

# ASHBURY

COLLEGE



GUILD

***Operational Guidelines***  
*as ratified by the General Membership on October 10, 2017*  
&  
***Appendices***

**Ashbury College Guild Operational Guidelines**  
as ratified by the General Membership on October 10, 2017

**1. Interpretations**

- 1.1. In these Guidelines, words importing the singular number or the masculine gender shall include the plural number or the feminine gender as the case may be, and vice versa.

**2. Definitions**

- 2.1. “Act” means the Corporations Act, R.S.O.1990, chap.C.38 as from time to time amended and every statute that may be substituted therefore and, in the case of such substitution, any references in the By-laws of the Corporation (Ashbury College) to provisions of the Act shall be read as references to the substituted provisions therefore in the new statutes. The Act sets forth legal practices for incorporated non profit organizations, such as the Ashbury College Board of Governors. The Guild is not incorporated but uses the Act as guidelines for best governance practices.
- 2.2. “The Guild” means the Ashbury College Guild, founded in 1951.
- 2.3. “The College” or “School” means Ashbury College, founded in 1891 and now situated in Ottawa, Ontario.
- 2.4. “Ashbury Community” means past and present students, parents and guardians of the College, current faculty and staff, past and present members of the Board of Governors, and friends of the College.
- 2.5. “Appendix” means attached to, but not forming part of the body of the Operational Guidelines. As such, an appendix will not be subject to the same rules of amendment as those pertaining to the amendment of the Operational Guidelines included herein.

**3. Guild Principles and Activity**

**Vision:** Engagement of the broader Ashbury community in Guild sponsored activities for encouragement of sustained interest and promotion of parent involvement with the school.

**Mission:** To foster and maintain a sense of community and volunteerism within the Ashbury community and neighbourhood by creating an inviting environment that encourages fundraising and friend-raising through participation.

**Goal:** To support Ashbury students in the pursuit of their academic programs, athletic and artistic endeavours by raising funds for the funding priorities of Ashbury College

- 3.1. The Guild is guided by the mission statement and strategic plans of the College.
- 3.2. The Guild develops and promotes opportunities for parents/guardians to volunteer.
- 3.3. The Guild promotes communication and friendships among the Ashbury Community by organizing events that are community building and/or fund raising in nature.
- 3.4. The Guild shall undertake projects for the benefit of the students and the College only with the approval of the Head of School.

- 3.5. The Guild will not provide any official comment or written commentary without the approval of the Head of the school or their official delegate.
- 3.6. The Guild shall not interfere in any way with the administration or operation of the College.
- 3.7. All funds raised by the Guild, net of Guild operational expenses, are intended for the enhancement of the school, including supporting Ashbury's strategic funding priorities and financial assistance program. The Guild will vote on allocation of monies raised by the Guild to various school projects, initiatives or funding priorities as presented by the College administration leadership or representative and in respect to funding priority procedures specified in the Appendix.
- 3.8. No Guild funds shall be expended directly by the Guild for any external donations or for the reimbursement of any school related general expenses. Any requests for sponsorship, donation or reimbursement shall be directed to the Director of Advancement of the College or their designate.

#### **4. Membership**

- 4.1. All Members as defined below shall be eligible to vote at the Annual General Meeting or Special General Meetings of the Guild, and to hold office in the Guild:
  - 4.1.1. Members are those whose children or wards are currently students at the College. An exception may be provided for the person sitting as Past President.
  - 4.1.2. Honourary Members are those to whom honorary membership has been granted by the Executive and may include, but not be limited to:
    - 4.1.2.1. The Head of School and his or her spouse/partner.
- 4.2. All members wishing to receive communications from the Guild, including notice of Annual General Meetings and any Special General Meetings, shall provide a current email address to the College.
- 4.3. Guild members shall receive no remuneration for acting as such.
- 4.4. "Committee of the Whole" is defined as all elected members of the Guild.
- 4.5. "Member at Large" means any voting member of the Committee of the Whole who is not a member of the Executive Committee, as defined in Section 12.1.
- 4.6. Members of the Committee of the Whole are generally elected for a term of three years, with that term beginning on July 1 of each year. Sometimes a term may be shorter if that Committee member will no longer be a parent of the school.

#### **5. Meetings of the Members**

- 5.1. "Special General Meeting" means a meeting of the general membership of the Guild, in addition to the Annual General Meeting.
- 5.2. "Special Meeting of the Committee of the Whole" means a meeting of the Committee of the Whole in addition to the regular monthly meetings.
- 5.3. The Annual General Meeting of members in good standing will be held at the College on such date and time as the Executive may decide in consultation with the College administration within 120 days of the June 30th fiscal year end and normally in October of each year.
- 5.4. A Special General Meeting may be called by the President or by a majority vote of the Committee of the Whole, at such time and place as is deemed appropriate. Such meeting may

be called before the closing of the school to ratify the slate of officers and new members, which would then be ratified at the Annual General Meeting.

5.5. Notice of the time and place of the Annual General and Special General and Special Committee of the Whole Meetings will be given at least thirty (30) days before the date of the meeting. Service of the notice of the meeting shall be issued by email to those for whom current email addresses are on file with the School and by posting such notice on the weekly College communique to parents.

## **6. Error or Omission in Notice**

6.1. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the Committee of the Whole shall invalidate such meeting or make void any business proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had after that. For the purposes of sending notice to any member or officer for any meeting or otherwise, the address of any member or officer shall be the last address recorded with the School.

## **7. Adjournments**

7.1. Any meetings of the Committee of the Whole may be adjourned at any time, and business may be conducted, including any electronic format, at such adjourned meetings as might have been conducted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made without a quorum.

## **8. Committee of the Whole**

- 8.1. The affairs of the Guild shall be managed by the members of the Committee of the Whole.
- 8.2. The Committee of the Whole shall meet on a minimum of eight (8) occasions during the school year, including the Annual General Meeting, to conduct its business.
- 8.3. The Chair of the Committee of the Whole shall be the Guild President.
- 8.4. The Committee of the Whole shall include not less than fifteen (15) voting members, not more than twenty-three (23) voting members and up to five (5) non-voting members.
- 8.5. The Committee of the Whole may include, but shall not be limited to the following voting positions:
  - Past President of the Guild
  - President of the Guild
  - Vice President of the Guild
  - Treasurer of the Guild
  - Secretary of the Guild
  - Communications Chair
  - Ashbury Ball Committee Chair
  - Diplomatic Liaison
  - Members at Large (Maximum 15)
- 8.6. The Committee of the Whole shall also include the following positions which shall be ex-officio, non-voting:

- 8.6.1. The Director of Advancement, or their designate, who shall act as the primary liaison with the School.
  - 8.6.2. An Honourary member who may be the spouse or partner of the Head of School.
  - 8.6.3. A member from The Parents' Committee, the Ashbury Foundation and the Alumni Association may serve as a liaison to the Committee of the Whole in order to facilitate and enhance communication between the respective organizations. These members are selected by the Executive Committees of each respective organization. Serving as a liaison does not restrict the eligibility for that member to be elected to the Committee of the Whole, pursuant to Section 8.9.
- 8.7. All voting members of the Guild are expected to attend monthly meetings, assist with the Ashbury Ball and participate in at least one other committee. In the event any elected Guild member is absent during the school calendar year for 35% or more of the regular meetings of the Guild, or misses three consecutive meetings, the Executive Committee may call for such member's resignation.
  - 8.8. Members of the Committee of the Whole may, by a majority vote, remove any Guild member with sufficient cause before their term expires.
  - 8.9. The Executive Committee's Past President, President and Vice-President shall review the named positions on the Committee of the Whole annually and shall recommend any changes to the Committee of the Whole for a vote.
  - 8.10. No voting member of the Guild shall concurrently serve on the Board of Governors, the Ashbury College Foundation Board, the Parent's Committee Board, nor the Alumni Association Board without the expressed written approval of the Head of School.
  - 8.11. A Guild Member of the Committee of the Whole may resign at any time, by notice in writing to the President.

## **9. Nomination Process**

- 9.1. A Nominating Committee shall be constituted, at least 60 days prior to the Annual General Meeting and normally in January to:
  - 9.1.1. Organize the recruitment and election of new members to the Committee of the Whole;
  - 9.1.2. Co-ordinate the recruitment of nominees to Executive positions; and
  - 9.1.3. Co-ordinate the appointment of committee chairs as required and create a timeline for this purpose.
- 9.2. The nominating committee shall consist of at least three (3) and no more than five (5) members of the Committee of the Whole, including the current President of the Guild.
  - 9.2.1. The Chairperson of the Nominating Committee shall normally be the current President of the Guild or designate.
  - 9.2.2. The remaining members of the committee shall be selected by the Chairperson of the Nominating Committee, ensuring that the process is free of any conflict of interest. Members of the Nominating Committee that have submitted their own names for consideration for the Executive slate will need to recuse themselves from the meeting discussion of that item.
  - 9.2.3. After the Executive slate has been decided upon, the incoming President shall sit on the

Nominating Committee as a non-voting member.

- 9.3. A request for nominations to the Committee of the Whole shall go out to all members of the Guild.
  - 9.3.1. The member nominated as the Diplomatic Community Liaison shall be a current parent with diplomatic status recruited from the diplomatic community.
  - 9.3.2. It is desirable, but not essential, that nominees have specific skills and experience, which may be an asset to the Executive Committee and/or have previously been involved in volunteer activities.
  - 9.3.3. Wherever possible in recruiting new members, the Nominations Committee will attempt to engage individuals who bring diversity to the Guild that is representative of the school population including, but not limited to, representation from Junior and Senior schools, geography representative of the school population and gender.
  - 9.3.4. The Nominating Committee shall invite all members in good standing to submit their own names or the names of interested members to the Chair of the Nominating Committee.
- 9.4. The Nominating Committee will consider all potential candidates for the Committee of the Whole and nominate a proposed slate of executives and members for election at the Annual General Meeting.
  - 9.4.1.1. Members of the slate must have express approval of the Head of School prior to the presentation of the slate to the Executive Committee and to the Committee of the Whole.
  - 9.4.1.2. Should there be more than one member who is qualified and has expressed interest in a specific Executive Committee position, and the Nominating Committee is unable to recommend a single candidate due to a tie, a secret ballot vote shall be conducted by the Nominating Chair (or designate) with the members of the Committee of the Whole to select the person to be named on the proposed slate.
  - 9.4.1.3. The proposed slate of the Executive Committee and new members to the Committee of the Whole shall be presented to the Committee of the Whole at the next meeting, prior to circulation of the slate to all members.
  - 9.4.1.4. The proposed slate shall be posted the Guild's link of the College web site in accordance within thirty (30) days of the Annual General Meeting.
- 9.5. A motion to ratify the slate, as elected by the Committee of the Whole, will be tabled at the Annual General Meeting, normally held in October. The slate will be voted on in its entirety and no nominations will be taken from the floor. Upon approval of the motion, all executives and members at large shall be confirmed in their positions.
- 9.6. The term of office for each elected position shall be one (1) year from one Annual General Meeting to the next. Members may be nominated for one additional year in the same position at the discretion of the Nominating Committee.
- 9.7. At the discretion of the Nominating Committee, an Executive member or Member at Large otherwise scheduled to retire, may be appointed to an additional term of 1 year, provided that the total consecutive term shall not exceed five (5) years. An exception may be made for a six-year term for the Past President.
- 9.8. Members may submit their names for re-nomination to the Committee of the Whole after a minimum absence of one (1) year from the Committee of the Whole.

- 9.9. When a position on the Committee of the Whole or on the Executive Committee becomes vacant during the year, the Nominating Committee may appoint a member to fill the vacancy until the next Annual General Meeting. Those that fill vacancies immediately serve as a voting member of the Committee of the Whole, but their term begins at the next Annual General Meeting when they are ratified on the slate.

## **10. Other Committees and Chair of the Committees**

- 10.1. The President may designate other committees to assist with the operation of the Guild.
- 10.2. Committee membership shall not be limited to members of the Committee of the Whole but rather shall be open to all members of the Guild who express interest, who can bring value to the committee and as determined by the Chair of the Committee in consultation with the President.
- 10.3. Persons appointed to Committee Chair Positions shall serve for a term of one year and shall be eligible for reappointment subject to Section 9.
- 10.4. The Chair of each Committee shall be appointed by the Executive Committee.

## **11. Quorum, Meetings and Voting, Guild**

- 11.1. Guild meetings may be called by the President or by the Secretary on the direction of the President. Notice of such meetings shall be delivered electronically to each Committee of the Whole member not less than five (5) days before the meeting is to take place.
- 11.2. The quorum for the transaction of business at the Annual General Meeting or any Special General Meeting shall be 12 members.
- 11.3. The quorum for the transaction of business at any meeting of the Committee of the Whole or the Executive Committee shall be 50% of the number of elected Guild member then in place, rounded to the next highest whole number.
- 11.4. The President of the Guild shall act as Chair of all meetings. If the President is absent, the Vice-President, or designate, may serve as the Chair of the meeting.
- 11.5. The Committee of the Whole may designate a day or days in any month or month for regular meetings and of such regular meetings no notice needs to be sent. A Committee of the Whole meeting may also be held immediately following the Annual General Meeting of the Guild.
- 11.6. A Special Meeting of the Committee of the Whole may be called by the President or by a two-thirds majority vote of the members of the Committee of the Whole.
- 11.7. Every motion shall be decided in the first instance by a show of hands unless a poll be demanded by any member. Upon a show of hands, every member having voting rights shall have one vote. Unless a poll is demanded, a declaration by the President that a resolution has been carried or not carried and any entry to that effect in the minutes shall be admissible as evidence of the vote.
- 11.8. The Chair/President shall not have the authority to cast a second deciding vote on any matter.
- 11.9. Voting at all meetings of Members shall be in person. Electronic presence is possible as determined by the President and availability by the School. No proxy vote will be allowed.
- 11.10. Motions put forward at all meetings must pass by a simple majority vote of the members present.

- 11.11. In the event of a tie vote, the issue shall go back to the Committee presenting it for re-evaluation and presentation at the next meeting of the Committee of the Whole, or by ballot of any electronic format, as agreed to by the Committee of the Whole.

## **12. Executive Committee**

- 12.1. There shall be a President and Past President. There may also be a Vice-President, a Secretary, a Treasurer, a Communications Chair, the Chair of the Ashbury Ball and such other officers as the Committee of the Whole may determine by the Operational Guidelines from time to time.
- 12.2. One person may hold more than one office except the offices of Past President, President and Vice-President.
- 12.3. The Officers' slate shall be elected by the Committee of the Whole and then ratified at the Annual General Meeting after the ratification of the slate of serving members of the Committee of the Whole. In default of such election the then incumbents, being members of the Guild, shall hold office until their successors are elected.
- 12.4. The Term of office for each Executive Committee position shall be one year.
- 12.5. The Chair of the Ashbury Ball, in consultation with the President, may appoint a co-chair of the Ashbury Ball as per the terms of Section 9. The co-chair, if appointed, shall be entitled to vote on the Ashbury Ball Committee. A co-chair may also serve as a voting Member at Large if elected to the Committee of the Whole. Only one co-chair will serve on the Executive Committee.
- 12.6. The Director of Advancement, or designate, also serves as an ex-officio non voting member of the Executive Committee.

## **13. Duties of the President**

- 13.1. The President shall, when present, preside at the Annual General Meeting and at all regular and special Guild meetings.
- 13.2. The President (or designated executive member by same) is also a member of all standing committees of the Guild.
- 13.3. The President is also an ex-officio member of the Board of Governors (as determined by the Board of Governors) and a member of the Ashbury Community Engagement Committee. The President must provide the monthly status report to the Board of Governors prior to each Board meeting. The President also reports back to the Committee of Whole all the relevant non-confidential information flowing from the Board of Governors and the Community Engagement Committee.
- 13.4. As needed, the President may assign additional responsibilities to Executive or committee chairs as programming and project needs change and arise.

## **14. Duties of the Past President**

- 14.1. The Past President is a position that is appointed to the President of the previous year.
- 14.2. The Past President serves in an advisory capacity to the incoming President and Executive Committee.

## **15. Duties of the Vice President**

- 15.1. The Vice-President exercises all functions of the President in the President's absence or upon request. If the President is unable to complete the assigned term of office, the Nominating Committee will determine which of the Vice-President or Officers will advance to the office of President.
- 15.2. The Vice-President, or designate, will represent the Ashbury College Guild at the Inter-Guild meetings typically held in Toronto.

## **16. Duties of the Treasurer**

- 16.1. The School's Finance office holds primary responsibility for the financial management of the Guild and prepares all financial statements.
- 16.2. The Treasurer acts as a liaison between the Guild and the School's Finance office, ensuring that the school's relevant financial needs and reports are communicated to the Guild.
- 16.3. The Treasurer is responsible for ensuring a budget is prepared for each Guild event and for reporting the financial affairs of the Guild, including spending and revenues against budget, at each of the Guild meetings and at the Annual General Meeting.
- 16.4. The Treasurer presents the financial report at all Guild meetings, reviews the monthly reports pertaining to Guild activities provided by the School and presents the annual year-end statement at the Annual General Meeting.
- 16.5. In accordance with School financial policies, the Treasurer will oversee all procedures for Guild expense approval and as outlined in Section 23.

## **17. Duties of the Secretary**

- 17.1. The Secretary shall attend all meetings of the Guild and record all facts and minutes of all proceedings in the books kept for that purpose. If the Secretary is unable to attend a meeting, a designate may be appointed by the President to fulfill the duties for such meeting.
- 17.2. The Secretary records and distributes the Minutes of all Guild and the Annual General Meetings and distributes the previous meeting minutes a minimum of five business days in advance of the subsequent meeting.
- 17.3. The Secretary shall give all notices required to be given to members and to the Committee of the Whole, and shall be responsible that the custodian of all books, papers, records, correspondence, contracts and other documents is given to the School's Advancement Department in accordance with the School's document retention policy.

## **18. Duties of the Chair of the Ashbury Ball**

- 18.1. The Chair of the Ashbury Ball determines the date of the Ball and its theme in consultation with the Executive Committee and the Head of School.
- 18.2. The Chair, with the Advancement Director, the College's CFO and the Guild Treasurer, establishes the budget for the Ball and presents the budget to the Committee of the Whole for information purposes.

- 18.3. The Chair establishes the Ashbury Ball Committee that is responsible for the operational decisions and selection of suppliers in line with the budget as ratified, as outlined in Section 23.
- 18.4. The Chair of the Ashbury Ball and the Treasurer shall provide financial reports for the Ashbury Ball to the Committee of the Whole at each regular meeting, as applicable.

## **19. Duties of the Communications Chair**

- 19.1. The School's Communication office holds primary responsibility for the marketing and communications of Guild events and programs.
- 19.2. The Communications Chair acts as liaison between the Guild and the School's Advancement and Communication offices, ensuring that Guild events, mission and programs are well publicized to the Ashbury community and neighborhood. This includes all areas of marketing, public relations and communications.
- 19.3. The Communications Chair aims to work in all areas of print, electronic and personal appearances so that consistent messaging is being relayed on all relevant Guild Activities.

## **20. Expectations of the Director of Advancement**

- 20.1. The Director of Advancement, or their designate, acts as the primary liaison between the Guild and the College in, amongst other things:
  - 20.1.1. Providing guidance on College policies and procedures as they apply to the guild-sponsored activities.
  - 20.1.2. Serving as an ex-officio non-voting member on the Executive Committee or Committee of the Whole. A designate of the Advancement Office may also serve in this capacity.
  - 20.1.3. Providing guidance on various College funding priorities, projects or initiatives where funding is requested through Guild-sponsored activities.

## **21. Establishment of Ad Hoc Committees**

- 21.1. Ad Hoc Committees may be established at the will of the President or as projects arise from organization business.
- 21.2. Formation of any Ad Hoc Committee will be communicated to the Executive and the Committee of the Whole, and any member may express an interest in participating.
- 21.3. Membership to Ad Hoc Committees will be made available to general Ashbury parents with special interest or relevant knowledge. The Committee may also choose to consult with non-Guild members with relevant expertise, subject to Section 4.3.

## **22. Conflict of Interest**

- 22.1. Any member of the Committee of the Whole who is in any way directly or indirectly interested in a contract or proposed contract or other matters with Ashbury College shall make the disclosure as required by Sections 2.1 and detailed in Section 22 and in the Appendix.
- 22.2. It is recognized, however, that Guild members come from a variety of backgrounds and have perspectives and/or business activities that may be beneficial to the Guild and/or the

College. Provided that any and all conflicts are declared, and that the conflicted Guild member does not vote on the subject in conflict, and that the College procurement procedures are closely followed, then any business in which the conflicted Guild member may have an interest shall not be precluded from the procurement process.

- 22.3. All members of the Committee of the Whole, voting and non-voting, are required to sign relevant Code of Conduct and Conflict of Interest documents (subject to the Appendix) prior to attending any Committee of the Whole or Executive meetings, as well as conducting business on behalf of the Committee of the Whole.

### **23. Expense Approval**

- 23.1. All Guild expenses are to be duly approved and promptly submitted to the College's finance department for payment and accounting purposes.
- 23.2. All expenses, excluding expenses related to the Ashbury Ball, require the written approval and/or signature of two of the following members – President, Vice President and/or Treasurer.
- 23.3. All expenses related to the Ashbury Ball expenses require the written approval and/or signature of the Ashbury Ball Chair (or one of co-chairs) and two of the following members, President, Vice- President and/or Treasurer.
- 23.4. The Guild Executive Committee shall ensure that a minimum of two, ideally three, quotes shall be obtained for any goods or services from a supplier that have a cumulative spend of over \$5,000.00. Contracts will be awarded based on best value as determined by the Guild and approved by the School.

### **24. Amendments to the Operational Guidelines**

- 24.1. Any proposed amendment of the Operational Guidelines must first be approved by a two thirds (2/3) vote of the Committee of the Whole.
- 24.2. Once approved by the Committee of the Whole, proposed amendments to the Operational Guidelines must be voted upon and ratified at the Annual General Meeting of the Guild. Any motion to amend must be passed by a simple majority vote of the members present, no proxy vote allowed provided that notice of the proposed amendment has been communicated to the members in accordance with Section 5.5.
- 24.3. Appendices to the Operational Guidelines may be amended from time to time at the discretion of the Executive Committee and voted on by a majority of the Committee of the Whole.

### **25. Indemnities**

- 25.1. As provided in the College By-Laws, the College carries applicable insurance covering volunteers carrying out their duties or responsibilities on behalf of the Corporation, being indemnified and saved harmless out of the funds of the Corporation, from or against:
- (a) all costs, charges, and expenses whatsoever which such Governor, officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or

- thing whatsoever, made done or permitted by him in or about the execution of the duties of his office or in respect of any such liability; and
- (b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default;
- 25.2. Nothing in the School's By-laws shall limit the right of any person entitled to indemnity to claim indemnity apart from the extent permitted by the Act and law.

## **26. Dissolution of the Guild**

- 26.1. In the event the Guild ceases to operate, by not holding an AGM for a period of twenty-four (24) consecutive months, the Ashbury College General Fund shall receive any funds in the account of the Guild. These funds shall be disbursed in accordance with the Mission and Goal of the Guild.

## **27. Amendments**

- 27.1. The Operational Guidelines dated October 12, 2014 are hereby repealed and replaced with these Operational Guidelines upon confirmation by members and passage by the Board of Governors.

PASSED BY THE EXECUTIVE COMMITTEE OF THE ASHBURY GUILD THIS \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2017

PASSED BY THE COMMITTEE OF THE WHOLE OF THE ASHBURY GUILD THIS \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2017

CONFIRMED BY THE MEMBERS OF THE ASHBURY GUILD THIS \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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## **CODE OF ETHICS FOR MEMBERS OF THE GUILD COMMITTEE OF THE WHOLE**

### **1. PURPOSE**

The purpose of this Code of Ethics (the "Code") is to establish the minimum standards of conduct expected and required of members of the Guild Committee of the Whole at Ashbury College. These standards are not intended to be exhaustive, and are in addition to any statutory or common law duties and obligations applicable to volunteer committees.

### **2. APPLICATIONS**

This Code applies to all members of the Guild Committee of the Whole and the incoming Chair(s) of the Ball.

### **3. PRINCIPLES**

Ashbury College is committed to providing educational services that exceed the Ministry of Education requirements and to maintaining relationships with ministry officials, members of the School community (parents, students, alumni, donors), the public, and its employees, in an environment which:

- is courteous, professional, equitable, and efficient;
- promotes a safe and healthy workplace;
- operates in an environmentally responsible manner that complies with all applicable environmental legislation, and,
- is free from favouritism, conflict of interest, fear, coercion, discrimination, or harassment.

### **4. DUTIES**

The following duties apply to members of the Guild Committee of the Whole and are in addition to other laws governing the duties of volunteer committees.

**Duty of Loyalty:** Members of the Guild Committee of the Whole must act honestly, in good faith, and in the best interests of Ashbury College. In placing the interest of Ashbury College ahead of their own personal or business interests, members of the Guild Committee of the Whole must:

- be honest in their dealings within the School;
- maintain the confidentiality of information received by them in their official capacities with the School; and,
- avoid situations where they could profit at the expense of the School, appropriate a business opportunity of the School, or otherwise put themselves in a position of conflict between their own private interests and the best interests of the School.

**Duty of Care:** Every member of the Guild Committee of the Whole owes a duty of care to Ashbury College and must exercise the degree of skill and diligence reasonably expected from an ordinary person of his or her knowledge and experience.

**Duty to Disclose:** Members of the Guild Committee of the Whole have a duty to disclose to the President of the Guild, Head of School and Director of Advancement, any conflict of interest, relationship, benefit, opportunity, activity, or transaction that could lead to or result in a real or apparent conflict of interest. This includes the duty to disclose private interests in properties or transactions in which the School is involved, or proposes to be involved.

#### **Other Duties:**

Members of the Guild Committee of the Whole have a duty to ensure that the appropriate systems are in place to provide the information needed to the Head of School and Director of Advancement to enable them to make informed decisions.

Federal and Provincial legislation extends liability to volunteers for various acts and omissions (e.g. environmental) and members of the Guild Committee of the Whole should satisfy themselves that appropriate safeguards are in place to ensure compliance.

All members of Ashbury College, including Members of the Guild Committee of the Whole, and volunteers have the right to work in an environment free from harassment or discrimination prohibited by human rights legislation in Ontario. To this end, all persons subject to the Code of Ethics for Ashbury College will not engage in any form of harassment or discrimination contrary to human rights legislation in Ontario.

### **5. ATTENDANCE**

All voting members of the Guild Committee of the Whole are expected to attend monthly meetings, assist with the Ashbury Ball and participate in at least one other committee. In the event any elected Guild member is absent for 35% or more the regular meetings of the Guild in a calendar school year, the Executive Committee may call for such member's resignation.

### **6. CONFIDENTIALITY**

By virtue of sitting on the Guild Committee of the Whole, members will receive or have access to documents, information about the School, its employees, students and their families and the private opinions of other members of the Guild Committee of the Whole, Board of Governors, Faculty and Staff on a variety of school-related topics (collectively, "Confidential Information").

All such Confidential Information is intended to be kept confidential and without limitation, in the following manner:

- in the case of the Guild Committee of the Whole or Committee meetings, wholly within the confines of the Guild Committee of the Whole or Committee members only;

In order to protect and keep such information confidential, members of the Guild Committee of the Whole agree not to discuss, copy, distribute or convey any Confidential Information to any other person not entitled to receive such Confidential Information, including member's spouse, family members, friends, acquaintances, business associates or other members of the School community.

Only the Board of Governors can authorize the release for public consumption of any Confidential Information. When in doubt, contact the Board of Governors Chair or Committee Chair.

## **7. CONFLICT OF INTEREST**

Definitions: A conflict of interest may be real or apparent.

Members of the Guild Committee of the Whole must perform their responsibilities in a manner that avoids real or apparent conflicts of interest between their private interests and the interests of the School.

A real conflict of interest occurs when a member of the Guild Committee of the Whole exercises an official power or performs an official duty or function where there is an opportunity to further his or her private interest.

An apparent conflict of interest occurs when a reasonably well-informed person could have a perception that a member of the Guild Committee of the Whole ability to exercise an official power or perform an official duty or function was or will be affected by his or her private interest.

As current parents, members of the Guild Committee of the Whole should be particularly careful about the potential for real or perceived conflicts of interest when dealing with Faculty and Staff on issues not related to their Guild work.

A member of the Guild Committee of the Whole must not use his/her position on the Guild to influence the Head of School or any Faculty or Staff on the school's admission process, discipline process, grading of assignments and examinations or the relationship between a student and faculty. A member of the Guild Committee of the Whole must not ask a Board of Governor to attempt to influence the Head of School or Leadership Team in its management of the school's operations.

## **8. DISCLOSURE**

In order to promote transparency, a member of the Guild Committee of the Whole must disclose any other active Board memberships held.

## **9. CODE OF CONDUCT**

Members of the Guild Committee of the Whole must comply with the Code of Ethics, Duties and Conduct of Ashbury College as it may exist from time to time and that material breach of the Code of Ethics by a member may involve the progressive discipline procedure or removal from the Guild Committee of the Whole or Committee.

## **10. ALLEGATIONS OF WRONGDOING**

In addition to the duty to disclose provided under paragraph 4 above:

- every member of the Guild Committee of the Whole has a duty to report any activity which he or she believes represents a real or apparent conflict of interest or a breach of this Code; and,
- the Head of School and every member of the Guild Committee of the Whole has a duty to report to the Chair of the Board of Governors and every Faculty and Staff person has a duty to report to the Head of School, any known or suspected activity which he or she believes:
  - a) contravenes the law or a regulation applicable to the school;
  - b) represents a real or apparent conflict of interest or a breach of this Code;
  - c) represents a misuse of the School's funds or assets; or,
  - d) represents a danger to health, safety, or the environment.

Just as members of the Guild Committee of the Whole will be held responsible for their own actions, members can also be held responsible for the actions of others if they knew that others were in violation. *If something doesn't look right, say something.*

These reports will be treated to the extent possible as confidential unless disclosure is required by law. Neither members of the Guild Committee of the Whole or Committees, nor Faculty and Staff, shall be subject to discipline or reprisals for bringing forward, in good faith, allegations of wrongdoing.

## **11. ACCEPTANCE OF GIFTS POLICY**

While it is normal and acceptable for parents and students to recognize the contributions made by Faculty and Staff by giving such a person a gift, the nature, value, and frequency of gifts can result in actual or perceived undue influence or favouritism. Inappropriate gifts can thereby create a conflict of interest for the recipient and endanger the integrity of the School's reputation. Members of the Guild Committee of the Whole shall not accept for personal use or benefit, a gift, favour or service from any individual, organization, or corporation doing business with Ashbury College or from a student or a person whose child or relative is a student or prospective student (whether they have submitted a formal application to Ashbury College or not), other than:

- a) the normal exchange of gifts between friends;
- b) tokens exchanged as part of protocol; or
- c) other nominal gifts of a reasonable value

Under no circumstances will a member of the Guild Committee of the Whole accept any gift of cash. All gifts received having a cumulative value in any academic year greater than \$300.00 must be declared as follows:

- a) Members of the Committee of the Whole, other than the President, will disclose to the President;
- b) the President will disclose to the Head of School and the Director of Advancement;

The party receiving such reports will consider whether acceptance of the gifts could result in undue influence over the recipient and advise accordingly.

## **12. ACCEPTANCE OF DONATIONS POLICY**

Maintaining the integrity of the School's admissions system is critical to the reputation of Ashbury College. The acceptance of donations, or even the promise of donations, prior to completion of the Admissions process undermines that integrity and our reputation. As such, no member of the Guild Committee of the Whole will seek or accept on behalf of the School or the Ashbury College Foundation, any donation or gifts of any kind from anyone that is, could or could be seen to be an interested party in the admissions process of any applicant or prospective applicant.

Members of the Advancement Office will not, to the best of their ability, solicit donations from, anyone that is, could or could be seen to be an interested party in the admissions process of any applicant or prospective applicant until after such application has been fully processed and a determination made.

Members of the Admissions Office should indicate in their meetings with prospective parents that the School expects families to support the School with time, talent and treasure and that should their child be accepted, the Advancement Office will contact them to further outline expectations as it relates to financial support, but only after acceptance. Wherever possible, prospective parents should be informed of these policies regarding the Admissions process and donations.

## **13. ALCOHOL POLICY**

Ashbury College expects members of the Guild Committee of the Whole to behave in an appropriate manner and to perform their duties responsibly at all times. Except as provided for in this policy, the use of alcohol or drugs (other than medically prescribed) will not be allowed on Ashbury College premises. Consumption of alcohol may be permitted at social functions where approved by the Head of School prior to such function.



**GUILD COMMITTEE OF THE WHOLE  
CODE OF ETHICS**

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**Certificate of Understanding and Compliance**

I certify that I have read and understand the attached Code of Ethics (“the Code”) for Members of the Guild Committee of the Whole of Ashbury College.

As a member of the Guild Committee of the Whole:

- I certify that I have made all the disclosures in writing required under the Code as at the date of this certificate; and,
- I agree to conduct myself in accordance with the Code.
- I have disclosed, on Appendix A, any active Board memberships I currently hold.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date Signed

Date filed with the Secretary of the Guild Committee of the Whole: \_\_\_\_\_

**APPENDIX A**

**Ashbury College Guild Committee of the Whole  
Disclosure of Active Board Memberships Held**

Name: \_\_\_\_\_

**Board**

**Position**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **CONFLICT OF INTEREST POLICY FOR MEMBERS OF THE GUILD OF ASHBURY COLLEGE**

Board Members are elected to serve as Term Governors, appointed as Life Governors or, serve as representatives of constituent groups. To avoid any conflict of interest or perceived conflict of interest Board Members are advised of the following policy:

A Member who finds himself/herself in any position of a conflict of interest on any matter shall so declare, as soon as possible, and shall refrain from influencing or voting on any issue in question.

The following are examples that provide further guidance with respect to the policy regarding conflict of interest.

### **( i) Academic Matters**

A Member shall not attempt in any way to influence the academic content of the school program to favour or influence a Member's own children, or children of family members, or close circle of friends.

### **( ii) Disciplinary Matters**

A Member shall not attempt to influence the School's disciplinary processes with respect to students, including the Member's own children, children of family members, or individuals in the Member's close circle of friends.

### **(iii) Admissions**

A Member shall not attempt to influence the admission of a student, including the Member's own child, or the child of a family member, or individuals in the Member's close circle of friends.

### **(iv) Business Matters**

Members shall serve without remuneration and, with the exception of a formal contractual arrangement for the provision of goods and services which is open to examination by the Board, no Member shall receive directly or indirectly any payment (for example: professional fees, salary, payment for goods or services received by the School), by virtue of his/her position on the Board.

Note: This policy does not limit the ability of Board members to exercise their rights and responsibilities as a parent.



## Ashbury College

### Volunteer Non-Disclosure Agreement

It is understood that upon the commencement of my voluntary duties, Ashbury College may make available to me confidential information of the school that will enable me to perform my volunteer duties. In exchange, I agree to use such confidential information solely for the school's benefit and only in the manner intended and pre-approved by the school.

I agree at all times during the term of my voluntary duties, and at all times thereafter, to hold in strictest confidence, and not to use or to disclose to any person, firm or corporation any confidential information of the school except in the manner intended and pre-approved by the school.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ASHBURY GUILD APPENDIX 4  
To OPERATIONAL GUIDELINES  
2017 COMMITTEE OF THE WHOLE & EXECUTIVE COMMITTEE**

To be approved on October 9, 2018

**GUILD EXECUTIVE MEMBERS**

Karen Haebe	President
Micheline Saikaley	Vice President
Sophie Dagenais	Treasurer
Tracy Rait-Parkes	Secretary
Mashooda Syed	Ball Chair
Jill Dickinson	Past President
Adriana Johnston	Ashbury College Liaison (Ex-officio)

**GUILD MEMBERS**

Afrodity Aliferis	
Charlie Hedin	Diplomatic Liaison
Catherine Makris	
Tara Leigh Mierins	
Wanda Brascoupe Peters	
Anna Rumin	Honorary President (Ex-officio)
Andy Thompson	
Amy Tomlinson	
Stephanie Appotive	
Dona Gazale	
Chantal Gingras	
Janet Goodall	
Charlotte Mee	
Anne Schweighauser	
Nimroz Thawer	
Vanessa Von Finckenstein	

**ASHBURY GUILD APPENDIX 5  
To OPERATIONAL GUIDELINES  
2018 GUILD MEETINGS & CALENDAR OF ACTIVITIES**

**Approved on September 11, 2018\***

**COMMITTEE OF THE WHOLE (Full Guild Meetings) 6:45 p.m.**

September 11	Tuesday	
October 9	Tuesday	Annual General Meeting
November 6	Tuesday	
December 4	Tuesday	Holiday Dinner
January 15	Tuesday	
February 12	Tuesday	Bring a Friend
April 9	Tuesday	
May 7	Tuesday	
May 27	Monday	End of Year Dinner

**EXECUTIVE COMMITTEE 8:15 a.m.**

September 6	Thursday
October 4	Thursday
November 1	Thursday
December 6	Thursday
January 10	Thursday
February 7	Thursday
April 4	Thursday
May 2	Thursday

**OPEN ASHBURY GUILD ACTIVITIES**

September 4	Tuesday	Used Uniform Sale
September 22	Saturday	Homecoming Back to School BBQ
October 2	Tuesday	Used Uniform Open
October 9	Tuesday	Annual General Meeting
October TBD		Coffee in the Circle
November 6	Tuesday	Used Uniform Open
November 17	Saturday	Ashbury Ball "Taj Gala"
December 4	Tuesday	Used Uniform Open
January 8	Tuesday	Used Uniform Open
February 5	Tuesday	Used Uniform Open
February 12	Tuesday	Bring a Friend Guild Meeting
March 5	Tuesday	Used Uniform Open
April 2	Tuesday	Used Uniform Open
April TBD	Saturday	International Potluck & Art Show
May 7	Tuesday	Used Uniform Open
May 11	Saturday	SpringFest & Colour Run
June 19	Wednesday	End of Year Used Uniform Sale

\* All dates subject to change

**ASHBURY GUILD APPENDIX 6  
TO OPERATIONAL GUIDELINES  
2018 STANDING COMMITTEES**

**To be approved on October 09, 2018**

All Guild members are expected to serve on the Ball Committee, as well as at least one other committee during the year. Many of the committees work at different times of the year thus enabling members to serve on multiple committees. There are one or more Guild members on each Committee, and parents from the Ashbury community are invited to serve on committees, which are not internal to the Guild. Committee Chairs shall submit a written report prior to the Executive Committee meetings for inclusion of the agendas of the Committee of the Whole meetings. All standing Committees will work with the Ashbury College liaison to ensure that the Guild is working in alignment with the school. The President of the Guild may appoint Ad Hoc Committees at will as projects arise from organization business.

ASHBURY BALL: The Ashbury Ball is the largest fundraising friend-raising event of the year for the entire Ashbury community. Chaired by the Ball Chair(s), committee and subcommittee meetings support all areas of donations, sponsorships, decor, event logistics, silent/live auction items, communications, ticket sales, and theme support.

USED UNIFORM: The second largest fundraising Guild program is the UU Store at Ashbury College and is maintained and run by the Guild and a dedicated group of committee volunteers. Gently used uniforms are available for sale to parents and students on the first Tuesday of each month, as well as Student Orientation Day in September, a January sale and the big End of the Year Sale in June. In addition to manning the sales, volunteers sort and prepare donations, assist students with Photo Day, and develop programs to re-purpose outdated uniform items for other charities.

A CLUB: Supporting the Ashbury athletics department and other School programs and activities, A Club volunteers work with faculty and parent liaisons to assist in bringing canteen activities to promote spirits in various events, as well as Springfest and Homecoming (see below).

NOMINATIONS: Responsible for the recruitment and election of new members to the Committee of the Whole and to the Executive Committee, this internal committee consists of 3-5 members (including the Chair of the Committee as designated in the Operational Guidelines). While the majority of work occurs in the Spring developing the slate, the Nominating Committee is asked to convene throughout the year as needed to address election needs.

GOVERNANCE: This internal committee is responsible for assisting the school in bringing best governing practices to the Ashbury Guild. Volunteer work includes ensuring operational guidelines are in current practice, as well as updating guidelines and appendices, as needed and/or requested by the Ashbury Board of Governors or by the Ashbury leadership staff team.

HOMECOMING: This fall event organized by the School welcomes students, faculty and alumni to the Ashbury campus for an all-day event with various sporting events, kid's zone, a welcome BBQ and

hospitality tent. Volunteers help with ticket sales/receipts, kids zone, Ball registration table, A Club concessions, and more.

SPRINGFEST: Mirroring Homecoming and in collaboration with the School, this spring event welcomes students, faculty and alumni to the Ashbury campus for an all-day event with various sporting events, kid's zone, a welcome BBQ and hospitality tent. Volunteers help with the Color Run, ticket sales/receipts, kid's zone, plant sale, A Club concessions, and more.

INTERNATIONAL DINNER: This free community pot-luck dinner celebrates our international Ashbury community with families bringing dishes from various countries around the world. Working with the Guild's Diplomatic Liaison (see below), the committee organizes food contributions, décor, entertainment, communications and more. For the past several years, it has been successfully held on the same night with the Senior School Art Show.

ART SHOW: Working with the faculty of the Ashbury Art department, this event showcases the vibrant talent of Ashbury artists in all areas of mediums. Volunteers assist with communications and donations of dessert and beverage items to serve as a pop-up café during the Art Show.

COMMUNICATIONS: This **new** Committee would act as an interface between the Ashbury College liaison (and other school departments) and the Guild in all areas of communications (electronic, print, digital and public attendance) with events/programs, organizational marketing, volunteer recruitment and coordination, nominations, and other business needs.

GUILD CENTRAL: This **new** committee will help organize Guild items in our brand new dedicated space, including creating and keeping an organized space, sign out procedures for inventory control, and working with the various committees, including the Ball, to support Guild activities.

COFFEE IN THE CIRCLE: This **new** committee will organize friend raising events, awareness building and recruitment for volunteer opportunities while promoting with the various committees, including the Ball, and the Guild activities.

## **OTHER IMPORTANT GUILD VOLUNTEER POSITIONS**

DIPLOMATIC COMMUNITY LIAISON: A current parent with diplomatic status recruited from the diplomatic community, this volunteer and their committee assists in bringing the international community a participant role in the Guild events.

PARENTS' COMMITTEE LIAISON: This Guild volunteer attends Parents' Committee meetings and events and facilitates and enhances communications between the Parents' Committee and the Guild.

ROUND SQUARE LIAISON: This Guild liaison will actively participate in the Ashbury's Round Square meetings to ensure lively participation from the Guild in support of the September 2018 event.

**ASHBURY GUILD APPENDIX 7**  
**To Operational Guidelines**  
**FINANCIAL INFORMATION**

**Approved on October 10, 2017**

This Appendix follows all Guild Operational Guidelines as approved on October 10, 2017. Subsequent detailing is for further clarification of financial practices currently in place and used for the organization for best governance practices.

**A.7.1 Fiscal Year**

The fiscal year for the Guild coincides with the fiscal year of Ashbury College, running from July 1<sup>st</sup> to June 30<sup>th</sup> of each year, as noted in Section 5.3.

**A.7.2 Duties of the Treasurer**

Duties of the Treasurer are outlined in Section 16. In addition, the Treasurer, with the support of the Executive Committee and the School, performs the following important function areas:

**A.7.2.1 Operating Budget and Financial expenditures**

- The Treasurer creates an annual operating budget for presentation to the Executive Committee and approval by the Committee of the Whole at the first general meeting of the year.
  - The annual budget is based on prior year expenditures/revenues and anticipated expenditures/revenues for the year.
  - The annual budget includes line items of operational areas and events that are expected throughout the year. Current accounts include, but are not limited to:
    - Welcome BBQ
    - Guild Holiday Dinner
    - International Dinner & Art Show
    - Springfest
    - Year End Dinner
    - Kitchen Expense
    - Used Uniform
    - InterGuild
    - A Club
    - Ashbury Ball
    - Contingency Fund
    - Special Guild Events

Any of the above accounts could be renamed as necessary with the School approval.

- Once the Operational Budget has been approved by the Committee of the Whole, internal expenditures within budget follow the approval procedures outlined in Section 23. Should expenditures exceed a budget line item, the expenditure is then approved by the Executive Committee and presented to the Committee of the Whole for approval.
- The Ball budget operates independently from the Guild Operating Budget. The Ball budget is created in conjunction with the Advancement Department for approval by the Executive Committee. All Ball expenses follow approval process as outlined in Section 23.3 and in Appendix 11 Ball Information.
- A record of past years' budgets and end of year actuals is passed on each year to the new Treasurer to assist in the financial process.

#### **A.7.2.2 Monthly Duties**

- The Treasurer reviews the General Ledger each month to make sure that expenditures and revenues are being recorded properly through the School Financial and Advancement departments.
- Should a discrepancy occur, the Treasurer works with the School to determine best practice to correct the discrepancy. Corrected financial information is brought back to the Executive Committee and Committee of the Whole, as needed.
- The Treasurer reports the following updates at each Executive Committee and general meeting of the Whole:
  - Income Statement;
  - Budget Financial Report; and
  - The General Ledger assists the Treasurer in answering any specific financial question that is raised during a meeting.
- Once financial motions are made at a Committee of the Whole, the Treasurer is responsible for ensuring those financial decisions are carried out with the School financial department and Leadership Team.
- The following financial decisions made by the Committee of the Whole should be included in the minutes:
  - Income Statement;
  - Budget;
  - Expenditure Items beyond approved annual budget;
  - Spending Priorities; and
  - Any vote by electronic means concerning financial decisions.

#### **A.7.3 Funding Priorities**

Annually, upon presentation by the School (see Appendix 9 Advancement Information), the Guild will make financial motions for funds to be donated to Ashbury School in order to support the School's

funding priorities. The Treasurer presents to the Executive Committee and Committee of the Whole respectively, the amount of funds available for funding priorities.

The amount of funds available for voting discussion on Funding Priorities is determined by subtracting to the Ending Fund Balance the followings:

- Dorothy Napier Fund annual commitment of \$10,000;
- Any Guild financial pledges made during the year (such as multi-year pledges, commitment to bursaries, etc.); and
- Funds needed for expenses (or add expected revenues) anticipated through end of year.

**ASHBURY GUILD APPENDIX 8  
To Operational Guidelines  
NOMINATING INFORMATION**

**Approved on October 10, 2017**

This Appendix follows all Guild Operational Guidelines as approved on October 10, 2017. Subsequent detailing is for further clarification of nominating practices currently in place and used for the organization for best governance practices.

Duties of the Nominating Committee are outlined in Section 9. In addition, the following practices are encouraged for best results during the Nominating process:

**A.8.1 Committee**

- In order to have a diverse Nominating Committee, the committee is encouraged to have the following members serve on the committee with the Nominating Chair:
  - A new member to the Guild;
  - A member that has had previous Guild Nominating Committee experience;
  - A member from the Junior School; and
  - A member from the Senior School.

Members can fill more than one described role.

- Depending on the number of the members on the committee, the Chair of the Nominating Committee may find themselves in a situation of a tie. In this case, it is to the discretion of the Chair to either place a tie-breaking vote or to abstain and send the nominating decision to the Executive Committee. The Executive Committee will then determine either to finalize a recommendation for vote or to recommend the vote be taken to the Committee of the Whole for determination.

**A.8.2 Nominating and Volunteer Recruitment Process**

Parents and legal guardians of current Ashbury students who wish to submit their names for Guild Membership will complete the Application Form, which contains, but not limited, to the following current questions:

- Why do you wish to become a member of the Ashbury College Guild?
- Please describe your past and current volunteer experiences, as well as any personal or professional experiences that will be beneficial;
- Grades your child/children will be in the upcoming school year;
- When are you available to volunteer? Day, evening, or anytime;
- Interest in chairing a Standing Committee or providing leadership for events or Guild goals;
- Interest in joining the Executive Committee after suggested completion of first year on the Guild;
- If we can not offer you a position on the Guild for this coming year, would you consider volunteering on our committees or for our events?

- If we can not offer you a position on the Guild for this coming year, would you consider participating on the Parents Committee? If yes, would you like us to forward your name to the Parents' Committee Nominations team?

Recruitment for new volunteers and potential Guild members can take place, but not limited to, the following ways:

- There are a number of opportunities for educating and inviting volunteer interest, including various back to school events, Guild events, admission events and more.
- Working with the School advancement and Communication departments, the Guild has opportunities to communicate volunteer activities, as well as communicate the doings of the Guild.
- Recommended in the end of January, the President/Chair of the Nominating Committee will send an invitation and application form to all interested parents and legal guardians, soliciting their interest in serving the Guild. This can be done through the e-weekly and advertises the Nominating deadline.
- Recommended in February, Guild members are encouraged to invite potential candidates to the February Open Guild meeting.
- Current Guild members are encouraged to ensure that all interested candidates are aware of this process and complete the appropriate form.
- Members of the Nominating Committee may also seek out potential candidates.
- Recruitment for new members representing the diplomatic community will take place in consultation with the current diplomatic liaison member.

In addition, the Executive Committee and Committee of the Whole are encouraged to assist the School in placing interested parents in various volunteer roles available throughout the year, including Guild events, Parents Committee opportunities and other general school volunteer possibilities, with coordination through the Advancement liaison.

In finalizing the list of names of potential new members, the Nominations Committee shall contact prospective candidates (in person, by phone or by email) to:

- Confirm their interest;
- Provide information and answer questions on the operations of the Guild;
- Explain the responsibilities and expectations of Guild membership;
- Obtain general information on the interest and skills of individual candidates, and
- Arrange and conduct interviews as appropriate.

### **A.8.3 New members**

Once elected, new members:

- Receive a copy of the Ashbury Guild Operational Guidelines and Appendices;
- Should be invited to the end of year dinner; and
- Might be invited to additional meetings or event prior to the beginning of their terms at the discretion of the President.

**ASHBURY GUILD APPENDIX 9  
To Operational Guidelines  
ADVANCEMENT INFORMATION**

**Approved on October 10, 2017**

This Appendix follows all Guild Operational Guidelines as approved on October 10, 2017. Subsequent detailing is for further clarification of advancement practices currently in place over recent years and used for the organization for best governance practices.

Expectations of the Director of Advancement are outlined in Section 20. In addition, the following practices are encouraged for best advancement results between the Guild and the School.

**A.9.1 Calendar**

The Guild depends on the Advancement Department to ensure the success of its mission. The timeline of support is crucial to creating year-round activities. The following calendar is an outline of needed support by Advancement to the Guild:

- Ball (year round support culminating on Ball night);
- Guild Events (see Appendix 4 for full calendar listings);
- Volunteer Recruitment (year long); and
- Funding Priorities Presentation (April and/or May Guild meeting).

The Guild's End of Year meeting is when the Guild allocates funds to the School based on all the hard work done during that year. Ideally funding priorities presentation will take place in April, so that questions may be asked and final vote takes place in May.

**A.9.2 Funding Priorities**

Over the years, Ashbury School's funding priorities have changed due to leadership management transitions and Advancement efforts. A history of Guild giving demonstrate the ongoing support of these evolving priorities, with funds going to a number of different areas, including:

- Endowment and bursaries;
- Capital Campaigns;
- Science and Innovation;
- Junior School and/or Senior School projects and programs;
- Various departments of the school, including arts, athletics and science;
- Physical enhancements to the School;
- Matching pledge to the Ball Call Out;
- Wish list and miscellaneous items.

Historical parameters for selecting Funding Priorities, which have been well received and supported by the Guild in past years, include:

- Impacting the broadest number of students;
- Benefitting both the Junior School & the Senior School;
- Using funds within a short implementation funding cycle (1-2 years), for immediate impact. The exception to this is a multi-year pledge for Capital Campaign or Endowment support;
- Using funds for non-operational purposes. If operational support is needed for a project, the Guild seeks a partnership with the School to understand how the project will continue after Guild funds end;
- Giving to various areas of needs of the school (athletics, science, arts, bursaries, etc.) over multi-year outlook; and
- Aligned with the goals set forth by the Ashbury's Strategic Plan.

### **A.9.3 Partnerships**

Partnerships are of the upmost importance between the Guild, Advancement, School leadership team, Board of Governors and Ashbury Foundation in order to achieve the best success for development opportunities:

- Success of the Ball depends, amongst other things, on a great working relationship between the School and the Guild, with particular support of the Ball Chair(s). The Guild relies on the support of almost every department in the school, and these important relationships are enhanced by the Advancement liaison and the Advancement staff. Key areas of importance include:
  - School Leadership Team (all areas);
  - Partnership and sponsorship opportunities;
  - Call Out;
  - Communications;
  - Finance (Budget, Check Out);
  - Facilities (set up/take down, room reservation, security, maintenance);
  - Faculty Support (acquisitions, co-curricular programs, and room displacements);
  - Boarding Student Support (volunteer and displacement arrangements); and
  - Student Volunteer Support.
- Success of the Ball Call Out, an Advancement role at the Ball, is due in part to the following:
  - Items selected;
  - Professionalism of the presentation at the Ball;
  - Potential partnership with Guild, donors, staff and faculty; and
  - Clear communications.

It is important that parents in the Ashbury community receive periodical communication updates on how to get involved in Guild volunteer activities, as well as how Guild funds were spent and the successful completion of funded projects. In the past, well received updates have included:

- Articles in the Ashbury magazine;
- Specific electronic messaging, including e-weekly, e-blasts and other electronic formats;
- Recognition at the Ashbury Volunteer Awards ceremony;
- Guild's website; and
- Public Speaking engagements in front of the parent body.

In addition, the Guild members receive periodical specific communication updates on, but not limited to:

- Room visits;
- Program demonstrations;
- Capital site tours; and
- Videos of students enjoying the new programs.

**ASHBURY GUILD APPENDIX 10**  
**To Operational Guidelines**  
**ADMINISTRATION INFORMATION**

**Approved on October 10, 2017**

This Appendix follows all Guild Operational Guidelines as approved on October 10, 2017. Subsequent detailing is for further clarification of administration practices currently in place and used for the organization for best governance practices.

Administrative duties of the President and Secretary are outlined in Sections 13 and 18 respectively. The President, or delegate(s) authorized by the President, have the authority to speak publicly on behalf of the Guild. In addition, the following practices are encouraged for best results for administration of the organization:

- To ensure that any formal communications are recorded and reported back to the Guild, the President or Secretary will sign correspondence on behalf of the Guild. The Officers and/or Committee Chairs will initiate and sign routine correspondence on matters relating to their specific functions.
- Occasionally, decisions made by the Committee of the Whole will occur by electronic vote. The Secretary should record these votes in the minutes of the general meeting subsequent to the vote.
- The Secretary records a copy of the Ashbury Guild Operational Guidelines and Appendices as adopted.
- Meetings of the Committee of the Whole are generally scheduled the second Tuesday of the month, unless a school holiday or event is in conflict. The Executive Committee meets approximately one week prior to the Committee of the Whole to set the agenda items for the general meeting.
- The end of year dinner is an opportunity to thank outgoing members, welcome incoming members and acknowledge the Guild year accomplishments with the School Leadership Team.

**ASHBURY GUILD APPENDIX 11**  
**To Operational Guidelines**  
**The Ball**

**Approved on May 07, 2018**

This Appendix follows all Guild Operational Guidelines as approved on October 10, 2017. Subsequent detailing is for further clarification of Ball practices currently in place and used for the organization for best governance practices.

Duties of the Chair of the Ashbury Ball are outlined in Section 18. For the purpose of this document, the word Chair is defined as Chair or Chairs. In addition, the following practices are encouraged for best results during the Ball process:

**A.11.1 Duties and support of the Chair of the Ashbury Ball**

Upon nomination, the Ball Chair will discuss with the Advancement Department their respective involvement in terms of sponsorships and School support. The parameters of their respective involvement should be established with the determination of their administrative, financial and communication roles.

The Ball Chair is encouraged to meet with past Ball Chairs to share past experiences and obtain advice. Past Ball Chairs are encouraged to be available for support and guidance during the entire process.

The Ball Chair decides the Ball theme, the venue and the date with the approval of the Head of School. The Ball Chair is in charge of the programming of the event in consultation with the Executive Committee, as well as the Advancement Department.

Ball Chairs will confirm with the Advancement Department the following responsibilities that are managed by the School including but, not limited to, collections, check out, ticket sales, communications, room reservation and calendar, security, municipal permits, production of tax receipts for donors and coordinating student volunteers from School.

**A.11.2 Budget**

The Ball Chair has the responsibility to determine a Ball budget. The Ball budget is submitted to the School for approval and thereafter to the Executive Committee for information purposes. Items may include, but not limited to, the following sections of projected Revenues and Expenses items:

### **Revenues:**

- Sponsors
- Ticket sales
- Band Sponsor
- Decor Sponsor
- Printing Sponsor
- Valet Sponsor
- Transportation Sponsor
- Staff Appreciation Sponsor
- Bar Sponsor
- Wine Sponsor
- Photo booth Sponsor
- Sweet Table Sponsor
- Sparkling wine Sponsor
- Signature Cocktail Sponsor
- Coffee Sponsor
- Special Entertainment Sponsor
- Photography Sponsor
- Gifts in kind
- Donations
- Live Auction
- Silent Auction
- Call Out

### **Expenses**

- Venue if off-site
- Band and Band expenses (food, accommodation or other requests)
- Auctioneer
- Food
- Coffee
- Alcohol
- Décor and rentals
- Audio-visual, lighting and sound system
- Security
- Photographer
- Responsible Choice
- Communication expenses
- Printing
- Volunteer Costs
- Contingencies

The development and presentation of the call outs, the annual giving appeal at the Ball, is the responsibility of the School.

### **A.11.3 Expenses Approval**

The Ball Chair shall ensure that a minimum of two, ideally three, quotes shall be obtained for any goods or services from a supplier that have a cumulative spend of over \$5,000.00. Contracts will be awarded based on best value as determined by the Ball Chair and approved by the School.

In case of a conflict of interest, the Ball Chair will inform the President so that the approval process remains objective without bias. In that case, a decision would be forwarded to the Executive Committee for final approval.

### **A.11.4 Ball Committees**

The Ball Chair is responsible for establishing the Ball Committee and sub-committees and delegating the different responsibilities:

- All Guild members are expected to participate on the Ball Committee;
- The Ball Committee is open to all volunteer members of the Ashbury Community. It is considered as another means to recruit volunteers or new Guild members and should promote the friend and fund raising goals of the Guild;
- Sub-committees can be established to oversee specific responsibilities as needed but not limited to social media, décor, food tasting, wine tasting, communication, acquisition, basket assembly, set up and clean up and thank you notes.

### **A.11.5 Planning the Ball**

The Ball Chair should carefully plan the lead up to the Ball in advance so that the major aspects of the Ball are looked after in a timely manner. A timeline of the Ball may include the following duties, but are not limited to:

- Coordination with the School including Security, Leadership, Advancement, Finance, Maintenance departments;
- Call out coordination;
- Auctioneer coordination;
- Evening timeline coordination;
- Set-up of the programs;
- Registration and check-out;
- Volunteers and volunteers coordination;
- Décor including the bathrooms;
- Ensure adequate power supply;
- Lighting and audio-visual;

- Auction;
- Seating;
- Center piece;
- Set-up;
- Coordination of speeches and presentation.

#### **A.11.6 Debriefing**

The Ball Chair will host a debriefing meeting soon after the Ball in the presence of the President of the Guild, the Advancement Department, past Ball Chairs, Guild members and all volunteers to the benefit of the next Ball Chair and Committees.

The Ball Chair and sub-committee organize the thank you notes soon after the Ball.

The Ball financial information should be made public to the Committee of the Whole, prior to the presentation of the funding priorities.

The Ball Chair continues to work with the School to ensure proper communication is relayed to the parents and the community on the financial and fund raising success of the Ball.