

Selkirk Montessori School

Selkirk Parent Group

Guidelines

June 24, 2008

I. NAME: Selkirk Parent Group (SPG)

The Selkirk Parent Group is an independent committee of the Pacific Montessori Society (PMS). It adheres to the constitution and bylaws of the PMS. The Selkirk Parent Group has its own guidelines.

II. PURPOSE:

The role of the Selkirk Parent Group is to:

1. Contribute to the effectiveness of the school by promoting the involvement of parents including facilitating communication within the parent community and liaising with the PMS Board;
2. Raise funds to directly support the activities of the students of Selkirk Montessori school;
3. Undertake activities and events to support the roles outlined above.

III. DISSOLUTION:

1. In the event that the SPG is dissolved, all remaining assets, with the exception of gaming funds, are to be transferred to the PMS for their sole use only.
2. All remaining gaming funds must be allocated according to the BC Gaming rules in place at the time of dissolution.

IV. MEMBERSHIP:

1. Membership in the SPG includes any parent/guardian who is a member of the PMS, and remains in good standing, according to the PMS Bylaw Part 2 Item 4, except for the exclusions listed in 2.
2. Administrators, staff and PMS Board members can serve as non-voting members of the SPG.

V. OFFICERS OF THE GROUP:

1. The Selkirk Parent Group will consist of Officers who will either be part of the Executive or Class Representatives. The Executive may include a President, Vice-President, Secretary, and Treasurer. All Officers are voting members.
2. Those who hold an Executive position have the option to also participate as their Class Representative, unless a second Class Representative is

available from the specific class, or alternatively another class, in Selkirk Montessori School.

VI. TERMS OF APPOINTMENT: ELECTION OF SELKIRK PARENT GROUP:

Election of the Officers of the Selkirk Parent Group:

1. In September of the new school year, interested parents from each preschool and elementary class will have an opportunity to volunteer on the SPG as an Executive or Class Representative. A letter of description of the positions and call for volunteers will be distributed to each class from Preschool to Senior Class in the first 2 weeks of school. Submissions will be handed into the teachers who will pass the information to the Past President of the Parent Group.
2. At the first SPG meeting the General Membership of the PMS in attendance will vote in each Officer.
3. Executive and Class Representatives must be a parent or legal guardian of a child attending the school. Staff Members and Board Members of PMS are exempt from the role of Executive or Class Representative.
4. Preferably, Class Representatives will have a child in the class they are representing. However, under special circumstances, it may be required to have a member of the SPG take on the position of Class Representatives for a specific class (for example, in the unusual case that no parents in the class offers to represent their class).
5. Election voting shall be held in secret ballot unless by acclamation.
6. The Term of Office for Class Representatives will be one year, but could be carried on to other years if desired.
7. The Term of Office for Executive will be 2 years. Officers may be re-elected.

VII. DUTIES OF THE EXECUTIVE OF THE SPG:

1. President
 - a) chairs meetings;
 - b) prepares agendas;

- c) will attend all PMS Board meetings or send a delegate from the SPG;
- d) is the official spokesperson for the Selkirk Parent Group;
- e) has signing authority on Selkirk Parent Group bank accounts.
- f) in September, organizes the elections for the upcoming year and assists in declaring the new Officers;
- g) in May and June chairs the nominating committee for the upcoming year.

2. Vice-President

- a) assumes the responsibilities of the President in the President's absence;
- b) accepts extra duties as required;
- c) may co-ordinate Parent Education Sessions;
- d) has signing authority on SPG bank accounts.

3. Secretary

- a) records minutes of all meetings;
- b) keeps all records of the Selkirk Parent Group;
- c) distributes and posts minutes;
- d) issues and receives correspondence on behalf of the parent group;
- e) ensures notices of Selkirk Parent Group meetings are included in school publications.

4. Treasurer

- a) responsible for and reports on the accounts of the SPG at all meetings;
- b) has signing authority on SPG bank accounts;
- c) prepares an operating statement quarterly and presents it at the meetings and files a copy with the PMS Board Treasurer;
- d) with the assistance of the Senior Officers, drafts a budget and tentative plan of expenditures;
- e) works closely with the PMS Board Treasurer and school bookkeeper;
- f) ensures that another Senior Officer (with signing authority) has access to the books in the event of the Treasurer's absence;
- g) arranges for license applications for Gaming funds;
- h) maintains all Gaming documents;
- i) assures all records and financial reports required by Gaming Policy and Enforcement Branch are filed on time;

- j) acts as a liaison between SPG and the Gaming Policy and Enforcement Branch;
- k) ensures at all times the SPG is in compliance with the current Gaming license direct access grant and/or bingo affiliation grant and the conditions as set by the Gaming Policy and Enforcement Branch.

5. Past President

- a) helps with smooth transition between Presidents;
- b) assists and advises the SPG;
- c) supports the current President;
- d) if a Past President is not available then a past Executive member will take on these responsibilities.

VII. DUTIES OF CLASS REPRESENTATIVES:

1. Builds a class list of phone numbers and/or emails of each student's family(ies) in their assigned class;
2. Work closely with the class teacher(s) to assist in communicating information on specific events held in the class or school to the rest of the families in the class;
3. Welcomes new students and families to the class;
4. Acts as a conduit between parents and SPG;
5. As required, will direct parents to a member of the PMS Board to discuss matters that are outside the scope of the SPG.

VIII. AD-HOC WORKING GROUPS WILL BE ADDED AS NEEDED.

IX. FINANCES:

1. The fiscal year end of the Selkirk Parent Group will be the same as the PMS, which is June 30th;
2. An annual budget and tentative plan of expenditures for each year will be drawn up by the Senior Officers and presented for approval at a SPG meeting prior to the end of October each year;

3. The budget will be drawn up in consultation with the Selkirk Montessori School (SMS) Staff, SMS Administration and Officers of the SPG;
4. The budget will be voted and approved by the Officers of the SPG;
5. All funds of the SPG will be on deposit in a bank or financial establishment registered under the Bank Act;
6. There will be two separate bank accounts, one for Gaming Funds and one for non-gaming funds;
7. The SPG will name at least 4 signing officers, one of whom will be the Treasurer and one of whom will be the PMS Board Liaison for banking and legal documents. The PMS Board Liaison member must be a parent/guardian of a child enrolled in the school. Any two signatures of the 4 will be required for these documents.
8. An Operating Statement will be made available to SPG on a quarterly basis and will be filed with the PMS Treasurer.
9. An Annual Operating Statement of the SPG will be included in the PMS Annual report for the PMS Annual General Meeting in October.

X. MEETINGS:

1. The Selkirk Parent Group shall have two types of meetings:
 - a) a General Meeting to elect the Executive and Class Representative Officers; and,
 - b) Meetings of the Officers to conduct the regular business of the Group.
2. The General Meeting will be held no later than the 1st week in October and preferably before the end of September and may take the form of a school BBQ/picnic to encourage attendance and involvement in the SPG and welcome new families to the school.
3. Meetings of the Officers of the SPG are:
 - a) open to all SPG members.
 - b) Only Officers of the SPG are eligible to vote.
 - c) Meetings will be held as required, preferably four times during the school year. Fifty percent of Officers must be present to constitute a quorum, of which 2 must be Executive.

4. Administration, staff, and/or Pacific Montessori Board members may be invited to attend SPG meetings.
5. Notice of SPG meetings may be given to parents and/or guardians by means of the school newsletter, posted on the Selkirk Parent Group bulletin board and will be published in the school annual calendar.
6. In the event of an extraordinary SPG meeting, the time and place shall be communicated through Class Representatives and the SPG bulletin board prior to such meeting.
7. Robert's Rules of Order may be used during SPG meetings.

XI. VOTING AT SPG MEETINGS:

1. Unless otherwise decided, questions arising at any meeting will be decided by a simple majority vote.
2. In the case of a tie vote, the President will cast the deciding vote.
3. Voting of members on all matters must be done in person. Voting by proxy shall not be permitted.
4. Voting on all motions shall be either by a show of hands or by ballot. The method will be at the discretion of the SPG President.

XII. GUIDELINES:

1. At the last meeting of each school year, a review of the guidelines may be conducted by the SPG Officers.
2. Changes can only be made by quorum of the SPG Officers (see MEETINGS, section #2 (a)) and final approval is required by the PMS Board.