert's Rules of Order shall be used to resolve the issue.

### **Quorum at Executive Meetings**

- 4.9 Quorum for Executive meetings shall consist of three (3) members present or a greater number that the members may determine at a general meeting.
- 4.10 If at any time during an Executive meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 4.11 Quorum cannot be waived or suspended, even by unanimous consent.

### **Voting**

- 4.12 All matters requiring a vote at Executive meetings shall be decided by a simple majority of the votes cast (50% + 1).
- 4.13 In the case of a tie vote, the motion is defeated and the presiding officer shall not have a casting or second vote in addition to the vote to which he or she may be entitled as an Executive officer.
- 4.14 Voting by proxy shall not be permitted.

## **Section V – Duties of the Executive**

- 5.1 The President shall:
  - (a) coordinate STMCPA affairs in cooperation with the Executive and with School administration;
  - (b) preside at all general and Executive meetings (if the President is unable to chair a meeting, they will arrange for an Executive member to fill in);
  - (c) working with the Secretary, ensure that a meeting agenda is prepared in consultation with other stakeholders and sent out in advance to the Executive no later than 3 days prior to any meeting;
  - (d) appoint committees where authorized by the membership or the Executive;
  - (e) know the Constitution, Bylaws and policies of the STMCPA and School;

- (f) know where to find resources to assist members;
- (g) consult with STMC Principal to determine School needs and eligibility for gaming grant disbursements;
- (h) consult STMCPA members regularly;
- (i) ensure the STMCPA is represented in School and School-related activities;
- (j) be the official spokesperson for STMCPA;
- (k) be ex-officio member to all STMCPA committees
- (l) be a STMCPA signing officer; and
- (m) undertake such other duties and responsibilities as would generally be undertaken by a president of an association similar to the STMCPA.

5.2 The Vice President(s) shall:

- (a) assume the responsibilities of the President in the President's absence or upon request;
- (b) assist the President in the performance of the President's duties;
- (c) be prepared to assume the role of President upon the incumbent President's retirement;
- (d) accept extra duties as required;
- (e) be a STMCPA signing officer; and
- (f) undertake such other duties and responsibilities as would generally be undertaken by a vice president of an association similar to the STMCPA.

5.3 The Treasurer shall:

- (a) maintain proper, accurate and up-to-date financial records and books of all STMCPA accounts;
- (b) ensure all funds of the STMCPA are properly accounted for and that protocols governing the handling of funds are followed;
- (c) receive all funds for the STMCPA;
- (d) deposit all funds collected on behalf of the STMCPA in an account at a recognized financial institution approved by the STMCPA Executive;
- (e) disburse funds according to the STMCPA Constitution and Bylaws, and as authorized by the Executive;
- (f) report on finances (all receipts and disbursements) at general and Executive meetings;
- (g) be a STMCPA signing officer;
- (h) ensure that another STMCPA signing officer has access to the financial records and books of accounts in the event of the Treasurer's absence;
- (i) with the assistance of the Executive, draft an annual budget, including tentative plan of income and expenditures;
- (j) submit the annual BC Gaming Grant application in coordination with the Secretary by the Gaming Branch deadline;
- (k) establish and maintain a separate "STMCPA Gaming Account" for receipt and disbursement of all gaming funds, in accordance with British Columbia regulatory requirements;



- (l) submit an annual “Gaming Account Summary Report” or other reports as required by the British Columbia regulatory authorities;
- (m) make STMCPA financial records and books of account available to members upon request;
- (n) submit financial statement at the AGM; and
- (o) undertake such other duties and responsibilities as would generally be undertaken by a treasurer of an association similar to the STMCPA.

5.4 The Secretary shall:

- (a) record and file the minutes of all general and Executive meetings;
- (b) working with the President, ensure that a meeting agenda is prepared in consultation with other stakeholders and sent out in advance to the Executive no later than 3 days prior to any meeting;
- (c) keep a file of incoming correspondence and copies of outgoing correspondence;
- (d) prepare other documentation as requested by the membership or Executive;
- (e) record attendance during general and Executive meetings;
- (f) notify members of general meetings;
- (g) notify Executive officers of Executive meetings;
- (h) keep an accurate and up-to-date copy of the Constitution and Bylaws and STMCPA policies and have copies available for members and Executive upon request;
- (i) ensure safekeeping of all records of the STMCPA except those required to be kept by the Treasurer;
- (j) be a STMCPA signing officer (optional);
- (k) be responsible for the gaming license applications and complete related reports in coordination with the STMCPA Treasurer; and
- (l) undertake such other duties and responsibilities as would generally be undertaken by a secretary of an association similar to the STMCPA.

5.5 Members-at-Large

- (a) A member at large is part of the PA executive
- (b) Attends all PA meetings
- (c) Contributes to the decision-making process before actions are finalized or votes are taken
- (d) Fulfill duties as defined in bylaws or as required to meet goals of the PA
- (e) Performs tasks as assigned by the PA President
- (f) Preferably, will have experience on the PA to mentor committee chairs and fill in gaps where required
- (g) The number of required Member at Large positions may vary from 1 to 3 depending on the needs of the PA or school; each Member at Large carries 1 vote
- (h) If the position is required for a specific purpose, the PA President may require certain experience or expertise

## **Section VI – Conduct of Executive Officers**

### **Code of Conduct**

- 6.1 On election or appointment, every Executive must sign the “STMCPA Code of Conduct” and agree to abide by the Constitution and Bylaws and policies governing the STMCPA and carry out the objectives of the STMCPA.

### **Representing and Supporting the STMCPA**

- 6.2 Every Executive must act solely in the best interests of the membership of the STMCPA.
- 6.3 Every Executive agrees to support and participate in all STMCPA activities and events to the best of their abilities.

### **Privacy**

- 6.4 Any information received in confidence regarding the School or STMCPA by an Executive from School personnel, students, parents, or other members of the School community is privileged and must not be divulged without permission of the person giving the information.

### **Disclosure of Interest**

- 6.5 An Executive member who is interested, either directly or indirectly, in a proposed contract or transaction with the STMCPA must disclose fully and promptly the nature and extent of his or her interest to the membership and/or Executive (as applicable).
- 6.6 Executives must avoid using his or her position on the STMCPA for personal gains.

## **Section VII – Committees**

- 7.1 The Executive may appoint committees to further the STMCPA’s objectives and carry on its affairs.
- 7.2 The terms of reference of each committee will be specified by the Executive at the time the committee is established. Without limitation, the majority of committee members must be STMCPA members.
- 7.3 Committees will report to the Executive as required.
- 7.4 The Committee Leads/Coordinators shall:
- (a) develop a schedule for the committee’s activities, including critical dates, milestones and required actions;
  - (b) delegate tasks to committee members, e.g. communication, volunteer recruitment, etc.;
  - (c) assign duties to important volunteer positions;
  - (d) work with School administration to plan key event dates;
  - (e) attend STMCPA meetings to present reports on proposed activities;

- (f) maintain a record of event/major activity, e.g. documenting total costs funds raised, keep names and phone numbers of volunteers, business contacts, record attendance, successes and lessons learned etc.;
  - (g) ensure all Committee members sign and uphold the “**STMCPA Code of Conduct**” and all Committee volunteers uphold the “**STMCPA Code of Conduct;**” and
  - (h) undertake such other duties and responsibilities as would generally be undertaken by committee chairs of an association similar to the STMCPA
- 7.5 On election or appointment, every Executive must sign the “STMCPA Code of Conduct” and agree to abide by the Constitution and Bylaws and policies governing the STMCPA and carry out the objectives of the STMCPA

## **Section VIII – Finances**

### **Financial Year**

- 8.1 The financial year of the STMCPA is August 1st to July 31st of the following year.

### **Bank Accounts and Cash**

- 8.2 All funds of the STMCPA must be kept on deposit in the name of the STMCPA in a bank or financial institution registered under the Bank Act and approved by the STMCPA.
- 8.3 Specific regulations must be followed in certain situations. For example, in the case of a BC Gaming Grant, funds must be kept in a separate account and related financial records be kept for the duration in accordance with gaming regulations.
- 8.4 All cash receipts must be presented to the Treasurer or dropped off to a Safe located on school premise as appointed by the Treasurer within two (2) business days of receiving, with at least two (2) unrelated individuals’ signatures each time when cash changes hands.

### **Signing Authority**

- 8.5 The Executive shall name at least three (3) signing officers (including but not limited to the President, Vice President and Treasurer) for banking and legal documents.
- 8.6 At least two (2) signatures shall be required on all STMCPA banking and legal documents.

### **Financial Reporting**

- 8.7 The Executive shall prepare a budget and present it to the membership at a general meeting. The budget shall cover the period of the next financial year.
- 8.8 A Treasurer’s Report shall be presented at each meeting, including Executive, Extraordinary General and AGM.

## **Section IX – Constitution and Bylaw Amendments**

- 9.1 The members may, by a majority of not less than 75% of the votes cast at a general meeting, amend the STMCPA’s Constitution and Bylaws.

- 9.2 Any proposed amendment to the Constitution and Bylaws must be submitted in writing to the STMCPA Executive not less than 14 days before the general meeting.
- 9.3 Amended Constitution and Bylaws must be made accessible to all members.

## **Section X – Dissolution**

- 10.1 The STMCPA shall be dissolved in the event that the School is permanently closed.
- 10.2 In the event of dissolution of the STMCPA and following payment of all outstanding debts and costs of dissolution, disbursement of remaining STMCPA funds will be decided upon by the Executive at the final STMCPA meeting in accordance with the Constitution, Bylaws and objectives of the STMCPA.

## **Section XI – Property in Documents**

- 11.1 All documents, records, minutes, correspondence or other papers kept by a member, Executive officer, or committee member in connection with the STMCPA shall be deemed to be property of the STMCPA, and shall be turned over to the President when the member, Executive officer or committee member ceases to perform the task to which the papers relate.

**Adopted by St. Thomas More Collegiate Parents Association at Burnaby, British Columbia, on APRIL 11, 2023.**

## CODE OF CONDUCT

A parent who accepts a position as a STMCPA Executive or Committee member:

1. Upholds the Constitution and Bylaws, policies and procedures of the STMCPA.
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 membership and Executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
7. Works to ensure that issues are resolved through due process.
8. Strives to be informed and only relay information that is reliable and correct.
9. Respects all confidential information.
10. Attends all meetings; in the event that the member is not able to attend, ensures that other Executive or Committee members are available to complete required tasks (e.g. recording minutes of the meetings, etc.).
11. Agrees to support all STMCPA activities and events to the best of their abilities.
12. Agrees to use best efforts to acknowledge or reply to email communications within 48 hours.

### **Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ of the St. Thomas More Collegiate Parents Association (STMCPA), have read, understood, and agreed to abide by this Code of Conduct.

Name of the Executive or Committee member:

\_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_