

**JOHN PRITCHARD SCHOOL LUNCH SUPERVISION PROGRAM**  
**COMMITTEE GUIDELINES**

**1.0 NAME**

- 1.01 The name of the user-pay, lunch supervision program will be “John Pritchard School Lunch Supervision Program”, hereinafter referred to as the “JPSLSP”.
- 2.01 The name of the committee, which oversees the JPSLSP, will be “John Pritchard School Lunch Supervision Program Committee”, hereinafter referred to as the “JPSLSPC”.

**2.0 PURPOSE**

- 2.01 John Pritchard School Lunch Supervision Program is dedicated to providing our students with a safe, caring and respectful school environment where parents/ guardians may choose to have their children supervised over the lunch break.

**3.0 GENERAL MEMBERSHIP**

- 3.01 A “Member” of the JPSLSPC is defined as:
  - i. Any parent or guardian of a child attending John Pritchard School and registered in the lunch program as stated in the Policies and Rules attached hereto.
  - ii. The Administrators or designates of John Pritchard School.
  - iii. A parent or guardian, as defined in “3.01 i” above, who chooses to be an employee of the JPSLSP may not also sit as a member of the JPSLSPC.

**4.0 NEW MEMBERS**

- 4.01 New members will acquire voting privileges at the fourth (4<sup>th</sup>) meeting of their membership, having attended three (3) previous consecutive Committee meetings.

**5.0 ACTIVE MEMBERS**

- 5.01 Active members are defined as those parents/guardians and Administration who attend regularly scheduled JPSLSPC meetings,

acquire voting privileges, send regrets and actively participate in the operation of the JPSSLSP.

- 5.02 It is the responsibility of all members to abide by the JPSSLSPC Guidelines.

## **6.0 MEETINGS**

- 6.01 Meetings will be held monthly. The dates and times of such meetings will be determined by the JPSSLSPC and publicized to the parents/guardians of John Pritchard School.
- 6.02 All people as defined under “3.01 General Membership” will be welcome to attend the monthly meetings.
- 6.03 The JPSSLSPC will strike sub-committees and/or ad hoc committees as required.

## **7.0 QUORUM**

- 7.01 A quorum of 60% of active members will be required for a JPSSLSPC meeting to proceed.

## **8.0 AGENDA**

- 8.01 The Chairperson will set the agenda for each meeting.
- 8.02 JPSSLSPC members must submit items for the agenda to the Chairperson one (1) week prior to the meeting date.
- 8.03 The Chairperson will prioritize agenda items, dealing with requests from JPSSLSPC members in a timely fashion and placing such items on the first available agenda.

## **9.0 VOTING**

- 9.01 Having attended three (3) consecutive JPSSLSPC meetings, active members may vote on all motions of the JPSSLSPC. Voting privileges will be forfeited should a member be absent from three (3) consecutive meetings. Voting privileges will be reinstated once the member has, again, attended three (3) consecutive meetings.
- 9.02 Having acquired voting privileges as stated in “4.01 New Members”, members attending a meeting will be entitled to one (1) vote on each issue arising at that meeting.

- 9.03 John Pritchard School Administrators, or designates, will have voting privileges.
- 9.04 Members must be present at the JPSSLSPC meeting in order to vote.
- 9.05 JPSSLSPC active members will attempt to reach decisions through agreement as a whole. In the absence of such agreement, a simple majority of 50% plus one (1) of the active members present will carry the decision.
- 9.06 The JPSSLSPC Chairperson may take part in discussions regarding all issues before the JPSSLSPC, but will not vote on issues before the JPSSLSPC, except for those issues where the vote is tied. The Chairperson will then cast the deciding vote.
- 9.07 All decisions will require a motion.
- 9.08 All decisions for expenditures will be identified in the meeting minutes with a financial expenditure number. The financial expenditure numbering system will be determined by the JPSSLSPC.

## **10.0 EXECUTIVE**

- 10.1 The JPSSLSPC Executive will normally consist of Chairperson, Vice-Chairperson, Secretary and Treasurer.
- 10.2 No more than one (1) person from one family may hold an executive position.

## **11.0 EXECUTIVE DUTIES**

### **11.01 CHAIRPERSON:**

- To set the agenda for each meeting.
- To receive items for the agenda from committee members, who will submit such items one (1) week prior to the meeting date.
- To place such items on the agenda in a timely fashion.
- To chair each meeting.
- To notify the vice-chair and go over the agenda if unable to attend a meeting.
- To receive regrets from committee members.
- To speak on behalf of the JPSSLSPC.
- To have signing authority with respect to the JPSSLSPC bank account.

- To consult with John Pritchard School Administration regarding expulsion of a student from the lunch program.
- To notify the parent/guardian that their child is being expelled from the Lunch Program.
- To be a liaison between the JPSSLSPC and the school administration and the JPSSLSP staff.
- To carry out directives as established by the JPSSLSPC.

#### 11.02 VICE-CHAIRPERSON:

- To chair meetings in the absence of the Chair.
- To take attendance and meeting minutes in the absence of the Secretary.
- To send regrets to the Chair if unable to attend a meeting.
- To have signing authority with respect to the JPSSLSPC bank account.
- To assist the Chair as requested.
- To carry out directives as established by the JPSSLSPC.

#### 11.03 TREASURER:

- To consult with and assist the JPSSLSP treasurer as required.
- To advise the JPSSLSPC regarding financial statements and issues as presented by the JPSSLSP treasurer.
- To carry out directives as established by the JPSSLSPC.

#### 11.04 SECRETARY

- To take attendance at each meeting.
- To record minutes at each meeting.
- To provide the draft minutes to the Chair ten (10) days prior to the meeting date.
- To distribute the draft minutes to all committee members within one (1) week of the meeting date, via email or student courier.
- To send regrets to the chair if unable to attend a meeting.
- To maintain copies of all agenda, minutes, correspondence on behalf of the JPSSLSPC.
- To maintain the JPSSLSPC information binder, located in the school's office.
- To carry out directives as established by the JPSSLSPC.

## **12.0 NOMINATIONS AND ELECTION OF EXECUTIVE**

12.01 Nominations for executive positions will be submitted verbally at the April meeting of each year.

- 12.02 Individuals may be nominated by JPSLSPC member or may volunteer for a position.
- 12.03 Nominees must be an active member, in good standing, of the JPSLSPC.
- 12.04 Current executive members may be nominated or may volunteer for any executive position for the coming year, including the position currently held.
- 12.05 Elections for executive positions will be held in May of each year.
- 12.06 Voting for nominees will be done by ballot.
- 12.07 In the event there is only one nominee for a position, that individual will be acclaimed.

### **13.0 TERMS OF OFFICE**

- 13.01 The term of office for all executive positions will be one (1) year.
- 13.02 The term office will run from July 1 to June 30.

### **14.0 AMENDMENTS TO THE JPSLSPC GUIDELINES**

- 14.01 Notice of Motion to Amend the JPSLSPC Guidelines will be submitted in writing to the Chairperson one (1) week prior to a monthly meeting. The Chairperson will place the Notice of Motion to Amend on that month's agenda. The proposed amendment will then be discussed and voted on at the next JPSLSPC monthly meeting. Adoption of amendments will be carried by 2/3 of the quorum present.

### **15.0 DISSOLUTION**

- 15.01 In the event that the JPSLSPC is dissolved, all property and money of the JPSLSPC, after payment of all debts and liabilities, will be turned over to John Pritchard School, Winnipeg, Manitoba, to be used as seen fit by school administration within eighteen (18) months of dissolution.
- 15.02 The current JPSLSPC Guidelines will be terminated at the time of dissolution.

May 15, 2008