

DE LA SALLE COLLEGE 'OAKLANDS' PARENTS' ASSOCIATION

Constitution and Bylaws

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INTRODUCTION

Purpose of the Parents' Association

The Association is a non-incorporated organization of De La Salle parents dedicated to creating a partnership between the parents of students and the De La Salle School Community. The Community refers to students, parents, teachers, the school administration, alumni and board of directors.

The PA carries out its goals by incorporating the core Lasallian values as its guiding principles. The Lasallian Core Principles: Respect for All Persons, Faith in the Presence of God, Quality Education, Concern for the Poor and Social Justice, Inclusive Community.

Objectives

In addition to the objectives outlined in the Mission Statement of De La Salle College 'Oaklands', the Association shall be guided by the following objectives:

- i To promote and facilitate the active and meaningful participation of the parents in the education of their children at De La Salle College 'Oaklands'.
- ii To facilitate the collaboration among the parent community, the Board of Directors and the School Administration of De La Salle College 'Oaklands'.
- iii To promote understanding and communication regarding the policies and programs at De La Salle College 'Oaklands' between the parents and students and the School Administration
- iv To act as a consultative body to the School Administration of De La Salle College 'Oaklands'.
- v To assist the Principal and staff of De La Salle 'Oaklands' in enhancing the educational and extra-curricular activities at De La Salle.
- vi To raise and distribute funding within the De La Salle School Community.

The Association, properly constituted, shall be governed by this Committee and by such further bylaws as may be drafted and approved by Members of the Association.

ASSOCIATION BY-LAWS

By-law #1 – Parents' Association

- I. The name of the Community Association for De La Salle College 'Oaklands' shall be the "De La Salle College 'Oaklands' Parents' Association", hereinafter referred to as the "Association" or "PA".

By-law #2 – Membership of the Association

- I. Each parent/guardian of a student attending De La Salle is a Member of the Association.

By-law #3 – Composition of Executive Committee

Members may elect officers to be members of the Executive Committee and specify such responsibilities as the Members may determine. Elections to the Executive Committee of the Association shall be held annually at the Annual General Meeting. The Executive Committee is composed of the following:

- I. Officers of the Association (President, Vice-President(s), Secretary, and Treasurer);
- II. The Grade Representatives

The following member is not elected positions but rather form part of the Executive Committee as an ex officio member (non-voting):

- III. The Past President

The Executive Committee shall be responsible for carrying out the objectives of the Association and for the day-to-day administration and operation of the Association.

The Principal(s) of the school or a delegate shall attend meetings as an ex officio (non-voting) member of the Executive Committee.

By-law #4 – Terms of Office for the members of the Executive Committee

- I. The Officers of the Association shall consist of a President, Vice-President(s), Secretary and Treasurer.
- II. The Officers of the Association may not hold the same office for more than two consecutive one-year terms. In the event that prior to the AGM no nomination has been received for an office, at the AGM the Executive Committee may nominate for election an Officer who has held the same office for more than two consecutive one-year terms.
- III. No person shall hold more than one office in any given year.

By-law #5a – Executive Member Vacancy

- I. Vacancies on the Executive Committee, however caused, may, so long as a quorum of the Members remains in office is filled by the Executive Committee from among the Members of the Association.
- II. If there is no quorum, the remaining Members of the Executive Committee shall forthwith call a Special General Meeting of the Members of the Association to fill the Vacancy.
- III. When a vacant spot on the Executive Committee is filled, the new member's term shall expire at the time of the next election.

By-law #5b – Executive Member Vacancy

- I. Any member of the Executive Committee who misses more than three consecutive Executive Committee meetings shall tender his or her resignation, failing which such officer shall be deemed to have resigned from the Executive Committee.
- II. A motion will be brought forth that the position has been voluntarily vacated.
- III. Should the motion be passed then the vacancy will be filled as outlined under By-law #5a.

By-law #6 – Meetings of the Association

- I. Meetings
 - a. An Annual General Meeting (AGM) of Members of the Association shall be called by the President of the Association and held before June 1st each year. The purpose of the AGM is:
 - To elect the members of the Executive Committee;
 - To present to the Members the Annual Report of the Executive Committee and the Financial Statements of the Association; and,
 - To entertain resolutions and amendments to the Association's bylaws.
 - b. Special General Meetings: The Executive Committee of the Association may call a Special General Meeting of Members of the Association on a date and at a time set by the Executive Committee.
 - c. Executive Committee Meetings: The Executive Committee shall have regular meetings and:
 - i. Shall meet no fewer than five (4) times throughout the school year and at other times at the call of the President;
 - ii. Shall make available to all Members of the Association the times and dates of these meetings and Members may attend Executive Committee meetings;
 - iii. Shall hold its first meeting not more than 30 days following the Annual General Meeting. At this first Roundtable meeting, Grade Reps, Officers and Committee Chairpersons will establish its objectives for the coming year together with its budget.
 - iv. Shall be open to any Member of the Association except that the President may require that a part of any meeting may be held in camera, restricted to the members of the Executive Committee.
 - v. Shall have a standing agenda for the Executive Committee meetings.

- vi. Any Association member wishing to have an item on the agenda of the Executive Committee shall notify the Secretary of the Association in writing at least 7 days before the meeting.
- vii. A Grade Representative who is unable to attend an Executive Committee meeting shall appoint, as an alternate for that meeting, another member with a child enrolled at the same grade level and shall so advise the Secretary in advance of the meeting.

II. Notices

a. AGM:

- i. Notice of the AGM shall be given in writing (electronic communication (e-mail) is acceptable.) to the Members by the Secretary at least 45 days prior to meeting. The notice shall be sent together with the invitation for nominations for Executive Committee positions.
- ii. A second notice shall be sent to the members at least 14 days prior to the AGM together with the list of nominees as prepared by the Nominating Committee.

b. Special General Meetings

- i. At least 7 days notice shall be given for the Special General meetings in advance of the meeting.

c. Executive Committee Meetings:

- i. At least 7 days notice shall be given for the Executive Committee meetings which are not part of the regularly posted schedule of Executive Committee meetings.

III. Quorum

a. AGM and Special General Meeting

- i. Fifteen or more Members of the Association (inclusive of the Executive Committee) present in person and entitled to vote, shall constitute a quorum at these meetings of the Association of Members.
- ii. Should a quorum not be reached, the Executive Committee shall adjourn the meeting and send out a further notice of the adjourned meeting to the Members.
- iii. If a quorum is not reached in the adjourned meeting, then the business of the Association shall be carried out by the Members present at that meeting.

b. Executive Committee Meeting

- i. A quorum shall consist of two Officers of the Association and three members formed from Grade Representatives and the Communication Committee Chair.

By-law #7 – Conflict of Interest

- I. A conflict of interest may be actual, perceived or potential.
- II. Any Member who is in any way, whether directly or indirectly, interested in a contract or an arrangement, or proposed contract or proposed arrangement, with the Association shall declare the nature and extent of such interest to the Association at the time. Such

- Member shall not vote on any question or motion to approve or otherwise relating to, such contract or arrangement.
- III. The Member prior to the commencement of deliberating the issue shall make the declaration of conflict of interest.
 - IV. The Member who declares a conflict of interest shall not take part in the debate or voting of the particular issue in question.
 - V. A Member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

By-law #8 – Conflict of Resolution

- I. Every Member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- II. Speakers to an issue will maintain a calm and respectful tone at all times.
- III. Speakers will be allowed to speak without interruption.
- IV. The President's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- V. If no common ground can be identified, the President will seek to clarify preferences among all members before proceeding further.
- VI. If the above still does not resolve the dispute, the matter will be placed on the next Association agenda for further review and to decide on an appropriate intervention to be sought by the Association.

By-law #9 – Amendments to By-Laws

The By-Laws of the Association may be amended at the AGM and Special General Meetings of the members by a vote of no less than two thirds (2/3) of the Members present and entitled to vote at the meeting constituting the quorum. In order to amend the By-Laws, the following procedures are to occur:

- I. Notice in writing of the proposed amendments shall have been given to the Secretary of the Association at least 45 days before the AGM.
- II. Notice of the proposed amendments shall be communicated to the Members together with the second notice calling the annual meeting, at least 14 days prior to the meeting.
- III. The reasoning for the amendment would have to be attached along with the name of the person making the recommendation to amend the constitution. This information will be entered into the minutes of the Council meeting.
- IV. Said proposal would be made available at least 30 days before the AGM to the whole association. This can be achieved through the school's newsletter, electronic mail, De La Salle website or by other means.
- V. The proposed amendment shall be introduced by the President as new business and shall then be voted on. No material amendment can be made retroactively.
- VI. The proposed amendment shall become part of the Constitution if it is approved.
- VII. The amended Constitution shall be forwarded to the Board, via Board member (De La Salle College "Oaklands" President) and posted within the PA space on school's website for access by all Members.

By-law #10 – Dissolution of the Association

The Association shall be dissolved when and if the school ceases to operate.

In the event of dissolution of the Association, the disposal of funds in the Treasury shall be voted upon at a meeting of Members, provided notice in writing containing the amount of funds in the Treasury and the intent to dispose of the funds shall have been sent to the Members of the Association together with the notice of the final meeting of Members of the Association.

ADMINISTRATION RESOLUTION & GUIDELINES

Accountabilities of Committee Members

Role of the President

The President of the Association is elected by the Association members and must be a parent who is not employed by the school. The President's role in maximizing the effectiveness of meetings is crucial. The President in addition to performing the same duties as other Association representatives:

- Shall act as the official representative of the Association and shall provide the necessary leadership in the formation and execution of the policies and resolutions of the association;
- Shall preside at various Meetings of the Association;
 - Maintain order and focus on priorities.
 - Try to remain neutral and provide alternative ways to solve problems or make decisions.
 - Encourage decision making through consensus. If desired, use rules of order to formalize decisions made through consensus.
- Shall convene the first meeting of the new fiscal year not more than 30 days following the AGM. At this first meeting, the program objectives for the coming year and the budget shall be established
- Shall be a voting member of the Budget Committee
- Shall set the dates and times of meetings in consultation with the Principal
- and Association
- Shall be the official representative of the Association at meetings of the governing bodies of the school;
- Shall be an ex-officio member of all Committees of the Association;
- Shall convene regular meetings of the Executive Committee, the Annual General Meeting of the Association and shall prepare an Annual Report on the activities of the Association
- Ensure that Association representatives are familiar with the constitution, bylaws and practices;
- Shall ensure follow-up on issues, questions or other matters raised by Association members;
- Communicate with the school Principal as required;
- Shall submit annually a written report of Association activities, including a financial report, to the Principal and Board;
- Act as a spokesperson for the Association.

During any absence of the President such duty or power may be exercised by the Vice-President.

Role of the Vice-President(s)

Vice-President will be elected by the Association members and must be a parent who is not employed by the school. The Vice-President of the Association shall:

- The Vice-President shall assist the President at all times in the discharge of his/her duties. In the absence of the President, the duties and responsibilities of the President shall be exercised by the Vice-President;
- In the absence of the President or Vice-President such duty or power may be exercised by another member of the Executive Committee appointed by the President.
- Carry out assigned duties and report on progress at each Association meeting.

In the event that the executive deem it necessary, a second Vice-President position could be created and voted on at the AGM. The second Vice-President, known as "VP2", would have the similar responsibilities as the Vice-President role, known as "VP1", with the intent that the VP2 would support the VP1 role.

Role of the Treasurer

The Treasurer will be elected by the Association members and is accountable for handling collected Community funds with competence and integrity, and assumes the following responsibilities:

- Shall be a voting member of the Budget Committee
- Shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account.
- Shall provide, at regular meetings of the Executive Committee or whenever required, an account of all transactions of the Association and of the financial position of the same, shall prepare a full Financial Statement for submission to the Accountants of the Association.
- Shall present to the Executive Committee no later than October 31 of each year the previous year's Financial Statement.
- Shall ensure all bills are authorized by the Association;
- Shall maintain proper record of receipts and expenditures in accordance with requirements;
- Present a written and balanced statement of accounts, and a copy of bank statements for approval by the President;
- Shall make available financial records and bank statements to the Association, for the purpose of an independent review of the books, if a review is required.

Role of the Secretary

The Secretary will be elected by the Association members and will assume the following responsibilities:

- Shall keep a record of the proceedings of the Association;
- Shall attend to all official correspondence and communication, posting of notices and filing of records;
- Shall give proper notice of all meetings to the Members of the Association.
- Shall maintain minutes of Association meetings, keep on hand a copy of the minutes at the school (or website);
- Attend to official correspondence (e.g., condolences, notes of congratulations) and communication (e.g., letters on behalf of the Association; notices to be posted in newsletters or school website) in collaboration with the President and Principal; as might be appropriate, share any announcements and any action taken to Association members at meetings;
- File records, as may be directed by the President.
- Shall establish the meeting agenda with input from the committee chairs and executive committee.

Role of the Past President

In the event that a previous President has remained part of the Parents Association in a subsequent year, then that individual may maintain a position on the Executive Committee as Past President of the Executive Committee. This Past President position will be made available to the individual until the current President steps down at which point the current President will be able to assume the role of Past President in the following academic year. In the event that the previous President will no longer be a part of the Parents Association then the position of Past President will remain vacant. The Past President of the Executive Committee shall:

- Collaborate with the Chair at the beginning of each Council term to establish distinct duties;
- Shall chair the Nomination Committee
- Shall carry out assigned duties and report on progress at each council meeting

Role of the Grade Representatives

One or more Grade Representatives will be elected by the Association and will assume the following responsibilities:

- Shall represent each respective grade level and to coordinate the activities of the Class Liaisons;
- Shall be members of the Executive Committee.

All Grade Representatives must have a child enrolled at the grade level they represent. In the event that there is a vacancy for a particular grade level another Grade Representative would be able to act in this capacity until the vacancy is filled.

Role of the Communications Committee Representative

A member, of the Association shall be elected at the Annual General Meeting, as the Communication Committee Rep. The Communication Committee Rep will assume the following responsibilities:

- Shall assist the President by acting as the Liaison between the Officers of the Association and the Grade Representatives
- Shall act as primary liaison between the PA and the school's Director of Communications
- Shall be a voting member of the Executive Committee;
- Shall ensure PA content on the school's website is up to date
- Shall originate material and suggestions to facilitate distribution of information with the Parent Community

Role of the Volunteer Chair

A member of the Association shall be appointed at PA Executive. The Volunteer Chair will assume the following responsibilities:

- Shall lead the committee for the annual Volunteer Recognition event
- Shall act as the Liaison between the Officers of the Association and the Chairs of the various Committees
- Shall compile and maintain a Parent Volunteer list
- Assist in recruiting and placing volunteers in respective committees and/or grade rep positions.

Role of all Association representatives (Officers, Representatives, and Committee Members)

By virtue of their expressed desire to represent the school community, Officers, Grade and Communication Reps and Committee members have a responsibility to support the PA's core objectives by:

- Working in partnership with fellow volunteers, staff and administration toward the achievement of the Association's goals according to its constitution and bylaws.
- Interpret the Association's work and values to the community, represent the Parents' Association within the community
- Excuse themselves from discussions, decisions and votes where the member may have a conflict of interest
- Maintain a school-wide perspective on issues and voice opinions with a view to benefiting the school community as a whole;
- Participate regularly in Association meetings and sub-committee meetings (as applicable) or a Grade Reps. and Officers' meeting;
- Bring forward to the President for review, all communication items to be shared with the school community;

- Provide informed advice to the school Principal on matters related to student learning and school improvements;
- Participate in information and training programs;
- Act as a link between the Association and the community;
- Encourage the participation of all parents/guardians and of other people within the community.

Support from the Principal(s)

The Principal(s) and/or Vice Principal of the school is encouraged to:

- Facilitate the establishment of the Association and assist in its operation;
- Support and promote Association's activities that are consistent with the School's policies;
- Seek input from the Association in areas for which it has been assigned advisory responsibility;
- Communicate with the President of the Association, as required;
- Ensure that copies of the minutes of the Association's meetings and financial records are kept at the School;
- Assist the Association in communicating with the school community;
- Encourage the participation of all parents/guardians and of other people within the community;
- Considers each recommendation made by the Association to the principal and returns to the Association with the action taken in response to the recommendation;
- Solicits views on matters pertaining to the establishment or amendment of school policies and guidelines relating to student achievement, accountability of the education system to parents, and the communication of those plans to the public.

Finances of the Association

Financial Management

1. Accountants and Financial Statements

- In the event that it is deemed necessary by the Board of Directors or through a vote by the Members of the Association, the Executive Committee shall retain independent professional Accountants to prepare the Financial Records of the Association. Otherwise Financial Statements shall be prepared by the Treasurer annually in a format and fashion that is similar to the sample found in Appendix "B".
- The fiscal year of the Association shall end on June 30th.
- The Financial Statements will be reported to the Association and to the Board

2. Signing Authority

- Any two officers acting together are authorized to sign on behalf of the Association any contract, document, authorization; provided however that the President or the

Treasurer shall be one of the signing officers for any cheque that is signed and issued on behalf of the Association.

3. Fundraising

- All fundraising activities, whether for the school or for an approved organization, shall be related to charitable, humanitarian, educational, or service activities consistent with the objectives of the Association and the tenets of Catholicism. Fundraising activities will have the approval of the School Administration.

4. Membership Assessments

- The Association receives a Membership Assessment annually. The Membership Assessment is levied to each family of a student attending the school. The amount of the Membership Assessment is set from time to time by the Association in concurrence with the School Administration.

5. Use of Funds

- Funds raised by the Association shall be used for school related activities and to pay for the general expenses of carrying out the business of the Association.
- For these purposes, the Association shall maintain a bank account. All revenue from any activity of the Association must be deposited into the bank account or into a bank account in the name of De La Salle College "Oaklands". The Association shall maintain detailed records of any money deposited into its own accounts or into the School's accounts.
- For these purposes, the Association shall maintain a bank account. All revenue from any activity of the Association must be deposited into the bank account.

6. Remuneration

- No Member of the Association shall receive remuneration for carrying out his/her Association duties.

Operations of Meetings of the Association

The designated representatives of the Board of Directors and the Principal shall be invited to all meetings of the Association.

Meeting of Members

Voting on Motions

Annual General Meeting and Special General Meeting

- Each Member of the Association shall be entitled to one vote on each motion arising at the AGM and Special General Meetings.
- At all meetings, every motion shall be decided by a majority of the Members present.
- Every motion shall be decided in the first instance by a show of hands unless a poll is demanded by any Member.

- In the case of a tie vote, whether upon a show of hands or a poll, the President of the meeting shall call a second vote and if a tie still occurs the President shall declare the motion defeated.
- A member who is unable to attend the AGM may authorize, in writing, another member to act and vote as his/her proxy at the AGM. An original of the proxy, signed by the member, shall be provided to the Secretary prior to or at the commencement of the AGM, otherwise the proxy may not be exercised. Voting members may register their vote with the Communication Chair or Nominating Chair prior to a meeting in the event that the member cannot attend meeting.

Executive Committee Meeting

- Only Members of the Executive Committee, or in the case of By-law #6 (I.c.vii) the appointed alternate for the Grade Representative, shall be eligible to vote on motions tabled during Executive Committee meetings. The outcome of the voting at the Executive Committee shall be decided by a majority of the Executive Committee present.
- In circumstances involving non-contentious matters, a resolution in writing approved in writing by Members, may be circulated outside of the Association meeting and voted upon by way of correspondence (such as electronic mail (e-mail)). If this is the case the President or in the case of Committee meetings, the Committee Chair will record the votes, provide an outcome at the next Association meeting and provide a paper copy to the Secretary to verify and record in the minutes.

All Meetings

- The Principal(s) and/or Vice Principal of the school and the Past President are not entitled to vote at Association meetings.
- Voting at Association meetings can only take place if either the President or Vice-President are present; and
- Prior to voting on matters coming for approval before the meeting resolutions shall be "moved" and "seconded".
- Re-visiting motions: Unless at the request of the school administration, a motion (or like motion) will not be brought forth to the Association for consideration if it has already been visited and decisioned within the current school year.

Committees of the Association

Membership and Protocol

- Membership on committees is open to any Member of the Association. All committees will be chaired by a Member designated by the Executive Committee.
- Committee Chairs will be designated immediately following the Annual General Meeting.
- It is the responsibility of the Chair of each committee to recruit sufficient volunteers to carry out the business of the committee. The Chair of the committee will record the resolutions of the committee and shall submit a report at each meeting of the Executive Committee.

Standing Committees

The Executive shall form as many committees as deemed appropriate, to assist the Executive in the management of the Association. These committees shall include, but not limited to, the following:

1. Budget Committee: shall develop and administer the annual budget of the Association.
2. Fun-raising / Spirit Committee: shall undertake various projects from which the net proceeds will be used to further the aims and objectives of the Association.
3. Social Committee
4. Health & Wellness Committee
5. The Nominations Committee shall be chaired by the Past President (if available).
 - The Nominating Committee consisting of no less than 2 Members will be appointed by the Executive at least 45 days prior to the AGM.
 - The Nominating Committee shall prepare a list of candidates for election as Officers and Grade Representatives. Responsible for:
 1. Seek candidates through the usual networking and communications channels within the community.
 2. Communicate directly with each of the candidates to discuss the roles and responsibilities as well as expectations and time commitments.
 3. Promote diversity of the Executive in relation to gender, age, language, ethnicity and backgrounds and experiences,
 4. Have regard to the specific competencies required in soliciting nominations
 5. Oversee all aspects, including timelines, of the election procedures leading up to the Annual General Meeting as outlines below:
 - At least 45 days prior to the AGM the Nominating Committee shall request the Secretary to send to the members an invitation for nominations to serve on the Executive Committee.
 - If insufficient nominations are received, the Committee shall attempt to recruit the required number. The Nominating Committee shall then prepare a list of the nominees. Such a list shall be sent to the Members together with the second notice regarding the AGM.

Ad Hoc Committees

1. Curriculum Committee: shall assist and advise in the continuing development of the curriculum and co-curricular activities.
2. Constitution Committee: review and update Constitution with recommended changes on an as need basis.

Mandates for the above committees will be attached in the appendix of the Constitution. Mandates can and will be approved and amended from time to time through a motion and vote by the Executive Committee meetings.

Appendices

Appendix “A” Budget Committee

A. Budget Committee

Mandate

The Mandate of the Budget Committee (BC) is to support the PA in the management of the funding request process and making recommendations on the disbursement of 'variable' funds that are received from the De La Salle Parents' fees and from fundraising efforts organized by different PA Committees on behalf of the Parents' Association.

Role / Function

- Annually provides recommendations on the allocation of the Del PA Variable Budget based on the requests relating to the School's Academics, Activities, Arts, Athletics, Clubs, Programs, etc. that benefit De La Salle students based on the Del Parents' Association Funding Criterion.
- Balance the Budget based on the overall Variable Budget Funds available. This is done in coordination with the PA Treasurer who is ultimately responsible for the PA Funds.
- Consider the benefit per student / cost per student.
- Consider the Del School funding and budget via a review(s) with the Principals of De La Salle College.
- Provide full transparency of all funding requests to the Administration and PA Executive (whether BC recommended or not; whether approved by PA Executive or not).
- Make recommendations on any new funding requests that may happen outside of the annual budget process, while considering budget availability and Del Parents' Association Funding Criterion.

Number of Seats on the Budget Committee

There are five (5) seats on the Budget Committee comprised of the Budget Committee Chair, who is appointed by the PA President, the PA President, the PA Treasurer and 2 additional parent members. The Budget Chair appoints the committee's 2 additional parent members every year with the incumbents having priority but only up to a maximum of two consecutive years. The maximum is relaxed in the event that there are no other members from the PA to fill the vacancies. The Budget Chair is appointed on a yearly basis with a maximum of two consecutive years.

Voting

The Budget Committee is voting to Recommend or Not Recommend a Funding Request. A Recommendation requires at least 3 of the 5 members of the Budget Committee to agree. The quorum is 5 people.

Voting on Recommendations is done at the Budget Committee Sub-meeting(s) with the Budget Committee members present. Voting on the Variable Budget Approvals happens at the October PA Roundtable Meeting with with the elected (voting) members of the PA.

The PA Executive approves the Variable Budget. The timeframe for these meetings are September and October of the current school year. For voting requests post the Sept/October process outlined below, it may be done by way of email. The email must be printed out and kept for documentation and audit purposes.

Funding Request Criteria:

1. Requests should be in line with the Lasallian values and philosophy of the school.
2. Funded items should enhance the overall curricular, co-curricular, and educational experience of the students.
3. Funded items should promote the reputation of the school in the wider community.

Examples of such requests can include such costs as:

- Equipment and Supplies (e.g. Sports, robotics, jerseys, etc.)
- Classroom supplies / improvements (e.g. Science equipment, instruments)
- Technology (e.g. Cameras, sound systems, tablets)
- Activities (e.g. Guest Speakers)
- Environmental Improvements (e.g. Water fountains , Fitness Room)
- Clubs
- Clinics/Workshops (e.g. CPR, Chess Master, Experts)

Examples of such items that are typically not included are:

- Field Trips – cost of entry and transportation
- Parties – Teams, Clubs, Cast
- Social events not sanctioned by the School

Funding Requests:

All approved Funding Requests are based on the assumption that funds will be spent within the current school calendar year (by: May 15th). Any potential exceptions should be noted in the funding request application form.

Budget Committee Process Overview: (Details below)

1. June: Request for Variable Funding Requests is made to the School and Parent Community
 - Budget Committee Chair (BC) drafts the email and the Funding request form for the Del Website
 - Approved by Del PA President and Treasurer
 - Email is sent out by the Offices of the Principals of Del to the entire Staff of Del
 - Email is sent out by the PA to the entire Parent Community via Class Reps
 - Due date for final submissions is September 30th.
2. Budget Chair / Committee conducts reviews with the following groups, in this order:
 - Principals' Preliminary Variable Budget Review - Principals of Del and PA President (1st week of Oct, pre BC sub meetings)
 - Budget Committee Sub Meeting(s) – Forming Recommendations
 - October PA Roundtable Meeting – Variable Budget Approval Vote conducted

- November Del PA Meeting (includes PA Executive and other Parents)
3. The Del PA Variable Budget is presented & approved at the October Del PA Roundtable Meeting. A small budget reserve will be set aside for new mid-year Budget Requests.
 4. Budget Committee formally notifies recipients of Approved/Unapproved Funds (Late October).
 5. Budget Committee Chair sends a summary of the Approved Variable Budget to the School President, School Principal(s) and the Del Business Office.
 6. New mid-year Budget Requests will be assessed based on the same approval process. The Budget Committee has one month from the date of the funding request to have a response of: recommended or not recommended. The PA Executive will vote on these requests.
 7. Recipients of Funds have until May 15th of the current school year to spend their funds and to submit their receipts to the Del PA Treasurer. Recipients of Funds are encouraged to spend their funds as soon as possible in the school year so that the community receives the benefit of the funds for as much of the school year as possible.
 8. Any funds unspent as at May 16th of the current year will be forfeited and the Del PA will retain these funds for other budget considerations unless there is a documented and approved agreement in place.
 9. The PA will consider suggestions from the School President for deployment of any surplus funds remaining over and above the required reserve amount.

Appendix "B" Treasurer's Report

De La Salle College "Oaklands" Parents' Association

	1	2	3
Treasurer's Financial Report - Current Period			Date
<u>As of <Insert Date></u>	<u>Current Period Budget</u>	<u>Actual YTD</u>	<u>Current Period VARIANCE</u>
<u>Revenue</u>			
PA Fees			
Other Income			
TOTAL Revenue	-	-	-
<u>FIXED EXPENSES</u>			
<i>Listing</i>			
TOTAL FIXED EXPENSES	-	-	-
<u>VARIABLE EXPENSES</u>			
<u>Approved Funding Requests for Current Period</u>			
<i>Listing</i>			
TOTAL VARIABLE EXPENSES	-	-	-
TOTAL EXPENSES (FIXED + VARIABLE)	-	-	-
Balance at <Insert Date>	-	-	-

Appendix “C” Committee Mandates

C. 1. Budget Committee

The mandate of the Budget Committee is to support the PA in the management of the funding request process and making recommendations of the disbursement of variable funds that are received from the De La Salle Parents' fees and from fundraising efforts organized by different PA Committees on behalf of the Parents' Association

C. 2. Constitution Committee

The Mandate of the Constitution Committee is to review the existing Constitution and through a consultative process determine if the document is sufficient to meet the objectives of the De La Salle Parents Association (PA) for the start of the school year or if changes are required, to address these changes with the school and within the PA. In the Committee's review it will propose revisions to the existing document (if any).

C. 3. Fun-Raising (Spiritwear Committee)

The Fun-Raising committee promotes campaigns within the school community to increase school spirit by generating broad based participation within the community. Any funds raised, whether for the school or a charitable organization, shall be related to charitable, humanitarian, educational or service activities consistent with the objectives of the Association and the tenets of Catholicism.

C. 4. Health and Wellness Committee

The Mandate of the Health and Wellness Committee is to liaise with the De La Salle Administration and Faculty to provide additional opportunities to promote health and wellness for the school community. The focus is on physical, nutritional and mental wellness for the students and the parent community.

C. 5. Terry Fox Day Committee

The Terry Fox Committee organizes and promotes Terry Fox Day at the beginning of each school year. The committee works closely with the Administration to encourage participation of the entire Del community. The goal of the committee is to arrange a highly participative day where passion for the cause is shared among participants. All funds raised are in support of the Terry Fox Foundation.

C.6 Social Committee

The Social/Events Committee aims to provide social opportunities that build relationships both within our PA and within the parent community of our school to boost spirit and connectedness.

C. 7. Volunteer Recognition Committee

The Volunteer Recognition Committee will lead in the effort to pull together an annual community-wide event recognizing the efforts of volunteers within the De La Salle Community in keeping with the PA's goals for community spirit, connectedness and volunteerism.

C. 8. Nominations Committee

The Nominations Committee is responsible for ensuring, on a continuing basis, that the Del PA is composed of members capable of, and committed to providing effective representation of the Del parent community.