



TRINITY COLLEGE SCHOOL

TCS Parents' Guild Executive 2023-2024

Executive Officers	
Past President	Lisa Bailey P'21 '23 '24
President	Chantal Campbell P'25 '27
Vice President	Alex Tinker P'28
Treasurer	Candace Pickering P'25 '25
Secretary	Nadia Viznyak P'24 '26
Executive Committee	
Bear Fair Chair	Brooke Mullins P'24 '28 Jennie Horsbrugh-Porter P'24 '28
Bear Fair Assistant Chair	Dawn Labanovich P'28
Bear Boutique Manager	Caitlin Phillips P'21 '25
Birthday Packages	Teresa Pollett P'25 '25 '27
Canteen Chair	Mona Billing P'21 '22 '25
Chapel Chair	Kerri Healey P'25 Brenda Stephenson P'25 '28
Jr. School Representative	Rasha Rashid P'21 '30
Social Coordinator	Susan Gibson P'25 Arundel Gibson '93 P'23 '25 '25
Special Events Chair	Taryn Ito '96 P'26 '27
Marketing Coordinator	Alison Sprayson P'23 '25 '27
Ex-officio	
TCS Liaison	Kristopher Churchill
Jr. School TCS Liaison	Jennifer Reid
TCS Treasurer Liaison	Jennifer Petrolito

**CONSTITUTION
OF
THE TRINITY COLLEGE SCHOOL PARENTS' GUILD**

ARTICLE I NAME

The name of the organization shall be "The Trinity College School Parents' Guild" hereinafter referred to as "The Guild."

ARTICLE II COMPOSITION OF MEMBERSHIP

Current and past parents/guardians, and friends of TCS are eligible as members.

ARTICLE III MISSION STATEMENT

As an integral part of the TCS community, the Guild seeks to enhance spiritual, social and physical aspects of student life through fundraising and volunteerism while fostering positive relationships between parents and the community at large.

ARTICLE IV PROVISIONS & FUNDRAISING

The Guild is an autonomous volunteer organization and shall have the power to fundraise and disperse money specified for bursaries and/or awards and donations and for any other purpose that the Executive Committee may approve.

The TCS Parents Guild accrues funds annually through fundraising endeavors with the intent that these funds directly benefit the school community. The Guild has a historical commitment to support the TCS chapel both financially and through volunteer efforts. In addition, the Guild may support various activities including "in-class", extracurricular, leadership and unique opportunities which it deems to be for the betterment of the school. Funds raised by the Guild are not to be used to support outside charities. The Guild also has historical, ongoing financial commitments such as the Guild Bursaries which will be met, as long as they are financially feasible, on an annual basis.

ARTICLE V EXECUTIVE OFFICERS

a) **ELECTED**

The Executive Officers shall be the President, Vice-President, Secretary and Treasurer and should there be more than one nominee for one or more of these positions, shall be elected by ballot vote of the members present at each Annual General Meeting.

b) **HONORARY OFFICERS**

Additional officers may be appointed at the discretion of the Executive Officers including Honorary Officers.

c) PAST PRESIDENT

The Past President is a non-elected voting member of the Executive Officers for a period equal to the term of the President. The Past President need not be a current parent and their advisory function is linked to their willingness and ability to provide ongoing support.

ARTICLE VI TERM OF OFFICE

The Guild recognizes the importance of new volunteers while valuing the input of its experienced members. The Terms of Office have been developed to capture this balance.

- a) The term of office for Executive Officers shall be two years, with a one-year term being optional. Executive Officers may hold the same office for not more than two consecutive years.
- b) Should any position become vacant, the Executive Officers shall be empowered to appoint a replacement for the remainder of the term of office. The exception is the role of President, which will automatically be filled by the Vice President or another Executive Officer as deemed appropriate by the Executive Committee in the case where the Vice President position is vacant or the Vice President is unable to fulfill the role.

ARTICLE VII EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the Executive Officers and Chair/Co-Chair of each of the Standing Committee as set out in the by-laws of The Trinity College School Parents' Guild.

- a) The term of office for an Executive Committee Chair or Co-Chair shall be two years, however, in the event that the position is unfilled this term may be extended, if agreed upon by the Executive Officers, until such a time as a new volunteer steps forward.
- b) The Nominating Committee will ensure that all Guild members are given an opportunity to express interest in holding a position.

ARTICLE VIII LIAISON OFFICERS

The School Liaison is an ex-officio member of the Executive Committee, without the right to vote, and is selected solely at the discretion of the Head of School. School appointed liaison officers are deemed to be non-voting members.

The TCS Treasurer Liaison is an ex-officio member of the Executive Committee without

the right to vote, and is represented by a member of the Philanthropy & Alumni Office in the role of Parent Fundraising.

ARTICLE IX MEETINGS

All general and executive meetings shall be called by and presided over by the President or, in the absence of the President, by the Vice President, or in the absence of the Vice President, by another member of the Executive Committee.

- a) A general meeting of the Guild may be convened on at least ten (10) days prior notice to members at such time and place as determined by the President or designate. Special meetings may be called from time to time as deemed necessary at the discretion of the President. Virtual meetings are acceptable in extenuating circumstances.
- b) A minimum of two-thirds of executive members will constitute a quorum for the transaction of business at a general meeting. Should quorum not be achieved at the meeting, absentee executive members will vote on matters via email.

Annual General Meeting

There shall be an annual general meeting of the membership held once during each fiscal year. Notice of the time and place shall be given at least ten (10) days prior to the meeting date. A quorum shall be two-thirds of the executive committee for Annual General Meeting. Virtual meetings are acceptable in extenuating circumstances.

- i) Executive Officers of the Guild for the ensuing year shall be elected, if required, by ballot at the Annual General meeting. The Nominating Committee will ensure that all Guild members are given an opportunity to express interest in holding a position.

Executive Meeting

A minimum of two Executive Committee meetings shall be held annually in addition to General Guild meetings. The first meeting will be held at the call of the President prior to the dispersal of accrued funds for “Wish List”

- ii) For a meeting of the Executive Committee, or an email vote by proxy, a quorum shall consist of two-thirds of the members.

ARTICLE X MEMBERSHIP FEES

Membership fees for the ensuing year shall be determined by the Executive Committee and billed based on one (1) fee per family.

ARTICLE XI ADDITIONS AND AMENDMENTS

The Constitution may be amended by vote of two-thirds of the executive committee at any meeting or by proxy email vote, provided that any such amendment has been submitted in writing and delivered to the President at least seven (7) days prior to the meeting and to the executive committee at least five (5) days prior to the meeting.

ARTICLE XII FINANCE

- a) The Guild's fiscal year-end shall be June 30th in each year.
- b) The signing officers shall be the Treasurer and one of the following:
 - (i) The President
 - (ii) The Vice President
 - (iii) The Secretary
 - (iv) TCS Treasurer Liaison
- c) Financial Statements shall be presented at the first Executive Meeting in the fall for the preceding year, including a cash flow statement that can be used as a basis for budgeting in the current year. An updated cash flow statement will be presented at all business meetings throughout the year.

ARTICLE XII DISSOLUTION

- a) The Guild may be terminated by two-thirds vote by the Executive Committee in conjunction with the Head of School at a full Executive meeting.
- b) If the Guild is terminated, any assets remaining after expenses are paid, shall be turned over to the school.

**BY-LAWS
OF
THE TRINITY COLLEGE SCHOOL PARENTS' GUILD**

Further to and in support of the Constitution of The Trinity College School Parents' Guild, a copy of which is attached hereto, The Trinity College School Parents' Guild enacts as follows:

BY LAW I being a by-law pertaining to MEMBERSHIP

Article 1.

- a) Active members shall have all the privileges of the Guild, which include the right to vote, to make nominations, to hold office, and to attend Guild meetings.

- b) The responsibility of the membership is to support the Mission of the Guild as set out in Article III of the Constitution.

BY-LAW II being a by-law pertaining to PROVISIONS

Article 1.

The Guild functions as a support system to the school through volunteerism and fundraising as an autonomous entity.

BY-LAW III being a by-law pertaining to RULES OF ORDER

Article 1.

The procedural matters not dealt with by the Constitution or these By-laws shall be governed by the Rules of Parliamentary Procedure.
Robert's Rules of Order (Revised)

BY-LAW IV being a by-law pertaining to ADMINISTRATION

Article 1.

- a) The Executive Officers of the Guild shall be comprised of the Executive President, Vice-President, Secretary, Treasurer and the immediate Past Officers President.

- b) Additional officers may be appointed at the discretion of the Executive Officers, including Honorary Officers.

- c) The Trinity College School Liaison and TCS Treasurer Liaison shall be appointed by the School and be invited to attend all Executive and General meetings.

Duties of the Executive Officers

Article 2.

- a) **The President** shall: or designate a representative to:
- i) Duties of preside at, and organize all Executive and general meetings, Executive the annual general meeting, as well as attend all Officers Guild events.
 - (ii) represent the Guild at various school events, parent receptions, Junior School closing and speech day as necessary or requested.
 - (iii) coordinate management of the wish list and provide communication between the Guild and the school regarding decisions of funding
 - (iv) ensure the integrity of the constitution and the bylaws is adhered to
 - (v) coordinate and compile web-site entries for the Guild with the school
 - (vi) coordinate any Executive email voting on resolutions
- b) **The Vice-President** shall:
- (i) in the absence of the President, exercise the powers of that office;
 - (ii) assume the President's role in the event the president vacates the role prior to the year-end, for the remainder of that Guild year.
 - (iii) support the President, or act on their behalf and assist wherever possible to ensure the duties of the President are fulfilled and represent Trinity College School at Interguild meetings and report back to the Executive.
 - (iv) attend Interguild meetings or designate a representative to
- c) **The Secretary** shall:
- (i) record and prepare minutes of all Executive and General meetings and distribute to active members.
 - (ii) prepare meeting agenda and correspondence on behalf of the Executive as required and keep an up-to-date accurate list of members and ensure members receive notice of meetings, special events and any other pertinent information regarding the Guild
 - (iii) ensure notification goes into the online Junior and Senior school newsletter regarding dates of Guild meetings and events.
- d) **The Treasurer** shall:
- (i) be responsible for all Guild monies
 - (ii) oversee the financial process of Silent Auction at Bear Fair and provide a statement of profit/loss
 - (iii) monitor the accounts of the Guild and provide financial reports to the

Executive at all meetings

(iv) liaise regularly with the President, Treasurer Liaison and the School's Finance

Department

(v) prepare the financial statement to be presented at the first Executive Meeting in the fall.

e) **The Immediate Past President** shall:

(i) be advisor to the President and Executive Officers;

(ii) Chair the Nominating Committee and present the slate of officers at the Annual General Meeting

(iii) be entitled to vote

The Executive Committee

Article 3.

a) The Executive Committee of the Guild (hereinafter referred to as the "Executive") shall be composed of:

(i) The Executive Officers (refer to Article V of the Constitution) and :

The Chair/Co-Chair of the following Standing Committees: Bear Boutique, Bear Fair, Birthday Packages, Special Events (Valentine's/Exam Packs), Chapel, Junior School Representative, Social, Canteen and Marketing Coordinator.

(ii) In the event an urgent decision is required, the President shall call a special meeting of the Executive Committee or poll the committee by e-mail or telephone and the decision of two thirds of those responding shall prevail.

(iii) Any vacancy occurring on the Executive during the year may be filled, for the remainder of the Guild year, at the discretion of the Executive, with the exception of President, which will automatically be filled by the Vice-President or an alternate Executive Officer if the Vice President is not able.

Liaison Members

Article 4.

a) The School Liaison is an ex-officio member of the Executive Committee, without the right to vote, and is selected solely at the discretion of the Head of School.

b) The TCS Treasurer Liaison is an ex-officio member of the Executive Committee without the right to vote, and is represented by a member of the Philanthropy & Alumni Office in the role of Parent Funding.

Article 5.

a) Duties of The Executive shall:

- (i) plan and implement the Guild's program for each fiscal Committee year;
- (ii) be responsible for directing the day to day operations of the Guild
- (iii) administer money and other assets raised by or donated to the Guild
- (iv) fix annual Guild membership fees and all other fees and charges relating to activities sponsored or administered by the Guild
- (v) have power to appoint members to Standing Committees and to delegate to members such powers as the Executive considers advisable;
- (vi) appoint members to the Nominating Committee (within the guidelines set out in By-Law VI)
- (vii) maintain an up to date job description to be given to their respective successor with a copy to be kept by the Guild secretary and submitted each year prior to the Annual General Meeting.
- (viii) ensure the bylaws and constitution of the Guild are upheld and adhered to

Article 6.

a) The Standing Committees of the Guild shall be composed Standing of but not limited to, the following committees: Bear Boutique, Bear Fair, Birthday Packages, Special Events (Exam & Valentine's), Chapel, Junior School Representative, Social, Canteen, and Marketing Coordinator.

b) A Standing Committee shall consist of a Chair or a Chair/Co-Chair who shall be presented as part of the slate of officers at the Annual General Meeting as set out in **By-Law VI**.

Article 7.

a) **The Chair/Co-Chair of a Standing Committee** shall:

- (i) represent the committee on the Executive;
- (ii) attend and report on the committee's work at executive and Committee general meetings
- (iii) report all financial results to the Treasurer and President on a timely basis, and ensure that all appropriate billing is processed
- (iv) keep a list of all committee volunteers in order that they may be acknowledged
- (v) co-ordinate any online order forms or email advertising of Guild events through the Philanthropy & Alumni Office

(vi) ensure any non-essential spending expenses are pre-approved by the Executive Committee and submit personal reimbursement no later than 1 month past event. Also, submit student billing to the Treasurer or TCS Treasurer Liaison within 2 weeks of event/canteen.

b) The Bear Boutique Manager shall:

- (i) co-ordinate and oversee the operation of the Bear Boutique including purchase and sale of items stocked;
- (ii) ensure that the Boutique is adequately staffed and stocked;
- (iii) report to the Executive Officers
- (iv) working with the Treasurer and Finance Department ensure the fiscal financial integrity of the fund BBTQ#224001
- (v) contract position to be renewed annually
- (vi) submit all receipts and invoices for payment to the TCS Treasurer Liaison for second signature who will then forward to the Finance office

c) The Bear Fair Committee shall:

- (i) co-ordinate and oversee the Bear Fair celebration held at Trinity College School in the fall of each year.
- (ii) liaison with the Treasurer to ensure appropriate financial reports are prepared
- (iii) ensure any student community service hours are acknowledged.

d) The Birthday Packages Committee shall:

- (i) assemble and distribute birthday/care packages as requested
- (ii) ensure the billing of packages through reporting to the Treasurer and TCS Treasurer Liaison

e) The Chapel Committee shall:

- (i) take a special interest in Chapel and liaise with the school chaplain
- (ii) co-ordinate the decorating of the Chapel for special occasions.
- (iii) co-ordinate the Poinsettia fundraiser and ensure appropriate billing through the Treasurer and TCS Treasurer Liaison

f) The Junior School Representative shall:

- (i) communicate between the Junior School/Head of the Junior School and the Guild; reporting to the Executive and membership all information which is pertinent to the needs and interests of the Junior School.

g) The Social Committee shall:

- (i) arrange for refreshments/snacks at all Guild meetings via the TCS Treasurer Liaison
- (ii) co-ordinate volunteers to serve at social functions where requested and held in connection with the life of the school (TIA)
- (iii) with the President, co-ordinate and arrange the Annual General Meeting and Volunteer Appreciation Breakfast (or lunch or dinner).

h) The Special Events Committee shall:

- (i) co-ordinate and oversee the Valentine's Day celebration held at Trinity College School along with Exam Packages
- (ii) ensure the billing of packages through reporting to the Treasurer and TCS Treasurer Liaison

i) The Canteen Committee shall:

- (i) co-ordinate and oversee the canteen at various events held at Trinity College School. (Purchasing and selling.)
- (ii) ensure the billing of purchases through reporting to the Treasurer and TCS Treasurer Liaison

j) The Marketing Committee shall:

- (i) coordinate and oversee all marketing for the Guild
- (ii) ensure all marketing is approved by TCS Liaison and Communications office

Article 8. Duties of Liaison Officers

The School Liaison Officer will attend meetings at his/her discretion and provide guidance and support regarding school wide issues. The TCS Treasurer Liaison works with the School and the Guild Executive Committee Chairs, having signing authority to ensure timely processing and payment of Guild expenditures. The TCS Treasurer Liaison will also provide treasury support between the Guild and the Finance department.

Article 9. Protocol for Requesting and Dispensing of Funds

- a) Timelines: The President and/or designate will work with the School who will liaise with all TCS Department Heads on an annual basis in the fall or spring, as deemed by the Executive, asking for a "Wish List". Mention will be made that the "wish list" must support the philosophy of the Guild to benefit students in various subject areas for the current school year (and beyond, in the case of capital expenditures). Department Heads are asked to prioritize their list and provide approximate dollar values to the items listed and are given the option to make a presentation in regards to their request at a subsequent Guild meeting. A timeline will be put in place for this "wish list" so that the Guild may

begin preliminary consideration of requests by a predetermined Guild meeting.

- b) The President and/or designate will present the preliminary Wish List for consideration to the Executive Committee at an executive meeting. The Treasurer will have an idea of Bear Fair profits while advising the Executive that all billings for Bear Fair may not yet have been submitted. The Executive will begin initial consideration of requests and ask for further clarification or cost refinement from the appropriate Department Heads as required. The Donation Log or approved Wish List will be reviewed for the last 5 years in order to:
 - i) Highlight any unique donations made by the Guild. To ensure that donation patterns among Departments submitting annual requests remains equitable
 - ii) Highlight a request from a Department that has not traditionally benefited from Guild dollars.
 - iii) Determine whether the Guild has any request to be made of the funding recipients. This may include a follow-up presentation, appropriate signage or other recognition of TCS Guild sponsorship.
- c) Once the Executive has reviewed all requests it will recommend those requests meeting the established criteria to the Guild membership at large to be voted on at the next general meeting. Once the funding requests have been reviewed and voted upon, the President and/or TCS Treasurer Liaison will email a response to the appropriate Department Head advising them of their funding request status. Recipients will be advised that the monies are to be spent in the current academic year and will not be carried over unless the nature of the expenditure does not facilitate such or due to a provincial state of emergency. In this case, the Treasurer must be notified and special arrangements made. The Treasurer will keep the Executive Committee informed of any such “carry over” dollars and advise the Finance office.
- d) A copy of the purchase order or a memo outlining specifics regarding supplier and purchasing arrangements will be forwarded by the funding recipient to the TCS Treasurer Liaison or Treasurer. When the invoice is received by the funding recipient it will be forwarded to the Treasurer Liaison or Treasurer of the Guild.
- e) The Guild will receive due recognition in whatever way is deemed appropriate by the Guild and the funding recipient. This could be in the form of commemorative plaques, verbal or program acknowledgment at funded events, etc.
- f) The “Donation Log” will be updated to reflect projects funded for the current academic year.

- g) A review of projects funded by the Guild will be presented by the President at the Annual General Meeting and from time to time on the TCS Parents' Guild webpage or through the Senior or Junior school newsletter as the Guild determines.
- h) It is recognized by the Guild membership that many worthwhile external charities are supported by individuals whose children attend TCS. As it is impossible to select from these numerous good works and as the Guild cannot respond to the many requests that the membership could bring, it has been determined that the Guild will not funnel any dollars towards external funding requests. The Guild will continue to support many worthwhile community causes indirectly by supporting TCS students who partake in these activities.

Article 10. Term of Office

- a) The term of office for an officer of the Executive shall be one year, with a second being optional.
- b) If there is no one to replace an officer of the Executive Committee at the end of the two year term, then they can remain in that position a further year as long as they are willing, until a new candidate is chosen, provided all other officers of the Executive agree.

BY-LAW V being a by-law pertaining to MEETINGS

Article 1. General & Executive

- a) All general and executive meetings shall be called by and presided over by the President.
- b) A simple majority vote by a show of hands shall prevail and if there is a tie the President or designated President of the meeting shall cast the deciding vote. A recorded vote shall be taken for all motions requesting funds as a donation to the school.
- c) The Executive Committee shall meet apart from the Annual General Meeting at least twice yearly.
- d) For a meeting of the Executive Committee a quorum consist of two-thirds of the members.
- e) For a general meeting, a quorum shall consist of two-thirds of the Executive members.

Article 2. Annual General Meeting

- a) The agenda for the Annual General Meeting shall be as follows:
 - (i) Call to Order
 - (ii) Establishment of Quorum
 - (iii) Guild Prayer
 - (iv) Minutes of the last Annual General Meeting
 - (v) Treasurer's Report
 - (vi) Presidents' Report
 - (vii) Report of the Nomination Committee
 - (viii) Election of Executive Officers if required
 - (ix) Adjournment

- b) The order of the meeting may be changed with agreement of the members present.

Article 3. Election of Executive Officers

- a) All active members in good standing shall be eligible to hold office.

- b) Should there be more than one nominee for one or more of Executive Officer positions, the position shall be elected by a Ballot vote of the members present at the Annual General Meeting.

- c) The Chair of the Nomination Committee shall present a final slate of candidates for the Executive Officers and Executive Committee at the Annual General Meeting.

BY-LAW VI being a by-law pertaining to the NOMINATING COMMITTEE

- a) The Nominating Committee shall be chaired by the Past President or designate and shall consist of the following members:
 - (i) President
 - (ii) Vice President
 - (iii) plus two (2) members from the membership at large; one (1) representing the Senior School and (1) representing the Junior School.

- b) The Nominating Committee shall be established by January each year and be discharged following the election of officers at the Annual General Meeting.

- c) The Nominating Committee shall poll the active membership for those willing to Chair a Standing Committee and present a final slate of candidates at the Annual General Meeting.

BY-LAW VII being a by-law pertaining to AMENDMENT OF BY-LAWS

Article 1. Amendment of By-Laws

- a) By-laws may be amended by a vote of two-third the votes cast at the Annual or any general special meeting, providing that any such amendment has been submitted in writing and delivered to the President at least ten (10) days prior to the meeting and to the members at least five (5) days prior to the meeting.

