

Revised on 5/11/2021

**Amended and Restated Constitution and Bylaws
Revised May 11, 2021**

St. Michael's College School Parents' Association
1515 Bathurst Street, Toronto, Ontario, M5P 3H4



ST. MICHAEL'S COLLEGE SCHOOL
Under the direction of the Basilian Fathers

Teach me Goodness, Discipline and Knowledge

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ARTICLE 1

INTERPRETATION

Whereas the Constitution and Bylaws were Amended and Restated May 7, 2013 and is now being further amended and restated on this date of May 11, 2021;

And whereas, to ensure the St. Michael’s College School Parents’ Association remains an integral part of the St. Michael’s College School community;

The following constitutes the Amended and Restated Constitution and Bylaws of the St. Michael’s College School Parents’ Association, revised and adopted May 11, 2021:

DEFINITIONS

AGM	Annual General Meeting of the SMCSPA.
Appendix	The Appendix provides background, context and templates useful for the operation of the SMCSPA and appear outside of the body of the Constitution and Bylaws and therefore, are not subject to the same rules of amendment which pertain to the Constitution and Bylaws.
Bylaws	Bylaws govern the day to day internal affairs of the SMCSPA and appear outside of the body of the Constitution and therefore, are not subject to the same rules of amendment which pertain to the Constitution.
Constitution	The Amended and Restated Constitution and Bylaws of the SMCSPA dated as of May 11, 2021, as amended from time to time.
Ex-Officio Member	Includes those SMCSPA Executive Members described in Article 5c.
New Items Fund	A fund established under Article 11.11.
SMCSPA Past President	An immediate Past President of the St. Michael’s College School Parents’ Association who is the parent or guardian of a child currently or previously enrolled in SMCS.
SMCSPA President	President of St. Michael’s College School Parents’ Association who is the parent or guardian of a child currently enrolled in SMCS.
SMCS	St. Michael’s College School.
SMCS President	President of St. Michael’s College School.
SMCS Principal	Principal of St. Michael’s College School.
SMCSPA	St. Michael’s College School Parents’ Association which is comprised of the SMCSPA Members.
SMCSPA Core Members	SMCSPA President, SMCSPA Vice-President(s), SMCSPA Treasurer and SMCSPA Secretary, all who are a parent or guardian of a child currently enrolled in SMCS.
SMCSPA Executive Members	Includes the SMCSPA Core Members and those members described in Article 5 and also referred to as “Executive” .
SMCSPA Members	Includes the SMCSPA Core Members, SMCSPA Executive Members and all other parents or guardians of a child currently or previously enrolled in SMCS, including those parents or guardians who have made payment for tuition of a child enrolled in SMCS for the fall.
SMCS Community	Refers to SMCS students, parents or guardians (including those of a child currently or previously enrolled in SMCS, including those parents or guardians who have

	made payment for tuition of a child enrolled in SMCS for the fall), SMCS teachers, the SMCS administration, the Basilian Fathers, the SMCS alumni and its benefactors.
SMCSPA Members-at-Large	SMCS Members elected at the AGM and may comprise the Chairperson(s) of the committees and other SMCS parents or guardians.
SMCSPA Core Member Meeting	A meeting of the SMCSPA Core Members.
SMCSPA Executive Meeting	A meeting of the SMCSPA Executive Members.
SMCSPA Special Executive Meeting	A meeting of the SMCSPA Executive Members excluding the Ex-Officio Members referred to in Article 5.1c
SMCSPA General Meeting	A meeting of the SMCSPA Members.
SMCSPA Code of Conduct	SMCSPA Code of Conduct reflects the belief that it is everyone’s responsibility to promote a safe, respectful environment in partnership with SMCS, the home and the community and is more fulsomely described in the St. Michael’s Code of Conduct Policy B4.06.20 (in particular Article 5e Roles and Responsibilities – Parents and Guardians), as amended from time to time. https://www.stmichaelscollegeschool.com/uploaded/About_Us/Policies/B04_-_Code_of_Conduct_-_06-20.pdf

TIMING

All references to timeframes such as days, months, etc. herein are for general guidance only. Should extenuating circumstances arise preventing such timeframes to be accommodated, the SMCSPA Executive shall decide to change such date subject to such item to be rescheduled within a reasonable period of time.

NAME

- 1.1 The association shall be known as the "St. Michael’s College School Parents’ Association", hereinafter called "SMCSPA".
- 1.2 The SMCSPA is established by St. Michael’s College School as an advisory and volunteer body and has no separate legal status.
- 1.3 The SMCSPA functions under the auspices of St. Michael’s College School. Any sponsored SMCSPA event which occurs on school property, is therefore covered by the liability insurance maintained by St. Michael’s College School.
- 1.4 The SMCS Community refers to SMCS students, parents or guardians (including those of a child currently or previously enrolled in SMCS, including those parents or guardians who have made payment for tuition of a child enrolled in SMCS for the fall), SMCS teachers, the SMCS administration, the Basilian Fathers, the SMCS alumni and its benefactors.
- 1.5 SMCS is a member of the Conference of Independent Schools of Ontario. The SMCSPA is a member of the Network of Independent School Parents’ Associations of Ontario (“NISPA”, formerly known as “Interguild”). The SMCSPA pays annual membership fees to NISPA.

ARTICLE 2

MISSION STATEMENT

- 2.1 The SMCSPA is a volunteer parent association whose mission is to engage and strengthen the SMCS Community for the benefit of all students thereby supporting SMCS's mission of excellence in Catholic education under the leadership of the Basilian Fathers.
- 2.2 The objectives of the SMCSPA are to act in partnership with SMCS administration to:
 - a) maintain an active association of parents to promote parental engagement, volunteerism, and community building;
 - b) engage in activities to support the mission of SMCS and as approved by the SMCS administration; and
 - c) act as an advisory body and resource to the SMCS Principal.

ARTICLE 3

MEMBERSHIP

- 3.1 Every parent or guardian of a child who is currently or previously enrolled in SMCS as a student, including those parents or guardians who have made payment for tuition of a child enrolled in SMCS for the fall, is deemed to be a member of the SMCSPA.

ARTICLE 4

DUES/FEES/FUNDRAISING

- 4.1 An annual membership fee, as determined by the SMCS President, in consultation with the SMCSPA Executive, shall be collected from each student's tuition and remitted to the SMCSPA.

FUNDRAISING

- 4.2 The SMCSPA shall have the right to consider and organize fundraising efforts subject to the effort aligning with the Mission Statement and Article 2 and subject to ratification by the SMCS Principal (or delegate), under the direction of the Basilian Fathers.

ARTICLE 5

SMCSPA EXECUTIVE MEMBERS (or "SMCSPA Executive(s)")

- 5.1 The affairs of the SMCSPA shall be managed by the SMCSPA Executive Members comprised as follows:
 - a) There shall be at least 4 SMCSPA Core Members:
 - i. President
 - ii. Vice-President(s) (maximum 3; subject to detailed agenda mandated and competency requirements)
 - iii. Secretary
 - iv. Treasurer

- b) There shall be a minimum of 6 and a maximum of 20 elected Members-at-Large, which shall include the SMCSPA Past President.
 - c) There shall be 5 Ex-Officio members:
 - i. SMCS President or delegate
 - ii. SMCS Principal or delegate
 - iii. SMCS Teacher (not a parent or guardian of a child currently enrolled in SMCS; selected by the SMCS Principal and agreed with the Core Members)
 - iv. SMCS Alumni Association President or delegate
 - v. Student Government President or delegate
- 5.2 The SMCSPA Executive shall form as many committees or coordinator positions as they deem appropriate to assist the SMCSPA in fulfilling its mandate.
- 5.3 The SMCSPA President shall, in consultation with the SMCSPA Executive, appoint a Member-at-Large to act as chair of a committee or to take on a coordinator position. The SMCSPA President is an Ex-Officio member of all committees.
- 5.4 If there is no Member-at-Large willing or able to act as chair of a committee or in a coordinator position, then the SMCSPA President shall, in consultation with the SMCSPA Executive, appoint the chair or coordinator of a committee from the SMCSPA Members. Such appointed SMCSPA Member will not be a voting member of the SMCSPA Executive.
- 5.5 The SMCSPA President shall, in consultation with the SMCSPA Executive, appoint an SMCSPA Member to represent the SMCSPA on third party organizations, committees, etc. when such third party requests SMCSPA representation (i.e. SMCS Alumni Association).

ARTICLE 6

DUTIES OF THE EXECUTIVE

- 6.1 The SMCSPA Executive Members have roles and responsibilities as defined below and in the Bylaws:
- a) the SMCSPA President shall
 - i. prepare an agenda for all meetings of the SMCSPA or SMCSPA Executive
 - ii. preside at all meetings of the SMCSPA or SMCSPA Executive, or if unable to do so, designate the SMCSPA Vice-President(s) or one of the other SMCSPA Core Members to do so
 - iii. consult with the SMCS Principal on a regular basis
 - b) the SMCSPA Vice-President(s) shall
 - i. assist the SMCSPA President in the performance of their duties
 - ii. act for the SMCSPA President in their absence
 - c) the SMCSPA Secretary shall
 - i. keep minutes of all meetings
 - ii. draft and attend to all correspondence as instructed by the SMCSPA President or SMCSPA Executive
 - d) the SMCSPA Treasurer shall
 - i. maintain proper accounting records for all financial transactions
 - ii. prepare and present a Treasurer's report at every SMCSPA Executive Meeting
 - iii. ensure the safe control of all SMCSPA funds
- 6.2 A Member-at-Large is expected to accept an appointment as chair or coordinator for committees and projects which may include but are not limited to the following: Parent Community Network Committee, Arts, Budget, Class / Grade Rep, Communications, Father Son BBQ, Fundraising,

NISPA, Food Service Support, Nominations, Social, Volunteer Coordinator, Guest Speaker, Homecoming, Graduation, Used Textbook Sale.

- 6.3 SMCSPA Executive revisits its committee structure annually to create, recreate, and modify committees based on its current agenda and agenda for the coming year.
- 6.4 SMCSPA Executive Members are expected to attend all meetings, and attend events as requested.
- 6.5 SMCSPA Executive Members shall be responsible for maintaining all records, templates specific to their position, to assist with collective decision-making and to mentor their successor.
- 6.6 If an SMCSPA Executive Member is not fulfilling their role / responsibilities, the SMCSPA President reserves the right to ask the SMCSPA Executive Member to relinquish their position. Removal of such SMCSPA Executive Member shall be by vote of the SMCSPA Executive following an in-camera session (if necessary).
- 6.7 Each SMCSPA Executive Member shall abide by the SMCSPA Code of Conduct including, but not limited to, Article 5e Roles and Responsibilities – Parents and Guardians.

CONFLICT OF INTEREST

- 6.8 Any SMCSPA Executive Member who is in actual or potential conflict of interest shall immediately disclose such conflict to the SMCSPA by notification to the SMCSPA President, or SMCSPA Vice-President(s) if the SMCSPA President is unavailable.
- 6.9 Where the SMCSPA President has an actual or potential conflict of interest, notice shall be given to the SMCSPA Vice-President(s) and vice-versa.
- 6.10 Disclosure shall be made at the earliest possible time and, where possible, prior to any discussion or vote on the in-conflict matter.
- 6.11 Where a SMCSPA Executive Member is i) not present at a meeting where a matter in which the SMCSPA Executive Member has a conflict is first discussed/or voted upon by SMCSPA Executive; or ii) a conflict arises for a SMCSPA Executive Member after a matter has been discussed but not yet voted upon by the SMCSPA Executive; or iii) a SMCSPA Executive Member becomes conflicted after a matter has been approved, then the SMCSPA Executive Member in question shall make the declaration to the SMCSPA President or SMCSPA Vice President(s), as soon as possible and at the next SMCSPA Executive Meeting.
- 6.12 A SMCSPA Executive Member who has declared a conflict of interest shall not be present during discussion or vote in respect of the matter in which they have a conflict and shall not attempt in any way to influence the voting.

ARTICLE 7

MEETINGS

SMCSPA CORE MEMBER MEETINGS

- 7.1 The SMCSPA Core Members shall meet at such time and place as the SMCSPA Core Members may decide.
- 7.2 The SMCSPA Core Members shall meet the SMCS Principal, and/or SMCS administration generally at least 4 times per school year, including in the spring, fall, mid-year, and late year. An agreed agenda shall be circulated to attendees at least 10 days in advance.
- 7.3 The SMCSPA Core Members may decide to consider Article 7.2 satisfied based on ongoing dialogue and discussions at Article 7.4 SMCSPA Executive Meetings.

SMCSPA EXECUTIVE MEETINGS

- 7.4 The SMCSPA Executive shall meet generally at a minimum of 3 times during the academic year, or as needed, including one in each of the fall, winter and spring.
- 7.5 Quorum is required to convene a meeting of the SMCSPA Executive, which shall include the SMCSPA President or delegate, two other SMCSPA Core Members, at least 50% of the Members-at-Large, and the SMCS Principal or delegate.
- 7.6 Motions shall be passed by a simple majority (greater than 50%) noting that Ex-Officio Members are not entitled to vote.
- 7.7 SMCSPA Executive Meeting(s) for planning shall be arranged by the SMCSPA President. These meetings may include a transitional meeting, an autumn and a mid-year review and are open only to SMCS Core Members and SMCSPA Members-at-Large.

SMCSPA GENERAL MEETINGS

- 7.8 The SMCSPA Members shall meet at a minimum of 5 times during the academic year including two meetings before December, and in each of February, April, and May, which are general and open to all SMCS Members for the purpose of providing an update on SMCSPA Executive Member activity.
- 7.9 Quorum is required to convene a SMCSPA General Meeting which shall include the SMCSPA President or delegate, two other SMCSPA Core Members, at least 50% of the Members-at-Large, and the SMCS Principal or delegate.
- 7.10 Motions shall be passed by a simple majority (greater than 50%) of SMCSPA Members present noting that Ex-Officio Members are not entitled to vote.

ANNUAL GENERAL MEETING

- 7.11 The SMCSPA Executive shall hold the AGM in May.
- 7.12 All SMCSPA Members are entitled to attend and vote at the AGM.
- 7.13 Quorum is required to convene the Annual General Meeting which shall include the SMCSPA President or delegate, two other SMCSPA Core Members, at least two-thirds of the Members-at-Large, and the SMCS Principal or delegate.
- 7.14 Each committee chair and co-ordinator shall submit a brief report summarizing their activities during the year.
- 7.15 The SMCSPA Treasurer shall submit a financial report for the year for approval noting that in most circumstances, the fiscal year may not yet be finalized.
- 7.16 The election of SMCSPA Executive Members shall take place at the AGM after the reports in Article 7.13 and 7.14 are tabled and approved.
- 7.17 Voting at the AGM shall be in person, no proxy vote being allowed unless no physical meeting can be organized in which case, voting pursuant to Article 8.3 will be allowed.
- 7.18 Motions put forward at the AGM must pass by a two-third vote of all SMCSPA Members present.

ARTICLE 8

VOTING

- 8.1 Each member of the SMCSPA Executive, other than an Ex-Officio member, is entitled to vote at an SMCSPA Executive Meeting and shall have one vote. The SMCSPA President receives a second vote only in the event of a tie.
- 8.2 All SMCSPA Members are entitled to vote at the AGM.
- 8.3 In circumstances where no physical SMCSPA General Meeting or Annual General Meeting can be organized and a meeting is held virtually, an electronic vote or record of support for the motion proposed shall be recorded and represent the vote as though the meeting were held physically.
- 8.4 SMCSPA Executive Meetings can be held physically, virtually or electronically (i.e. email exchange) and an electronic vote or record of support for the motion proposed shall be recorded and represent the vote as though the meeting were held physically.

ARTICLE 9

NOMINATION COMMITTEE AND NOMINATING PROCESS

NOMINATIONS COMMITTEE

- 9.1 The SMCSPA Executive shall form a Nominations Committee responsible for implementing the process set out in the Constitution for nominating and electing members of the SMCSPA Executive at the AGM.
- 9.2 The SMCSPA President (or delegate) shall be the Chairperson of the Nominations Committee.
- 9.3 The SMCSPA President (or delegate) shall select no less than 2 additional SMCSPA Members to form the Nominations Committee with consideration given i) to including the immediate SMCSPA Past President; and ii) potential conflicts of interest (i.e. if standing for re-election in the coming school year, are they conflicted; consider including at least 1 SMCSPA Member that is not standing for re-election).

NOMINATING PROCESS

- 9.4 Prior to making the Nomination Form available to SMCSPA Members, the Nominations Committee shall request that current SMCSPA Executive Members submit their intention in writing (a) to stand for re-election in their current role or another role, or (b) not to seek re-election.
- 9.5 At least 45 days prior to the AGM in May, the Nomination Form as set out in the Bylaws will be made available to all SMCSPA Members. The Nominations Committee shall invite all parents or guardians, including those who have made payment for tuition of a child enrolled in SMCS for the fall, to submit their own names or the names of interested parties for election to a position on the SMCSPA Executive.
- 9.6 The Nominations Committee will endeavour to encourage nominations reflecting the diverse and inclusive composition of the SMCS Community, including representation across all grades offered at SMCS, and consider nominations without discrimination.
- 9.7 Nominations will be closed at midnight on the day of the SMCSPA Executive Meeting in April.
- 9.8 The Chairperson of the Nominations Committee will propose a slate of candidates to the SMCS Principal before contacting the nominees. Such slate of proposed candidates shall, to the extent

possible, reflect the diverse and inclusive composition of the SMCS Community, including representation across all grades offered at SMCS, and consider nominations without discrimination.

- 9.9 The proposed slate shall be circulated to all SMCSPA Members and shall be posted no later than 10 days prior to the AGM.
- 9.10 A motion to accept the proposed slate will be tabled at the AGM.
- 9.11 Upon approval of the motion, all elected nominees shall be confirmed in their positions. In the event there is more than one suitable candidate nominated for a position, the candidates will be asked to give a brief presentation regarding their skills and interest in the position. The position will be taken to a vote. Ballots will be prepared by the Chairperson of the Nomination Committee who will then collect and tally the results. Another member of the Nominations Committee will bear witness to the vote.
- 9.12 In circumstances where no physical meeting can be organized and a meeting is held virtually, an electronic vote or record of support for the motion proposed shall be recorded and represent the vote as though the meeting were held physically.

ARTICLE 10

TERMS OF OFFICE

- 10.1 All elected members, which includes the SMCS Core Members and SMCSPA Members-at-Large (if elected), shall begin their term of office immediately after the AGM.
- 10.2 The SMCSPA President and SMCSPA Vice-President(s) shall serve a term of one (1) year, with the option of re-election for a second term for a maximum of (2) consecutive terms.
- 10.3 If no nominees for the position of SMCSPA President and SMCSPA Vice-President(s) are identified pursuant to Article 9, the incumbent SMCSPA President and/or SMCSPA Vice-President(s), if interested, have the option to stand for re-election for a maximum of (3) consecutive terms.
- 10.4 All other SMCSPA Executive Members shall serve a term of one (1) year with the option of re-election for a maximum of four (4) consecutive terms in the same role.
- 10.5 If no nominees for all other SMCSPA Executive Members under Article 10.4 are identified pursuant to Article 9, the incumbent SMCS Executive Member, excluding the SMCSPA President and/or SMCSPA Vice-President(s), if interested, have the option to stand for re-election for a maximum of (6) consecutive terms.
- 10.6 Any SMCSPA Executive Member may resign from the SMCSPA Executive at any time by giving written notice to the SMCSPA President or SMCSPA Secretary.
- 10.7 If an SMCSPA Executive position becomes vacant during the year, the SMCSPA President shall, in consultation with the SMCSPA Executive, appoint a SMCSPA Member to fill the vacancy until the next AGM. Unless such SMCSPA Member is an SMCSPA Executive Member, such SMCSPA Member will not be a voting member of the SMCSPA Executive.
- 10.8 If the SMCSPA President position becomes vacant during the school year, the SMCSPA Executive shall recommend appointment by the SMCSPA Executive of a SMCSPA Member to fill the vacancy until the next AGM.

ARTICLE 11

RECORDS, REPORTS, AND DISBURSEMENTS

- 11.1 Complete records of revenue, expenses, reports and minutes will be maintained and supported by appropriate documentation and kept at SMCS for a period of 7 years.
- 11.2 SMCSA membership fees under Article 4, and any amounts from fundraising, shall be deposited into the SMCSA bank account in a timely manner as they are received.
- 11.3 The SMCSA bank account shall be maintained by SMCS Finance / Accounting with all deposits and disbursements transacted through that office.
- 11.4 The SMCSA Treasurer will provide a financial statement at each SMCSA Executive Meeting which will be approved by a motion and a vote.
- 11.5 No monies shall be disbursed from the SMCSA bank account without the approval of the SMCSA Executive.
- 11.6 A written report from each SMCSA Executive Member (with a portfolio), shall be presented at the AGM and submitted to the SMCSA President.
- 11.7 An annual budget will be written and approved at a SMCSA Executive Meeting.
- 11.8 Funding items approved in the annual budget shall be completed by SMCS Finance / Accounting after completing proper diligence on invoices provided.
- 11.9 For items not otherwise processed under the New Items Fund established under Article 11.11, funding items that arise after the annual budget has been approved will be subject to SMCSA Executive approval, on the recommendation of the SMCSA Core Member and Budget Committee Chairperson, with passage subject to ratification by the SMCS Principal (or delegate), under the direction of the Basilian Fathers. Such funding requests will be considered based on a submission in writing, with appropriate details, one month prior to such funds being required to allow adequate time for review and approval.
- 11.10 Funding request(s) exceeding the guideline threshold in the annual funding request letter (C\$2,500 for 2020/2021) and not otherwise processed under the New Items Fund shall, in addition to the procedure under Article 11.9, be subject to presentation at the next SMCSA General Meeting.
- 11.11 A New Items Fund shall be established pursuant to the Bylaws to accommodate items of an urgent and less material nature between SMCSA Executive Meetings.

ARTICLE 12

COMPLAINTS AND GRIEVANCES

- 12.1 All complaints or grievances in relation to the work or conduct of the SMCSA will be made to the SMCSA President and dealt with on an informal basis. The SMCSA President will respond informally on behalf of the SMCSA Executive.
- 12.2 Where a complaint or grievance was not resolved at the informal stage, the complaint or grievance in relation to the work or conduct of the SMCSA will be made in writing to the SMCSA Executive through the SMCSA President. The complaint should be signed and dated by the complainant before it is processed.
- 12.3 If a complaint or grievance involves the SMCS President, then such complaint or writing under Article 12.1 or 12.2 shall be directed to a SMCSA Vice-President.
- 12.4 The SMCSA Secretary shall read the written complaint at the next SMCSA Executive Meeting and a written response will be agreed by the SMCSA Executive and sent to the complainant

within 5 school days of the meeting. The SMCSPA Secretary should keep a copy of the correspondence and the response with the minutes of the meeting.

ARTICLE 13

BYLAWS AND AMENDMENTS TO THE CONSTITUTION

- 13.1 The SMCSPA Executive may make Bylaws governing the affairs of the SMCSPA including but not limited to:
 - a) rules of order;
 - b) the roles and responsibilities of all SMCSPA Executive Members;
 - c) prescribing a Nomination Form; and
 - d) establishing a new items fund
- 13.2 Any proposed additions or changes to any Bylaw or the Constitution, requires a notice to the SMCSPA Membership of at least ten (10) days before a vote can take place.
- 13.3 Passage of a motion to make or amend a Bylaw shall require a two-thirds vote at an SMCSPA Executive Meeting. Ex-Officio Members are not allowed to vote.
- 13.4 Passage of a motion to amend the Constitution shall require a two-thirds vote at an SMCSPA Executive Meeting as well as a two-thirds vote of all SMCSPA Members present at the AGM. Ex-Officio Members are allowed to vote.
- 13.5 Within five years after this Constitution has been ratified, and every five-year period thereafter, the SMCSPA Executive shall review the Constitution and make recommendations on proposed amendments, if any.

ARTICLE 14

DISSOLUTION OF THE ASSOCIATION

- 14.1 In the event that the SMCSPA ceases to operate for a period of twenty-four months, any funds in the SMCSPA bank account shall be transferred to the St. Michael’s College School.

2020/2021 SMCSPA Constitution Review Committee Members

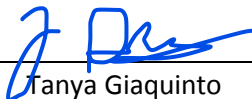
- Ellie Maggio, SMCSPA President
- Jennifer Hinder, SMCSPA Vice President
- Nancy Nash, SMCSPA Vice President
- Tanya Giaquinto, SMCSPA Secretary
- Rob King, SMCSPA Treasurer
- Rose Sottile, SMCSPA Arts and NISPA Co-Chair

Reviewed by

- James McKinnon, SMCS Principal
- Fr. Andrew Leung, SMCS President
- SMCSPA Executive Members 2020/2021

Dated: MAY 13, 2021.

SMCS President: 
Ellie Maggio

SMCSPA Secretary: 
Tanya Giaquinto

Last Amended May 7, 2013

Attachments – Bylaws of the Amended and Restated SMCSPA Constitution

BYLAWS OF THE AMENDED AND RESTATED CONSTITUTION

- I. Rules of Order
- II. Position descriptions, roles and responsibilities of SMCSPA Executive Members
- III. Nominations Form Template
- IV. New Items Fund
- V. Nominating Process Clarifications

**BYLAWS OF THE AMENDED AND RESTATED CONSTITUTION
OF THE ST. MICHAEL'S COLLEGE SCHOOL PARENTS' ASSOCIATION
(Amendments to be completed pursuant to Article 13 of the SMCSPA Constitution (2/3 vote of the
SMCSPA Executive Members (excl. Ex-Officio Members))**

- I. Rules of Order (approved 5/11/21)
The procedural matters not dealt with by the Constitution or these Bylaws shall be governed by the Rules of Parliamentary Procedure. Robert's Rules of Order (Revised)

- II. Position descriptions, roles and responsibilities of SMCSPA Executive Members (approved 5/11/21)

The following is a brief description of the responsibilities of each of the executive positions of the SMCS Parents' Association Executive:

1. PRESIDENT

- a) To act as Chair for all Core, Executive, general and annual meetings
- b) To prepare an agenda and to direct the affairs of the Association
- c) To be an Ex-Officio member of all standing committees
- d) Consult with the SMCS Principal on a regular basis

2. FIRST VICE PRESIDENT

- a) To assist the President in the performance of their duties
- b) To act for the President in their absence

3. SECOND VICE PRESIDENT

- a) To assist the first vice president in the performance of their duties
- b) To act for the first vice president in their absence

4. SECRETARY

- a) Shall keep an accurate account of all business transacted at the annual general meeting and at all SMCSPA Executive Meetings
- b) To draft and carry on the correspondence of the Association

5. TREASURER

- a) To be responsible for the safe control of all the SMCSPA funds
- b) To attend to all financial matters and affairs
- c) To maintain proper records as are required for audit (if necessary)
- d) To be a member of the SMCSPA Budget Committee

6. MEMBERS AT LARGE

- a) Shall, as members of the Members-at-Large, assist in conducting the business of the SMCSPA.
- b) Members-at-Large may be appointed to act as chair of a committee or take on a coordinator position.

III. Nominations Form (approved 5/11/21)

SMCSPA NOMINATIONS COMMITTEE – NOMINATIONS FORM TEMPLATE
(ADJUSTED BY Nominations Committee as Appropriate)
St. Michael’s College School Parents’ Association
NOMINATION FORM FOR ●2021 - 2022

Name of Parent: _____

Student’s Name: _____

Grade in Sept 2021: _____

Address: _____

E-mail Address: _____

Telephone: (H) _____ (W) _____ (Cell) _____

Please provide brief background (Interests/Professional Background/Skills):

Why do you want to join the St. Michael’s College Parent Association Executive?

I am interested in being a member of the following Committee(s) (please check one or more boxes):

Parent Community Network Committee	<input type="checkbox"/>	Fundraising Committee	<input type="checkbox"/>
Arts Committee	<input type="checkbox"/>	NISPA Committee	<input type="checkbox"/>
Budget Committee	<input type="checkbox"/>	Food Service Support Committee	<input type="checkbox"/>
Class Rep Committee	<input type="checkbox"/>	Social Committee	<input type="checkbox"/>
Communication Committee	<input type="checkbox"/>	Volunteer Committee	<input type="checkbox"/>
Father Son BBQ Committee	<input type="checkbox"/>	Nominations Committee	<input type="checkbox"/>
		Other Committee	<input type="checkbox"/>

I am willing and agree to stand for election for one of the following Executive positions (please check only one box):

President	<input type="checkbox"/>	Secretary	<input type="checkbox"/>
1 st Vice-President	<input type="checkbox"/>	Treasurer	<input type="checkbox"/>
2 nd Vice-President	<input type="checkbox"/>	Member-at-Large	<input type="checkbox"/>

SIGNATURE

DATE

Please return the completed form to the Main Office by April 20, 2021; or submit the completed form by email Attention: Cathy DiNunzio; dinunzio@smcsmail.com

IV. New Items Fund (approved 11/10/20)

SMCSPA coordinated with SMCS Finance / Accounting to establish a protocol for accessing funds through the year that will allow stakeholders an opportunity to consider benefits, risks and other items with a view to supporting the enrichment and protection of our boys and SMCS. Details of the New Items Fund are as follows:

- a. Name "New Items Fund"
- b. Requested item is to be identified as 1x or recurring
- c. Cap of C\$7,500 (equals 4.5% of 2020/21 C\$166,000 opening balance)
- d. New Items Fund amount to be approved at a SMCSPA General Meeting and can be replenished if necessary by further SMCSPA General Meeting approvals
- e. Usage of the New Items Fund requires approval from 2 SMCSPA Core Members (President, VP, Treasurer, Secretary), AND the SMCS Principal (or designate)

V. New Items Fund (amendment proposed and approved 5/11/21)

SMCSPA coordinated with SMCS Finance / Accounting to establish a protocol for accessing funds through the year that will allow stakeholders an opportunity to consider benefits, risks and other items with a view to supporting the enrichment and protection of our boys and SMCS. Details of the New Items Fund are as follows:

1. Name "New Items Fund"
2. Requested item is to be identified as 1x or recurring
3. Cap of C\$7,500 (equals 4.5% of 2020/21 C\$166,000 opening balance)
4. Cap to be revisited annually based on the proposed SMCSPA annual budget
5. New Items Fund amount to be approved at a SMCSPA General Meeting and can be replenished if necessary subject to SMCSPA Executive approval, on the recommendation of the SMCSPA Core Member and Budget Committee Chairperson, with passage subject to ratification by the SMCS Principal (or delegate), under the direction of the Basilian Fathers.
6. Usage of the New Items Fund requires approval from 2 SMCSPA Core Members (President, VP, Treasurer, Secretary), AND the SMCS Principal (or designate)

VI. Nominating Process Clarifications (approved 4/6/21)

1. If a vote needs to be conducted at the AGM, a candidate will be successful if they obtain a simple majority of the votes.
2. If a vote is conducted, an unsuccessful candidate can put their name forward at the AGM for another position and/or to run for Member at Large, should there be a vacancy.
3. Under the current May 7, 2013 SMCSPA Constitution, there is a limit of 1 Vice-President and a maximum of 14 Members-at-Large. For the 2021/2022 elections May 11, 2021, up to 3 Vice-Presidents and up to 20 Members-at-Large shall be considered noting that under the currently contemplated revised SMCSPA Constitution which shall be tabled at the May 11, 2021 AGM, there shall be up to 3 Vice-Presidents and up to 20 Members-at-Large.

Revised on 5/11/2021

4. Once the slate is determined, by vote if necessary, the slate, including the candidates successful by vote, will be proposed as a motion at the AGM and, like all motions at the AGM, the motion will pass by two thirds of all SMCSPA Members present.
5. Under the current May 7, 2013 SMCSPA Constitution, voting at the AGM shall only be in person and no proxy voting is allowed. For the May 11, 2021 AGM voting will be allowed by Zoom polling co-hosted by the SMCSPA and SMCS noting that under the currently contemplated revised SMCSPA Constitution which shall be tabled at the May 11, 2021 AGM, there will be an allowance for electronic vote where no physical meeting can be organized.