

# **BERTRUN E. GLAVIN LUNCH PROGRAM**

## **COMMITTEE GUIDELINES**

### **1.0 NAME**

- 1.01 The name of the lunch program will be “Bertrun E. Glavin Lunch Program”, hereinafter referred to as the “BEGLP”.
- 1.02 The name of the committee, which oversees the BEGLP, will be “Bertrun E. Glavin Lunch Program Committee”, hereinafter referred to as the “BEGLPC”.

### **2.0 BUSINESS CONTACT INFORMATION**

- 2.01 The address of the BEGLP for all lunch program business, including but not limited to the BEGLP financial institution, Canada Revenue Agency, Workers Compensation Board of Manitoba, will be 166 Antrim Road, Winnipeg, Manitoba, MB R2K 3L2.
- 2.02 The phone number of the BEGLP will be 204.669.1277.

### **3.0 PURPOSE**

- 3.01 The Bertrun E. Glavin Lunch Program is a non-profit organization dedicated to providing our students with a safe, caring and inclusive environment where parents/guardians may choose to have their children supervised over the lunch break.

### **4.0 GENERAL MEMBERSHIP**

- 4.01 A “Member” of the BEGLPC is defined as:
- i. Any parent or guardian of a child attending Bertrun E. Glavin School and registered in the Lunch Program as stated in the Policies and Rules attached hereto.
  - ii. The Administrator or designate of Bertrun E. Glavin School.
  - iii. A parent or guardian, as defined in “3.01 i” above, who chooses to be an employee of the BEGLP may not also sit as a member of the BEGLPC.

### **5.0 NEW MEMBERS**

- 5.01 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.

### **6.0 ACTIVE MEMBERS**

- 6.01 Active members are defined as those individuals and Bertrun E. Glavin School Administration who attend regularly scheduled BEGLPC meetings, acquire voting privileges, send regrets and actively participate in the operation of the BEGLP.

- 6.02 To qualify for committee membership, active members will be required to sign a Pledge of Confidentiality.
- 6.03 A Child Abuse Registry check will also be required.
- 6.04 It is the responsibility of all members to abide by the BEGLPC Guidelines.

## **7.0 MEETINGS**

- 7.01 Meetings will be held monthly. The dates and times of such meetings will be determined by the BEGLPC and publicized to the parents/guardians of Bertrun E. Glavin School.
- 7.02 All people as defined under “3.01 General Membership” will be welcome to attend the monthly meetings.
- 7.03 The BEGLPC will strike sub-committees and/or ad hoc committees as required.

## **8.0 QUORUM**

- 8.01 A quorum of a simple majority of active members will be required for a BEGLPC meeting to proceed.

## **9.0 AGENDA**

- 9.01 The Chairperson will set the agenda for each meeting.
- 9.02 BEGLPC members are asked to submit items for the agenda to the Chairperson one (1) week prior to the meeting date.
- 9.03 The Chairperson will prioritize agenda items, dealing with requests from BEGLPC members in a timely fashion and placing such items on the first available agenda.

## **10.0 VOTING**

- 10.01 Having attended three (3) consecutive BEGLPC meetings, active members may vote on all motions of the BEGLPC. 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.
- 10.02 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.
- 10.03 The Bertrun E. Glavin School Administrator, or designate, will have voting privileges.
- 10.04 The BEGLPC Chairperson may take part in discussions regarding all issues before the BEGLPC, but will not vote on issues before the BEGLPC, except for those issues where the vote is tied. The Chairperson will then cast the deciding vote.

- 10.05 Members must be present at the BEGLPC meeting in order to vote.
- 10.06 BEGLPC active members will attempt to reach decisions through agreement as a whole. In the absence of such agreement, a simple majority of the active members present will carry the decision.
- 10.07 All decisions will require a motion.
- 10.08 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 BEGLPC.

## **11.0 EXECUTIVE and COMMITTEE STRUCTURE**

### 11.01 Executive

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

### 11.02 Committee Structure

- i. Parents/guardians as defined in 3.01 General Membership above.
- ii. The BEGLPC Executive members.
- iii. The Administrator or designate of Bertrun E. Glavin School.

## **12.0 EXECUTIVE DUTIES**

### 12.01 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 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 BEGLPC.
- To have signing authority with respect to the BEGLPC bank account.
- To consult with Bertrun E. Glavin School Administration regarding expulsion of a student from the Lunch Program.
- To receive notification from Bertrun E. Glavin School Administration that a student has lost Lunch Program privileges.

- To be a liaison between the BEGLPC and Bertrun E. Glavin School Administration and the BEGLPC staff.
- To carry out directives as established by the BEGLPC.
- Other duties as assigned by the BEGLPC.

#### 12.02 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 BEGLPC bank account.
- To assist the Chair as requested.
- To carry out directives as established by the BEGLPC.
- Other duties as assigned by the BEGLPC.

#### 12.03 TREASURER (volunteer parent committee member):

- 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 BEGLPC bank account.
- To consult with and assist the BEGLP Treasurer (employee) as required.
- To advise the BEGLPC regarding financial statements and issues as presented by the BEGLP Treasurer (employee).
- To make any other financial reports to the BEGLPC as required.
- To ensure that the auditor selected by the BEGLPC receives the BEGLP financial records immediately following June 30 of each year, for the purpose of an annual audit.
- To provide the BEGLPC with the audited financial statement at the first possible meeting after September 1 of each year.
- To forward the audited financial statement, having received BEGLPC authority to do so, to the Secretary-Treasurer, RETSD.
- To ensure the Lunch Program operates within the budget set by the BEGLPC.
- To carry out directives as established by the BEGLPC.
- Other duties as assigned by the BEGLPC.

#### 12.04 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 distribute the draft minutes to all committee members within one (1) week of the meeting date, via email or student courier.
- To maintain copies of all agenda, minutes, correspondence on behalf of the BEGLPC.
- To maintain the BEGLPC public resources.
- To carry out directives as established by the BEGLPC.
- Other duties as assigned by the BEGLPC.

### **13.0 NOMINATIONS AND ELECTION OF EXECUTIVE**

- 13.01 Nominations for executive positions will be submitted verbally at the April meeting of each year.
- 13.02 Individuals may be nominated by a BEGLPC member or may volunteer for a position.
- 13.03 Nominees must be active members, in good standing, of the BEGLPC.
- 13.04 Nominees may not be employed by the BEGLPC.
- 13.05 Current executive members may be nominated or may volunteer for any executive position for the coming year, including the position currently held.
- 13.06 Elections for executive positions will be held in May of each year.
- 13.07 In the event there is more than one nominee for a position, voting for nominees will be done by ballot.
- 13.08 In the event there is only one nominee for a position, that individual will be acclaimed.

### **14.0 TERMS OF OFFICE**

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

### **15.0 APPOINTMENTS**

- 15.01 In the event a member of the Executive resigns or does not fulfill their duties as defined in Section 11.0 Executive Duties, the BEGLPC may appoint another member to fill the vacancy for the remainder of the term.

### **16.0 SIGNING AUTHORITY – Financial Institution**

- 16.01 Signing authority for BEGLP will be the responsibility of any two of the following three designates: the BEGLP Treasurer (employee); the Bertrun E. Glavin School Administrator and the Bertrun E. Glavin School Secretary.
- 16.02 Only completed cheques will be signed.
- 16.03 A cheque may not be signed by the payee of the cheque.

### **17.0 CANADA REVENUE AGENCY – Representative(s)**

- 17.01 Acting as a representative of the BEGLP for the purpose of the Canada Revenue Agency BEGLP business account, and having Level 2 access (Disclose / Request Changes), will typically be the responsibility of the BEGLPC Chairperson; the BEGLPC Vice-Chair; and the Bertrun E. Glavin School Administrator.

17.02 Acting as a representative of the BEGLP for the purpose of the Canada Revenue Agency BEGLP business account, and having Level 1 access (Disclose), will typically be the responsibility of the BEGLP Treasurer (employee).

## **18.0 WORKERS COMPENSATION BOARD OF MANITOBA – Representative(s)**

18.01 Acting as a representative of the BEGLP for the purpose of the Workers Compensation Board of Manitoba business account will typically be the responsibility of the BEGLPC Chairperson; the BEGLPC Vice-Chair; the BEGLP Treasurer (employee); and the Bertrun E. Glavin School Administrator.

## **19.0 AMENDMENTS TO THE BEGLP GUIDELINES**

19.01 Notice of Motion to Amend the BEGLP 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 BEGLP monthly meeting. Adoption of amendments will be carried by two-thirds (2/3) of the quorum present.

## **20.0 DISSOLUTION**

20.01 In the event that the BEGLPC is dissolved, all property and money of the BEGLPC, after payment of all debts and liabilities, will be turned over to Bertrun E. Glavin School, Winnipeg, Manitoba, to be used as seen fit by school Administration within eighteen (18) months of dissolution.

20.02 The current BEGLPC Guidelines will be terminated at the time of dissolution.

**ADOPTED** March 8, 2022