

**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.
- 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 President 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 is two consecutive years.

The term of office for the 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President is two years maximum.

The term of office for the Treasurer and Secretary is two years. These Officers are eligible for re-election for a third or fourth 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.
- shall advise the Executive Committee of the most pertinent needs of the Academy for consideration when assistance is needed
- shall have the right to vote.

### **The President:**

- shall have maximum of two years of experience in another role on the Executive committee.
- shall commit to two consecutive years in the President's role
- shall call and preside at all Executive, Special and General meetings of the Guild.
- shall prepare agendas for such meetings in consultation with the Secretary.
- shall be an ex-officio member of all committees except the Nominating Committee
- shall perform such other duties as are incumbent upon the office.
- shall discuss issues confronting the Guild with the Honourary President
- shall review and submit updates to the Director of Communications quarterly

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

- may be the successor to the President
- shall preside at meetings in the absence of the President or at the request of the President
- shall ensure the continuity of the following committees:
  - Hospitality
  - International Day
  - Cash Lottery
  - Special Events (Torch Talks and New Parent Event)
  - Corner Store
  - Tartan Shop

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

- may be the successor to the President
- may be the successor to the 1<sup>st</sup> Vice-President
- shall manage set up of SignUp.com and assist in recruitment of volunteers for the Parents' Guild Committees.
- shall manage all volunteer recruitment for International Day
- shall assist the 1<sup>st</sup> Vice-President in ensuring the continuity of the following committees:
  - Hospitality
  - International Day
  - Cash Lottery
  - Special Events (Torch Talks and New Parent Event)
  - Corner Store
  - Tartan Shop

**The Secretary:**

- may be the successor to the President
- shall keep an accurate record of Executive, Special and General meetings of the Guild and send a copy to the President
- shall assist in the preparation of the agenda for such meetings
- shall conduct all correspondence as directed by the President and keep a record of each correspondence sent and received
- shall arrange for due notice of meetings
- shall 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
- shall keep an accurate list of all current members who attend meetings along with their contact information
- shall keep by-laws and standing rules current for reference

**The Treasurer:**

- may be the successor to the President
- shall ideally have a background in financial management
- shall maintain full and accurate records of all financial transactions of the Guild

- shall 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
- shall issue receipts
- shall make all disbursements as authorized by the Guild
- shall 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 two copies of each financial report to the President of the Academy, who shall retain one copy on file at the school for reference and place one copy in the Academy's archives
- shall deliver to the successor all books, money and property belonging to the Guild at the end of the term of office and after a mutually agreed upon transitional period
- a minimum of \$15,000 shall be internally restricted to both the Parents' Guild General account and the Parents' Guild Lottery account each year end in order to maintain the Guild's operations for the following September
- shall oversee the Parents' Guild Finance Committee functions
- shall accommodate the Auditor's review of the financial records each year

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

- at least 3 executive members and the President 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. Original 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 shall:**

- consist of the Honourary President and the elected Officers
- evaluate annually the performance of the Guild in achieving its mission
- 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 four general meetings and one Annual General Meeting from September to May.

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 Guild President or delegate from the Parents' Guild Executive Committee 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
- Traditional Land Acknowledgement
- Opening Prayer
- Approval of Agenda
- Approval of Previous Annual General Meeting Minutes
- Guild President's Report
- Treasurer's Report
  - Approval of Financial Report as Presented
- Report of Results of Election of Officers
- Introduction of Officers
- Miscellaneous/New Business
- Adjournment

The agenda for the General Meetings shall include:

- Call to Order
- Traditional Land Acknowledgement
- Opening Prayer
- Approval of Agenda
- Approval of Previous Parents' Guild Meeting
- Parents' Guild Executive Reports:
  - President
  - Treasurer
    - Approval of Financial Report as presented
  - 1<sup>st</sup> Vice-President
    - Hospitality
    - International Day
    - Cash Lottery
    - Special Events (Torch Talks and New Parent Event)
    - Corner Store
    - Tartan Shop
  - 2<sup>nd</sup> Vice-President
    - Volunteers
- Guild/SMA Board Liaison
- SMA School President's Report
- Miscellaneous/New Business
- Action Items for Next Meeting
- Next Meeting
- Adjournment

## **ARTICLE X - Committees**

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

- Hospitality
- International Day
- Cash Lottery
- Special Events (Torch Talks and New Parent Event)
- Corner Store
- Tartan Shop
- Finance

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> 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.

### **Cash Lottery**

- annually organize cash lottery activity on behalf of the Parents' Guild, typically in the spring
- 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

### **Special Events (New Parent Event and Torch Talks)**

- 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**

- coordinates with 2<sup>nd</sup> Vice-President 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

### **Tartan Shop**

- coordinates with 2<sup>nd</sup> Vice-President for volunteers at the store and annual sales
- supervise its operations
- present a report to the Guild at the end of the year

### **Finance**

- collaborate with the Treasurer on an as needed basis

### **ARTICLE XII - Authority**

The parliamentary authority shall be “Roberts Rules of Order Newly 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.

**Reviewed** and amended bylaws approved at the September 12, 2016 General Meeting.

**Reviewed** and amended bylaws approved at the September 12, 2017 General Meeting

**Reviewed** and amended bylaws approved at the September 17, 2019 General Meeting

**Revised** and amended bylaws approved at the May 5, 2020 General Meeting