

JOSEPH TERES SCHOOL LUNCH PROGRAM

COMMITTEE GUIDELINES

1.0 NAME

- 1.01 The name of the lunch program will be “Joseph Teres School Lunch Program”, hereinafter referred to as the “JTSLP”.
- 1.02 The name of the committee, which oversees the JTSLP, will be “Joseph Teres School Lunch Program Committee”, hereinafter referred to as the “JTSLPC”.
- 1.03 For the purposes of the Canada Revenue Agency JTSLP business account, the name will be “Joseph Teres Elementary School” and the operating name will be “Joseph Teres Paid Lunch Program”.

2.0 PURPOSE

- 2.01 The Joseph Teres School Lunch Program (JTSLP) is a non-profit organization dedicated to providing the students of Joseph Teres School with a safe, responsible, respectful environment for parents / guardians who choose to have their children supervised over the lunch break.

3.0 GENERAL MEMBERSHIP

- 3.01 A “Member” of the JTSLPC is defined as:
 - i. Any parent or guardian of a child attending Joseph Teres School and registered in the JTSLP.
 - ii. The Administration or designate(s) of Joseph Teres School.
 - iii. A parent or guardian, as defined in “3.01 i” above, who chooses to be an employee of the JTSLP may not also sit as a member of the JTSLPC.
 - iv. A parent or guardian, as defined in “3.01 i” above, who is an employee of the JTSLP and whose employment with the JTSLP is terminated would be eligible to join the JTSLPC one (1) calendar year after termination.
 - v. A parent or guardian, as defined in “3.01 i” above, who is a family member of an employee of the JTSLP may not sit as a member of the JTSLPC.

4.0 NEW MEMBERS

- 4.01 New members will acquire voting privileges at the third (3rd) meeting of their membership, having attended two (2) previous consecutive Committee meetings.

5.0 ACTIVE MEMBERS

- 5.01 Active members are defined as those individuals and Joseph Teres School Administration who attend regularly scheduled JTSLPC meetings, acquire voting privileges, send regrets and actively participate in the operation of the JTSLP.
- 5.02 The family account of active members must be in good standing.
- 5.03 To qualify for committee membership, active members will be required to sign a Pledge of Confidentiality.
- 5.04 A Child Abuse Registry check will also be required.
- 5.05 It is the responsibility of all members to abide by the JTSLPC Guidelines.

6.0 MEETINGS

- 6.01 There will be a minimum of nine (9) monthly meetings per school year. The dates and times of such meetings will be determined by the JTSLPC and publicized to the parents / guardians of Joseph Teres School.
- 6.02 All people as defined under “3.01 General Membership” will be welcome to attend the monthly meetings.
- 6.03 The JTSLPC will strike sub-committees and / or ad hoc committees as required.

7.0 QUORUM

- 7.01 A quorum of a simple majority of active voting members will be required for a JTSLPC meeting to proceed.

8.0 AGENDA

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

9.0 VOTING

- 9.01 Having attended two (2) consecutive JTSLPC meetings, and having attained voting privileges at their third (3rd) meeting, active members vote on all motions of the JTSLPC. Voting privileges will be forfeited should a member be absent from two (2) consecutive meetings.

Voting privileges will be reinstated once the member has, again, attended two (2) consecutive meetings.

- 9.02 Having acquired voting privileges as stated in “4.0 New Members”, members attending a meeting will be entitled to one (1) vote on each issue arising at that meeting.
- 9.03 Joseph Teres School Administration, or a designate, will participate in all discussions but will not have voting privileges.
- 9.04 The JTSLPC Chairperson may take part in discussions regarding all issues before the JTSLPC, but will not vote on issues before the JTSLPC, except for those issues where the vote is tied. The Chairperson will then cast the deciding vote.
- 9.05 Active members must be present at the JTSLPC meeting in order to vote.
- 9.06 JTSLPC active members will attempt to reach decisions through agreement as a whole. In the absence of such agreement, a simple majority of active members present will carry the decision.
- 9.07 All decisions will require a motion.
- 9.08 All motions will be identified on the Motions Listing sheet.

10.0 EXECUTIVE and COMMITTEE STRUCTURE

10.01 Executive

- i. The JTSLPC Executive will normally consist of Chairperson, Vice-Chairperson, Secretary and Financial Officer.
- ii. No more than one (1) person per household may hold an executive position.

10.02 Committee Structure

- i. Parents / guardians as defined in 3.01 General Membership above.
- ii. The JTSLPC Executive members.
- iii. The Administration or designate(s) of Joseph Teres School.

11.0 EXECUTIVE DUTIES

11.01 CHAIRPERSON:

- To maintain confidentiality as it pertains to all aspects of the Lunch Program.
- To set the agenda for each meeting.
- To receive items for the agenda from committee members, who will submit such items at least 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 JTSLPC.
- To have signing authority with respect to the JTSLPC bank account.
- To consult with Joseph Teres School Administration regarding student discipline within the Lunch Program.
- To be a liaison between the JTSLPC and Joseph Teres School Administration and the JTSLPC staff.
- To carry out directives as established by the JTSLPC.
- Other duties as assigned by the JTSLPC.

11.02 VICE-CHAIRPERSON:

- To maintain confidentiality as it pertains to all aspects of the Lunch Program.
- 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 JTSLPC bank account.
- To assist the Chair as requested.
- To carry out directives as established by the JTSLPC.
- Other duties as assigned by the JTSLPC.

11.03 Financial Officer:

- To maintain confidentiality as it pertains to all aspects of the Lunch Program.
- To send regrets to the Chair if unable to attend a meeting.
- To have signing authority with respect to the JTSLPC bank account.
- To consult with and assist the JTSLP Treasurer as required.
- To advise the JTSLPC regarding financial statements and issues as presented by the JTSLP Treasurer.
- To make any other financial reports to the JTSLPC as required.
- To ensure that the JTSLP Treasurer provides to the auditor selected by the JTSLPC the JTSLP financial records immediately following June 30 of each year, for the purpose of an annual audit.
- To provide the JTSLPC with the audited financial statement at the first possible meeting after September 1 of each year.
- To ensure the audited financial statement, having received JTSLPC authority to do so, is sent to the Secretary-Treasurer, RETSD.
- To ensure the Lunch Program operates within the budget set by the JTSLPC.
- To carry out directives as established by the JTSLPC.
- Other duties as assigned by the JTSLPC.

11.04 SECRETARY:

- To maintain confidentiality as it pertains to all aspects of the Lunch Program.
- To send regrets to the Chair if unable to attend a meeting.
- 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 maintain copies of all agenda, minutes, correspondence on behalf of the JTSLPC.
- To maintain the Motions Listing sheet, ensuring it is up-to-date and accurate.
- To make revisions to JTSLPC documents as required.
- To maintain the JTSLPC public resources.
- To carry out directives as established by the JTSLPC.
- Other duties as assigned by the JTSLPC.

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 a JTSLPC member or may volunteer for a position.
- 12.03 Nominees must be active members, in good standing, of the JTSLPC.
- 12.04 Nominees may not be employed by the JTSLPC.
- 12.05 Current executive members may be nominated or may volunteer for any executive position for the coming year, including the position currently held.
- 12.06 Elections for executive positions will be held in May of each year.
- 12.07 In the event there is more than one nominee for a position, voting for nominees will be done by ballot.
- 12.08 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 VACANCIES

- 14.01 In the event a member of the Executive resigns, the JTSLPC may appoint another member to fill the vacancy for the remainder of the term.

15.0 INTERNAL CONCERNS and COMPLAINTS

15.01 In the event of an issue of concern within the JTSLPC itself, all members of the JTSLPC will follow the concern protocol steps as addressed by RETSD Policy KE – Concerns and Complaints.

15.02 The JTSLPC is a forum:

- a) for understanding the operation of the JTSLP and for discussion around the necessary decisions to be made in operating a small business and in honouring Section 2.0 - Purpose - of these Committee Guidelines.
- b) where different perspectives are welcomed and respected as important tools in the decision making process.
- c) where the decision making process as set out in Section 9.0 – Voting - is honoured and respected.
- d) where these Committee Guidelines as a whole are honoured and respected.
- e) where matters concerning JTSLP employees, students, students' families and committee members are respected as personal and confidential.

16.0 SIGNING AUTHORITY

16.01 Signing authority for the JTSLP will be the responsibility of any one of the following three designates: the JTSLPC Chairperson, the JTSLPC Vice-Chairperson, the JTSLPC Secretary and the Joseph Teres School Administration.

16.02 All cheques require two signatures and only completed cheques will be signed.

16.03 A cheque may not be signed by the payee of the cheque.

17.0 AMENDMENTS TO THE JTSLPC GUIDELINES

17.01 Notice of Motion to Amend the JTSLPC Guidelines will be submitted in writing to the JTSLPC at its April meeting. The Chairperson will place the Motion to Amend on the JTSLPC's May agenda. The proposed amendment will then be discussed and voted on at the JTSLPC's May meeting. Adoption of amendments will be carried by two-thirds (2/3) of the quorum present.

18.0 DISSOLUTION

18.01 In the event that the JTSLPC is dissolved, all property and money of the JTSLPC, after payment of all debts and liabilities, will be turned over to Joseph Teres School, 131 Sanford Fleming Road, Winnipeg, MB, R2C 5B8 to be used as seen fit by school administration within eighteen (18) months of dissolution.

18.02 The current JTSLPC Guidelines will be terminated at the time of dissolution.

**ADOPTED June 19, 2017 by working committee- submitted to division
Division revised and finalized on September 12, 2017**