

IMMACULATE CONCEPTION SCHOOL POLICY

MANDATE OF IMMACULATE CONCEPTION SCHOOL PARENT SUPPORT GROUP

MANDATE

(Amended December 13, 2023)

SECTION I: Role of Parent Support Group at Immaculate Conception School

Background

The Parent Support Group (PSG) at Immaculate Conception School is very supportive of the school and desirous of assisting Council in its role of overseeing the school operations as mandated by Catholic Independent Schools of the Diocese of Prince George (CISPG). The ICS Council appreciates their desire to assist and support the school in all ways and encourages them in their endeavours. We remain united in the common goal of supporting a well-rounded Catholic Education at ICS. This document has the purpose of defining the role and operation of the Parent Support Group at ICS and it is based on:

1. ICS School Philosophy
2. Mandate given to us by the Catholic Independent Schools (CIS)
3. Mandate and recommendations of the Federation of Independent School Association (FISA) for Group 1 and Group 2 Independent Schools.

CIS and FISA Policies Regarding Role and Functions of Parent Support Groups

Principles

Immaculate Conception School Council, along with all the school councils in the Prince George Diocese, is constituted by the authority of the Catholic Independent Schools of the Diocese of Prince George and is an advisory body, directly responsible to the Society and the Bishop.

Parents are an integral part of the school community and are invited and encouraged to become involved in the activities and endeavors of the

school. It is the responsibility of the School Council to approve and direct any parent group working or acting on behalf of the school. Parent Support Groups (PSG) will come directly under the authority of the School Council and the School Council will appoint from its membership a representative to the PSG. PSG members may be non-Catholic. Source: “Mandate of School Council” CISPG

School Councils should promote Parent Support Groups. These groups are to have a constitution and bylaws to support the school and School Council.

The funds generated will be used to support the priority list for the needs of the school established by the School Council. A separate account must be set up for money coming through Direct Access Grants and from provincially operated gaming accounts. Source: “Mandate of School Council” CISPG

To ensure a close working relationship between the Parent Support Group and the school, at least one meeting per school term should be planned with the Principal, Chair of the Parent Support Group and the School Council Chair. Source: “Mandate of School Council” CISPG

“The Parent Support Group may also be mandated to raise funds for the school budget or capital construction with the expenditure of such funds under the final control of the School Council” (FISA Directive)

“The authority should define how the PSG is structured, what its mandate is, and as part of the mandate, include the receipt expenditure of gaming funds. (FISA Directive)

Gaming Funds: The PSG must be free to have genuine decision-making ability in selecting how to spend gaming commission funds. While they may report their activities in managing the funds to Council, the acquisition and spending of the funds will be at arms length according to the law.

School Philosophy

To provide an all round education that will enable each individual student to develop according to his or her abilities and talents, physically, spiritually and intellectually.

To promote and convey our Catholic tradition, fostering a strong spirit of love, respect and service within the individual. These Gospel values will be integrated within the school community and hence the extended community.

II: Purpose of the Parent Support Group

The PSG will operate as a non-profit organization with no personal financial benefit.

The PSG's purpose is to uphold the school's philosophy and objectives. Recognizing parents as the primary educators of their children, all parents are integral contributors to the school community.

Spiritual

Support the religion programme, encourage family prayer, participate in school masses, Holy Childhood, sacramental preparations, etc.

Intellectual

Support Council, Administration and staff in providing excellence in Catholic Education that follows recommended outlines and enhance this by ensuring that the necessary textbooks, supplies and other additional resources are available for all students.

Social

To foster active participation and engagement from parents/guardians and other Immaculate Conception Parish members. The aim is to coordinate events that not only promote community building but also provide opportunities for our children to socialize.

Physical

Support all sport activities (coaching-transportation of students/purchasing PE Equipment/play ground equipment/enhance school play fields, etc.).

Fundraising

Encourage active involvement and participation from parents/guardians and other members of the Immaculate Conception Parish in fundraising efforts. Fundraising is an essential part of the operation of a Catholic School since 50% funding is provided by the government and low tuition fees do not allow for the school to meet all requirements to support our stated goals.

Guidelines

1. All parents of the school are automatically voting members of the PSG.
2. There is an elected executive consisting of four elected executive members (chairperson, vice-chair, treasurer and secretary). If there are less than three of the above, the PSG will be dissolved.
3. The principal and one Council member are non-voting members of the executive. Administration and staff (teaching and non-teaching) of Immaculate Conception School may be non-voting members of the PSG
4. There must be a School Council liaison appointed to attend PSG meetings.
5. Communication between PSG and Council should occur between these two appointed people.
6. The principal is the administrator of the school and should be consulted before fundraising projects are undertaken and before funds are spent on projects. If necessary, the principal will consult with Council.
7. Any change in the grounds or buildings that are being considered must be approved by Council and CIS.
8. PSG should make a yearly plan of events to be approved by the principal.
9. The PSG must review and approve annual financial statements prior to the AGM.

III. Dissolution

1. In the event of the dissolution or winding up of the PSG, and subsequent to the settlement of all debts and associated costs, the assets and remaining funds of the PSG shall be distributed to the Immaculate Conception School Council, in adherence to the regulations set forth by the British Columbia Gaming Commission.

2. In the event of the PSG's dissolution, all organizational records shall be entrusted to the Immaculate Conception School Council, specifically under the oversight of the school principal.

IV. Meetings

1. Meetings will be conducted efficiently and with fairness to the members present.
2. Meetings will be held regularly over the course of the school year.
3. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in October of each year.
4. Executive meetings may convene at any time or location as deemed necessary. These meetings serve the purpose of conducting business and addressing matters that arise between general meetings.
5. One member of the PSG executive must be present at all meetings.

V. Quorum

1. The voting members present at any duly called general meeting shall constitute a quorum.

VI. Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote of 50% plus 1.
2. In the case of a tie, the motion is defeated
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting will be conducted by a show of hands, except in the case of officer elections, which will be done by secret ballot. The ballots used for officer elections will be securely disposed of following the conclusion of the election.
In instances where only one person has been nominated for an executive position, voting may be conducted through a show of hands.

VII. Election of Executive Officers

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee of the school or elected official of School Council shall hold an executive position
2. Nominations will open at **the meeting** before the Annual General Meeting and close seven (7) days before the election.

3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.

IX. Executive Officers

1. A board of elected officers shall oversee the management of the PSG's affairs.

2. The Executive officers shall be as follows:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Gaming Committee Chairperson

X. Duties of Officers

1) The Chairperson Shall:

- a) Convene and preside over membership, special, and executive meetings, or appoint an alternate in the event of inability to attend.
- b) Possess an understanding of the constitution, bylaws, and meeting protocols.
- c) Know where to find resources to assist members.
- d) Appoint committees where authorized to do so by the executive or membership.
- e) Consult PSG members regularly.
- f) Ensure active representation of PSG members in various school activities. ***All parents of the school are automatically members of the PSG.***
- g) Ensure that PSG activities are aimed at achieving the objectives and purposes of the organization.
- h) Be the official spokesperson for the organization.
- i) Ensure that an agenda is prepared and presented.
- j) Prepare PSG newsletters as required.
- k) Issue and receive correspondence on behalf of the organization.

2) The Vice-Chairperson(s) Shall:

- a) Assume the responsibilities of the chairperson in the chairperson's absence
- b) Accept extra duties as required
- c) May be a signing officer

3) 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) Maintain an accurate record of all expenditures of the PSG.
- e) Give a report of expenditures and receipts at all general meetings.
- f) Deposit all funds collected on behalf of the PSG in an account at a recognized financial institution approved by the PSG.
- g) With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XI.
- h) Submit an annual financial statement at the Annual General Meeting of the PSG.

4) The Secretary Shall:

- a) Record and distribute the minutes of general, special, and executive meetings.
- b) Keep an accurate and up to date copy of the Constitution and Bylaws available for members upon request.
- c) Safely keep all records of the PSG.

5) The Gaming Committee Chairperson Shall:

- a) Ensure that Gaming Commission funds are disbursed according to the PSG budget presented at the Annual General meeting.
- b) Make application to the British Columbia Gaming Commission when necessary.

- c) Stay informed on British Columbia Gaming Commission Rules and Regulations.
- d) Keep the PSG informed on pertinent changes to Gaming Commission Rules and Regulations.

6) The School Council Representative Shall:

- a. Attend, and represent the meetings
- b. Report back to the Immaculate Conception School Council
- c. Seek input from the Immaculate Conception PSG and the Immaculate Conception School Council.

X. Committees

- 1. Standing and ad-hoc committees shall be formed when necessary.
- 2. Committees are Committees are accountable to the Executive.
- 3. The PSG executive may appoint members to committees

XI. Finances

- 1. The executive will formulate a budget and tentative expenditure plan, which will be presented for approval before the expiration of the current budget.
- 2. The fiscal year of the PSG shall be September 1st – August 31st.
- 3. The executive will present, for approval at general meeting, all proposed expenditures above and beyond the budget.
- 4. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
- 5. The executive shall name three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- 6. A majority at a general meeting must approve all money spent above and beyond a pre-determined petty cash amount (\$50.00)
- 7. A Treasurer's Report shall be presented at each general meeting.

8. Expenditure of Funds

A distinction has to be made between:

- a. General Funds: Are general monies raised by various fundraising endeavours. Each year, as part of the budget-making process, the PSG should be consulted as to how they could contribute to the budget to help in providing necessary expenditures for the operation of the school. Any other funds raised should be spent at the discretion of the PSG for extras with the approval of the principal and according to the guidelines mentioned.
- b. Gaming Funds: Money provided by Direct Access Funding grants for school parent groups an automatic grant of \$20.00 per pupil. This money is administered separately and according to Ministry guidelines.

Banking procedures in general, must have the approval of the council and correct transparent accounting procedures should be followed.

Banking statements, records, and related documents must be forwarded to the school with the awareness of the principal.

A report of items bought and support given to the school, both from the general funds and Gaming Commission funds should be made available to all parents.

All activities organized by PSG will be in accordance with School Council and CIS policies and approved by the principal.

XII. Code of Conduct

1. The Immaculate Conception Parent Support Group is not the forum for the discussion of the actions of individual school personnel, students, parents or other individual members of the community.

2. An executive member, who is approached by a parent with a concern relating to an individual, is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved and direct them to the proper channels, i.e. the teacher involved and/or the principal. A member who accepts a position as a Immaculate Conception PSG Executive Officer:

- a. Upholds the Mandate and procedures of the Immaculate Conception PSG
- b. Performs her/his 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.

XII: Constitution and Bylaw Amendments

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least 14 days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated and signed by the executive.

XIV: Removal of an Officer

1. The 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 a successor to complete the term.

2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

Adopted by:

Date: