



Section: **Parents and Volunteers**  
Policy #: 3200  
Policy: **Parent Support Groups**

Date Approved: February 2004  
Revision Dates:

## **Parent Support Groups**

Principals and School Councils are encouraged to promote the formation of these support groups. Such groups are to be guided by a constitution and a set of by-laws which identify and emphasize its supportive function to the school and School Council. Historically, these support groups have undertaken both small and major fundraising activities. It is essential that the use of funds thus generated be a cooperative undertaking by the Parent Support Group, the school Principal, and the School Council who will have established a priority list for the needs of the school. A separate account must be set up for money coming through Direct Access Grants and dollars that originate from provincially operated gaming accounts. In order to promote a close working relationship between the Parent Support Group and the school, it is suggested that at least one meeting per school term be planned with the Principal, chair of the Parent Support Group and the School Council Chair. cf. following page for sample constitution and by-laws for Parent Support Group.

Parent Support Groups (PSG): Sample Constitution and By-Laws  
**Catholic Independent Schools of Nelson Diocese**

Preamble

Parent Support Groups play an important supportive role in Catholic education. Such groups are not isolated entities operating independently from the School Council or CISND. Parent Support Groups operate within the jurisdiction of the Catholic Independent Schools of Nelson Diocese and are subject to its policies. Parent Support Groups play an important role in assisting School Councils and administrators. Amendments to the Constitution may be enacted at the Annual General Meeting with a two-thirds majority.

**A Sample Constitution for Parent Support Groups**

1. **Name:**  
The name of the organization shall be (insert name here) School Parent Support Group.
2. **Objectives:**  
Objectives include, but are not limited to the following:
  - a. To promote co-operation among the home, the school and the parish in helping provide for the Catholic education of children.
  - b. To help contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
  - c. To organize and provide additional human resources to the school through approved volunteer activities.
  - d. To raise funds and offer financial assistance to school programmes / activities in consultation with the school Principal and council.
  - e. To provide feedback on issues presented to them by the Principal or council.
3. **Executive:**  
The Executive Committee shall comprise:
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Secretary
  - d. Treasurer
  - e. Past-Chairperson

The following provisions shall be unalterable, namely:

- The Principal shall, ex-officio, be a member, albeit a non-voting member of the Parent Support Group.
- Operating By-Laws shall be governed, interpreted, and carried out in accordance with the principles enumerated under the Catholic Independent Schools of Nelson Diocesan Policy Manual.

## **B Sample By-Laws for Parent Support Group**

### 1. Members:

Members of the Parent Support Group shall comprise the following:

- a. **Parents:** All parents or guardians of students attending the school, including staff members, are entitled to be voting members in all matters **except** those of a financial nature. (Gaming Commission Regulations )
- b. **Principal:** The Principal or designate shall be a non-voting member.
- c. **Teachers:** Representatives from the teaching staff shall be non-voting members.

The PSG Executive may suspend or expel any member whose conduct is considered to be improper, unbecoming, or likely to endanger the interest or character of the Parent Support Group, or who wilfully commits a breach of the By-Laws and policies of CISND.

### 2. Officers and Duties:

All officers shall be elected by the membership at the final meeting of each school year.

Chairperson: The Chairperson shall preside at all general, executive, and extra-ordinary meetings. S/he will supervise all affairs and activities of the Group and shall serve as an ex-officio member of all standing committees.

Vice-Chairperson: The Vice-Chairperson shall act for the Chairperson in the event of the latter's absence.

Secretary: The Secretary shall keep a record of the proceedings of all meetings in a book provided for that purpose. S/he shall conduct all correspondence for the Group.

Treasurer: The Treasurer shall receive all monies belonging to the Group, deposit same immediately in the Group's account in the name of the Group and maintain an accurate record of all financial transactions in a financial ledger provided for that purpose. S/he shall ensure that a separate account is established in the name of the school Parent Support Group for all monies that may be made available through Direct Access Grants or other government Gaming Revenue. The Treasurer shall present an up-to-date financial report at all regular meetings.

Past-Chairperson: The Past-Chairperson shall act in an advisory capacity to the Chairperson and shall chair the Nominating Committee.

In the event that an officer resigns, withdraws, or is expelled during a term of office or if an office is not filled at the time of elections, the Executive may appoint someone to fill the vacancy until the next election.

3. Meetings:

- a. The Parent Support Group will hold regular monthly meetings. Executive meetings will be convened as determined by the Chairperson and the Principal. Special and extra-ordinary meetings will be called as the circumstances demand.
- b. Attendance of two (2) executive and six (6) voting members shall constitute a quorum at regular meetings.
- c. Minutes of all meetings shall be prepared by the Secretary. These should be circulated to all members for perusal as soon as possible after each meeting. Minutes are approved at the next regular meeting.

4. Financial:

- a. The Parent Support Group may raise and spend money in furtherance of its objectives.
- b. The Parent Support Group may establish and maintain a bank account for deposit of funds at any financial establishment registered under the Bank Act. A separate account will be established for the sole business of monies made available through direct access grants or other government gaming revenue.
- c. The Chairperson, Vice-Chairperson and Treasurer shall be the authorized signatories on the account. Any two (2) of these signatures shall be required to transact banking business.
- d. A financial report shall be published by the Treasurer at the A.G.M.

5. Code of Conduct

Catholic schools are strong and effective institutions where the clergy and lay people work together with faith and commitment for the education of our young people. School Councils and Parent Support Groups play an important part in this process. While the elected School Councils play a limited role in the governance structure of CISND, the volunteers in our Parent Support Groups play an important supportive role to the School Council and the Principal. In conducting the business of the Parent Support Group as outlined in its statement of objectives, it is important that all members conduct themselves in a manner which will foster collaboration and Christian community.

Members of Parent Support Groups in CISND must:

- a. function within the structure of Catholic Independent Schools of Nelson Diocese.
- b. promote Catholic education, its values and benefits to the community.
- c. be loyal and supportive of the Parent Support Group decisions.
- d. work in harmony with the school Principal and the School Council.
- e. not involve themselves in personnel or individual student issues.
- f. follow the protocol of dealing with any school business that might be erroneously referred to them. e.g. classroom operations, personnel concerns
- g. provide support, encouragement and prayer for other members of the Parent Support Group, the school and the community.

6. Dissolution

The Parent Support Group shall be dissolved in the event that:

- a. The school is permanently closed; or
- b. There are insufficient numbers of parents willing to serve as Executive Members.

Upon dissolution of the Parent Support Group, any assets remaining after all debts have been paid or provision for payment has been made, shall be paid, transferred or delivered to the School Council to be used for an educational purpose(s) in the community of the school. The records of the Parent Support Group shall then become the property of the School Council.

**NOTE:** Items identified as mandatory for PSG's include:

Preamble

Section A 2 (Objectives)

Section B 4 and 5 (Financial and Code of Conduct)