

Richmond Rose School Council Operative Norms

1. Meetings are generally held at 7:00 p.m. in the Library once a month, with the exception of July and August.
2. Meetings generally last an hour and a half.
3. Conduct during meetings
 - a. Individual names of teachers, parents, or students will not be discussed
 - b. Respect the opinions of others
 - c. Allow people to finish speaking; don't interrupt
4. After 2 absences without prior notice, the member will be notified and replaced by a new member.

Regrets may be sent to the Council via e-mail at Richmond.rose.ps@sc.yrdsb.ca or by calling 905-737-4311 and leaving a message in the Council's voice mailbox. If you are calling during school hours, please ask the secretaries to direct you to the voice mailbox.

5. Meetings generally have an informal atmosphere. However, in times of uncertainty, Robert's Rules of Order will be followed.
6. With reference to email communication, courtesy dictates that the person to whom the email is addressed should acknowledge the receipt of the message. Prudent use of the carbon copy function is recommended if multiple responses to a message is not desired. The rules that apply to meetings will apply to email communications, and it is advised that the basic rules of email etiquette also be followed.

If there are three emails that are perceived to be conflicting on any topic, the Chair or the Principal or his /her designate can act as moderator to assist in resolving the perceived conflict. If the resulting resolution is unsatisfactory to any party, a meeting will be called to discuss the conflict. If at this meeting, quorum is not met then a subcommittee is formed at the meeting. The subcommittee will make a presentation of its recommendations at the next regular council meeting.

7. Council will strive to have parent representation for each grade, with a minimum of a representative for each Division.
8. Reimbursement of funds spent on behalf of Council
 - a. Fill out expense form and remit with receipts to the Treasurer (see Sample 1)
 - b. Expense form must be signed by the Committee Chair to be valid
9. Projects that include financial transactions require the submission of a financial statement to the Treasurer at the completion of the project (see Sample 2).

Sample 1: Expense Form

Richmond Rose School Council – Authorization and Expense Record			
Name:		Telephone:	
Date submitted:		Reimbursed with Cheque #:	
Expenditure Description (attach receipts)	Amount	Please circle appropriate committee making the expenditure	
		Education	Executive
		Fundraising	Garden
		Political Action	
		Other (Please specify):	
Total Amount of Expenditure:			
Authorized by (name & signature):			

Sample 2: Project Conclusion Financial Statement

**Richmond Rose School Council: Education Committee
Mud Pie Making Workshop for Students
(March 1, 2002, to March 10, 2002)**

Cash on hand (February 1, 2002)	\$0.00
Net funds raised	\$500.00

Activity	Number	Net Proceeds
Tuition (\$10/student)	50	<u>\$500.00</u>
Total		\$500.00

Project expenditures	\$45.00
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Item	Expenditure
Cleaning supplies	\$30.00
Refreshments	<u>\$15.00</u>
Total	\$45.00

Project balance	\$455.00
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Amount remitted to Treasurer	\$455.00
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Total Amount of Expenditure:			
Authorized by (name & signature):			