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## A). Governance

*This section of the Academy's policy covers off Society governance and touches on the following:*

1. *Structure of the Saint Jon Paul II Academy Society*
2. *School Policy*
3. *Elections*

### A1). Structure of Saint John Paul II Academy Society

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The Saint John Paul II Academy Society was incorporated under the Societies Act of British Columbia on 22 July 2021. Prior to this time, the school operated under the auspices of the Catholic Independent Schools of Vancouver Archdiocese (CISVA). When the school first opened in September 2018 it was anticipated that a new governance structure would be needed. This milestone was reached when the Society was formally incorporated.

The overall authority of the Society is its board of directors. The Society has a president-principal model where the day to day operations of the school are managed by a president, the school's chief executive. The principal reports to the president.

#### **Constitution and By-Laws**

The Constitution of the Saint John Paul II Academy Society outlines the purpose of the Society, namely that it acts as the operating entity for the school itself to ensure its day-to-day running. The by-laws of the Society (known as the Statutes of Saint John Paul II Academy Society) outline how the Society operates in terms of overall governance, the board, membership in the Society and procedures for annual general meetings and elections. Membership in the Society is limited to the directors for the time being.

The Board of Directors of the Society consists of: four directors appointed by the Archbishop of Vancouver, the Chair of the Foundation who is an ex-officio director and up to eight elected directors drawn from two communities – parent community and wider school supporter community (the latter anticipates the eventual establishment of an alumni).

The Board of Directors appoints the officers. These officers are Chair, Vice-Chair, Secretary and Treasurer.

#### **Affiliation Agreement**

There is also in place an affiliation agreement between the Archbishop of Vancouver and the Society. It outlines the working relationship between the Superintendent's Office of CISVA and the Society and covers such matters as employee transfers between the two entities, recognition of years of experience

and service. It was established to ensure that the school work as closely as possible with the Superintendent's Office.

## A2). School Policies

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The Saint John Paul II Academy Society Board of Directors recognizes the need for policies and procedures to assist them and committees to fulfill their roles and responsibilities and by doing so help ensure the smooth functioning of Saint John Paul II Academy.

The primary responsibility to keep up-to-date on policies relating to Saint John Paul II Academy rests with each member of the Board and its committees. These policies, which are available in electronic form on the Saint John Paul II Academy website ([www.sjp2academy.com](http://www.sjp2academy.com)), provide much useful information on how Saint John Paul II Academy is administered and run. It is incumbent upon all Board and committee members, particularly those new to the role, to familiarize themselves with these policies. They contain much pertinent information needed for Board and committee members to carry out their respective roles.

The School Policies are grouped into the following main categories:

- Governance
- Admissions
- Educational Experience and School Administration
- School Environment and Safety
- Conduct
- Complaints
- Parent Support

In addition, there is a *Parent Handbook* that provides families with much useful information on uniform policy, discipline, reporting absences, schedules, timetables, etc.

## A3). Board Elections

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It is essential for the proper running of Saint John Paul II Academy that the entire election procedure be in accordance with the spirit of the *Pastoral Letter on Catholic Education* issued by the Catholic Bishops of British Columbia, 4 November 2016, and with the election procedures set forth in the Society's by-laws and supplemented by this policy. The purpose of this Policy is to provide additional guidance on the election procedures established in the Statutes.

### **Summary of the Election Process under the Statutes**

The Statutes set out the election process for its board of directors (the "Board"). The Board must have a minimum of seven and a no more than 13 directors. It is comprised as follows:

- The Roman Catholic Archbishop of Vancouver (the "Archbishop") appoints four directors;
- The chair of the Saint John Paul II Academy Foundation is automatically a director; and
- Up to eight directors are elected at the Society's annual general meetings (the "Elected Directors").

The Board sets the number of Elected Directors to an even number between two and eight. In other words, there can be two, four, six or eight Elected Directors. Half of the elected Directors must always be members of the “Parent Community” constituency, the other half must always be members of the “Recognized School Supporters” constituency. Both these groups are expressly defined in the Statutes and admission to either group must also follow the rules in the Statutes.

Directors are elected or appointed for terms of two years. These terms are staggered, so that at each annual general meeting (AGM), generally one half of the Elected Director position will become vacant. The staggering of terms strikes a balance between continuity and renewal of the Board.

To become a member of the Parent Community or the Recognized School Supporters constituency, an individual must be admitted by a special decision (2/3 majority) of the Board. Admission can occur any time during the year. Once a person has been accepted by the Board as a member of either constituency, they become eligible to be nominated for vacant positions among the Elected Directors reserved for either group.

As required by the Statutes, the Board has established a nominating committee. The committee’s task is to identify, evaluate, and nominate suitable candidates for vacant Elected Director positions from among the Parent Community and the Recognized School Supporters constituency.

**Nominating Committee:** The nominating committee may nominate candidates for Elected Director positions on its own accord and it will consider individuals proposed by at least five members of the Parent Community or of the Recognized School Supporters, respectively.

At least 30 days prior to an AGM, the nominating committee will report the list of nominees to the Board. Depending on the available number of suitable candidates, the number of nominees may or may not exceed the number of vacant Elected Director positions.

If the nominating committee does not submit its list of nominees in a timely manner, the Archbishop has the backstop right to nominate candidates for the Board. The list of nominees must be circulated to the members of the Society with the notice of the AGM. At the AGM, the members will elect new directors from the list of nominees or the candidates nominated by the Archbishop.

## **Policy**

1. There shall be no campaigning to become a member of the Parent Community or Recognized School Supporters constituency or for director nominations or elections.
2. The Board and the nominating committee will only consider individuals who identify as a person of faith who are committed to the Society and mission of Catholic education, to the fostering of the Christian community in their parish and have the requisite skills required for specific board responsibilities.

## **Election Process**

Elections will take place at the AGM of the Society. If a vacancy occurs on the Board due to the loss of an elected director, the Board will look to fill the vacancy by appointment whose term will run for the balance of the term of the member who has stepped down. Once this term is completed the person

remains eligible to stand for election should they so desire and providing they remain a member in good standing.

Procedures After the Election: At the first meeting of the Board after the AGM the Board will appoint from its members the following positions: Chairperson, Vice-chairperson, Secretary, and Treasurer who will assume office as of that date. At this first meeting after the election any bank documentation required for signatories on the account such documentation shall be signed where required.

Policy Governance: Any policy exceptions must be approved by the Board; any amendment to this Policy must be approved by the Board. This Policy shall be reviewed by the Board annually.

<i>Document History</i>	<i>Approved</i> Society Board 21 September 2021
<i>Revisions</i>	30 March 2023