

**West Island College (WIC)  
Parent Guild Charter**

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**Name**

The Board of Directors (Board) of the Society hereby constitutes the West Island College (WIC) Parent Guild.

**Membership**

All members of the West Island College Society (College) are automatically, and without further action, admitted as members of the WIC Parent Guild (Guild).

**Purpose**

As an integral part of the WIC community, the Parent Guild will enhance the educational experience of WIC students by coordinating and completing events to enhance the WIC community and that require parent volunteer inputs.

The Guild will be led by an Executive Committee referred to as the WIC Parent Guild Committee (Committee), which shall organize events such as the following, in each case, acting as the primary liaison between the different constituents of the Board, Administration of WIC and the Guild:

- Extracurricular events requiring volunteer participation from Guild members including the Grade 7 sleepover, Teacher Appreciation Dinner, the WIC speaker series or similar events requiring parent participation.
- Fundraising initiatives whether for specific or general purposes.
- The evaluation of, and recommendation to the WIC Board and Administration of, new initiatives suggested by Guild members.
- The planning and implementation of WIC Board sanctioned events.

The Guild shall undertake projects and events for the benefit of WIC students and the College only with the approval of the **Head of School**.

The Guild shall facilitate communications between the College and parents and shall promote participation in the WIC community through volunteerism.

The Guild will not make representations to the public or provide any official comment or written commentary on behalf of the College without the approval of the Head of School or his or her delegate.

The Guild shall not have overlapping authority with management of the College and shall not be permitted to interfere with the administration or operation of the College.

### **Accountability of The Committee**

The Committee shall be accountable to the Board and will provide the Board with a summary of each Committee meeting.

### **Composition of The Committee**

The Guild will be led by the Committee which may be comprised of members at large, parents of past WIC students, and other persons approved by the Board in accordance with the procedures set out herein under the "Nomination Process for Committee Membership". The Board shall confirm the membership of the Committee on an annual basis, and The Committee shall report to the Board through its designated Board representative at each regularly scheduled meeting of the Board. The Committee shall include a maximum of 10 members but may be larger with approval of the Board to support initiatives that benefit the College.

The Committee shall fill the following positions each year, the first [five] of which shall be the "Executive Officers" or the "Executive":

1. Chair – a Board member
2. Vice-Chair
3. Secretary and Treasurer
4. Past Chair
5. WIC Administration Liaison - the Head of School or his or her delegate
6. Event Coordinators (as required)

The Committee may also create and appoint any of the following positions as deemed necessary by the Executive:

- Honorary Chair
- Gala, Coordinator
- Gala, Vice-Coordinator
- Portfolio, Coordinator
- Member at Large
- Social and Welcome, Chair
- Social and Welcome, Vice-Chair
- Volunteer Chair
- Volunteer Vice-Chair

## **Roles of The Committee**

The duties of the Chair are to:

- Preside at, and organize, all of the Committee meetings and meetings with the Guild and to attend Guild events.
- Represent the Guild at various school events, parent receptions and other engagements as necessary or requested by the Board or the Committee.
- Under the authority of the Committee, coordinate an annual calendar of events and appoint leaders for those events.
- Ensure that the charter of the Committee is followed.
- Coordinate the duties of the Committee.

The duties of the Vice-Chair are to:

- In the absence of the Chair exercise the powers of that office.
- Assume the Chair's role in the event the Chair vacates the role prior to the year-end, for the remainder of that year.
- Support the Chair or act on his or her behalf wherever possible to ensure the duties are fulfilled and represent WIC and report back to the Committee.
- Serve as the central point of contact for the Event Coordinators to inform the Chair of progress and issues management for the successful execution of WIC events.

The duties of the Secretary and Treasurer are to:

- Record, prepare and retain copies of minutes for all Guild meetings and distribute minutes to the Committee.
- Prepare meeting agendas and correspondence on behalf of The Committee as required and keep an accurate list of Guild members – ensuring they receive notice of meetings, events and any other pertinent Guild information.
- Ensure the notifications and update information goes onto the Guild website and in the weekly WIC Au Courant e-newsletter.
- Coordinate with the Head of School and the senior financial officer of the College as applicable regarding approval of the budget for any Guild events, and the payments of expenses and receipt, recording and handling of any funds in respect thereof.

The duties of the Past Chair are to:

- Be an advisor to the Chair and Vice-Chair.
- Chair the Nominating Sub-Committee and present the proposed slate of candidates to the Board of Directors.
- The Past Chair shall be entitled to vote at any Committee meetings.

The duties of Event Coordinators are to:

- Be accountable for planning and executing their designated events.
- Manage participation by the Guild volunteers that support their respective events.

- Liaise with the Vice-Chair on progress and emerging issues leading up to the event.

The duties of other office on The Committee or any Ad-hoc Sub-Committee shall be determined by The Committee at the time of appointment.

### **Term of Office of The Committee**

The Committee recognizes the importance of new volunteers while valuing the input of experienced Guild members. The term of office for Committee Officers should reflect this balance and will be two years in length, subject to re-election annually up to a maximum number of terms contemplated herein under "Nomination Process for Committee Membership". Guild Executive Officers may hold the same office for no more than four consecutive years, but may for greater certainty hold a different office after their term in one office has ended. Should any Committee position become vacant before expiry, the Nominating Sub-Committee shall appoint a replacement for the remainder of the term. The exception to this rule is with regards to the Chair position, which will be filled by the Vice Chair. Should the Vice Chair be unable to fulfill the Chair role, another Committee member deemed appropriate by the Nominating Sub-Committee will be appointed Chair for the remainder of the term.

### **Meetings of The Committee**

The Committee will meet once per month during the school year unless a meeting is not required as determined by the Chair. The calendar of meetings for the following school year shall be established by the existing Committee in June of each year. Unscheduled meetings may be called from time to time as deemed necessary by the Chair. Minutes shall be kept by the Secretary and Treasurer at each meeting and stored in a manner that permits The Committee members to access them.

The Chair shall review and approve the agenda for each meeting of the Committee in consultation with the WIC Administration Liaison and preside over Committee meetings. If the Chair is not present at a Committee meeting, the Vice Chair will take on this role.

### **Quorum**

A quorum of the Committee is established when three (3) Guild Executive members are present in person or by phone. Voting, when required, shall be by a show of hands with a majority deciding each issue cast to a vote. A tie vote is a lost motion.

### **Ad-Hoc Sub-Committees**

The Committee may establish one or more Ad-Hoc Sub-Committees as it deems necessary to implement projects or sanctioned events. Formation of any Ad-Hoc Sub-Committee will be communicated to the Guild and any member may express an interest in participating. Ad-Hoc

Sub-Committee membership will be made available to Guild members with special interest or relevant knowledge. The Committee may also choose to consult with non-WIC Parent Guild members with relevant expertise.

### **Meetings of The Guild**

The Committee may, from time to time, call meetings of the Guild, which shall be open to all Guild members, but shall not be mandatory. Meetings of the Guild may be held for any specific purpose or for general purposes and shall be chaired by a member of the Committee. At such, meetings of the Committee shall discuss, and review, with the Guild such items as may be required to enable the Guild to fulfill its purpose.

### **Nomination Process for Committee Positions**

1. By February first (1st) of each year, a Nominating Sub-Committee of the Committee shall be constituted, composed of the immediate Past Chair of the Committee, the Chair of the Committee, and the Vice-Chair of the Committee, provided that each of these Guild members has completed one full year of service on the Committee. Should one of these candidates be ineligible due to less than one year of service on the Committee, or unable to serve, the Chair of the Nominating Sub-Committee, the Guild Committee Chair and the Vice-Chair will agree unanimously on another Committee member to serve on the Nominating Sub-Committee.
2. The Nominating Sub-Committee shall issue a request for nominations to all Guild members.
3. The Nominating Sub-Committee shall invite all Guild members in good standing to submit their own names or the names of interested members to the Chair of the Nominating Sub-Committee.
4. All members of the College in good standing under the By-laws of the Society shall be eligible to hold a Committee position.
5. It is desirable, but not essential, that nominees have specific skills and experience, which may be an asset to the Committee and/or have previously been involved in volunteer activities.
6. It is essential that nominees be available to attend meetings, which are held at the College.
7. The Nominating Sub-Committee will consider all nominations submitted and will prepare a proposed slate of Committee members for the coming year.
8. The Nominating Sub-Committee shall present the proposed slate to the Head of School and the Board of Directors for consideration before contacting proposed nominees.
9. The proposed slate shall be presented to the Committee at the next meeting, prior to circulation to all Guild members.

10. The proposed list shall be circulated to all members of the College via email and shall be posted on the WIC Parent Guild link of the College website no later than 15 days prior to the Electoral General Meeting (EGM).
11. A motion to accept the list, as proposed, will be tabled at the EGM. The list will be voted on in its entirety and no nominations will be taken from the floor. Upon approval of the motion, all of the Committee shall be confirmed in their positions and shall begin their terms at the conclusion of the EGM.
12. The term of office for each Committee position shall be two (2) years from one EGM to the next. Members may be nominated for an additional 2-year term in the same position at the discretion of the Nominating Sub-Committee.
13. Guild members will serve on the Committee for terms ranging from two (2) to four (4) consecutive years with the following exceptions:
  - a. At the discretion of the Nominating Sub-Committee, a member otherwise scheduled to retire, may be appointed to an additional term of two (2) years, provided that the total consecutive term shall not exceed six (6) years.
  - b. At the discretion of the Nominating Sub-Committee, a member otherwise scheduled to retire, may be appointed to an additional term of two (2) to four (4) years should that Guild member stand for nomination as Chair or Vice-Chair.
14. Guild members may submit their names for re-nomination to the Committee after an absence from the Committee of a minimum of one (1) year.
15. The Nominating Sub-Committee reserves the right to ask a Committee member to step aside for failure to attend meetings or for failure to meet their responsibilities.
16. When a Committee position becomes vacant during the year, the Nominating Sub-Committee shall appoint a member to fill the vacancy until the next EGM.

### **Records, Reports and Disbursements**

The Committee will obtain the prior written approval from the Head of School or his or her delegate in respect of a budget for any event or project of the Guild that involves the receipt or expenditure of funds.

The Committee will coordinate the receipt of funds and the payment of expenses on behalf of the College in accordance with procedures agreed in advance with the senior financial officer of the College.

Neither the Committee nor the Guild will maintain any separate bank accounts, nor will it undertake any financial obligations or commitments on behalf of, or in respect of, the College, the Committee or the Guild except with the prior written approval of the senior financial officer of the College.

Neither the Committee nor the Guild will offer or issue any tax receipt to any person for any purpose.

**Amendments to the Charter**

Any proposed amendment of this Charter must first be approved by a vote of the Committee and then be approved by the Board of Directors.

**Dissolution of the WIC Parent Guild**

The WIC Parent Guild may be dissolved at any time in the sole discretion of the Board of Directors.