

Constitution



Queen of Heaven Roman Catholic School Council

Revised January 2009

1. Official Name

The organization shall be known as Queen of Heaven Catholic School Council (hereinafter called the Council).

Queen of Heaven Catholic School
1198 Alexandra Avenue
Mississauga, Ontario L5E 2A5

2. Mission Statement

The Queen of Heaven Roman Catholic School Council respects the uniqueness of all persons and enhances their potential. We are committed to promoting a working partnership with all students, parents, teachers, parish and community members in order to ensure that the school provides the best possible education for the students.

3. Regulations

In these regulations:

- “Board” refers to the Dufferin-Peel Catholic District School Board.
- “meeting” does not include training session or another event where a school council does not discuss or decide matters that it has authority to decide.
- “parent” includes a guardian as defined as a person who has lawful custody of a child, other than the parent of the child.
- “parent member” means a member of the school council who is elected to the council in accordance with section 1.1 (Membership) and 1.2 (Elections/ Appointments) of the *Catholic School Council Resource Handbook* in these Regulations or who fills a vacancy created when a parent member ceases to hold office.

4. Goals and Objectives

- a. provide lines of communication among parents and/or guardians, administrators, teachers and children in the school community;
- b. provide a forum for input into educational matters for members of the school community;
- c. provide a vehicle for transmitting school comments, ideas, recommendations and concerns to school board committees or to the board itself;
- d. assist in the building of a visible Catholic Community while working together in the interest of Catholic education;
- e. support financially and by our participation the academic, cultural, recreational and spiritual activities of the school.

5. Membership

- a. parents and guardians of students enrolled in the school;
- b. a community representative from the parish in which the school is located;
- c. the school principal;
- d. at least one teacher assigned to the school;
- e. a non-teaching staff member assigned to the school;
- f. parents and guardians shall form the majority of the council;
- g. the minimum number on the school council shall be six, except in the case where a student is included as a member of the council, then the number shall be seven. The maximum number shall not exceed fifteen;
- h. one person appointed by the Ontario Association of Parents in Catholic Education (OAPCE) provided that all members shall be separate school electors, or their spouses or their children;

6. *Determination of Members*

a. **Designated Member**

The school principal shall be a designated member, and is not eligible to vote in the election of school council members. The principal of a school may delegate any of his or her powers or duties as a member of the Catholic School Council to a vice-principal of the school.

b. **Elected Members**

Parent and guardian representatives shall be elected by parents and guardians of students enrolled in the school at a publicly announced meeting chaired by the outgoing council chair. The parent/guardian can not be a member if:

- i. he/she is employed at the school or;
- ii. he/she is employed elsewhere by the board and fails to take reasonable steps to inform voters of that employment.

c. **The Chair** of the council shall be a member who is also a parent and shall be elected by the whole council.

A person who is employed by the board cannot be the chair or co-chair of the council.

d. **The student representative** is the student council president on an ad hoc basis.

e. **The teacher representative** shall be elected by members of the teaching staff.

f. **The non-teaching staff member** shall be elected by members of the non-teaching staff.

g. **Appointed Members**

The community representative from the parish shall be nominated by the Pastor and appointed by the school council.

h. Other community representatives may be appointed by the school council.

7. Vacancies

- a. A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with the bylaws of the council;
- b. If an election is held to fill a vacancy in the membership on a Catholic School Council, section 1.2, (Elections/Appointments) #1 a, b, or c of the *Catholic School Council Resource Handbook* may be applied with necessary modifications, to the election;
- c. A vacancy in the membership of a Catholic School Council does not prevent the council from exercising its authority.

8. Non-profit

- a. The Council will operate without financial gain for its members;
- b. Any profit to the organization will be used in promoting its goals and objectives;
- c. Fund raising activities shall operate within strict accordance of board policies under the guidance of the school administrator.

9. Voting

- a. An attempt will be made to reach decisions by consensus;
- b. When motions are put forth, it will be carried only by a majority vote of the Council members who are present;
- c. With the exception of the principal, each member of a Catholic School Council is entitled to one vote in votes taken by the council

10. Conflict of Interest

Any time the School Council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the School Council has a vested interest in any way with that particular person, agency, or company, that member shall declare a conflict of interest and shall not discuss or vote on any such resolution relating to the matter.

11. Conflict Resolution

- a. Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times;
- b. If a Council member or members become disruptive during a meeting, the Chair shall ask for order;
- c. If all efforts to restore order fail or the unbecoming behaviour continues, the principal, in consultation with the Chair, may direct the individual council member(s) to leave the meeting, citing the reasons for the request;
- d. The removal of a member for one meeting does not prevent the council member from participating in future meetings of council;
- e. The incident shall be recorded. The incident will be reviewed by the principal and recommendations will be discussed with the council;
- f. When the Chair and principal have requested the removal of a member or members from a meeting, the Chair and principal shall request that the disputing members of council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of the council;
- g. The Chair and principal may request the intervention of an independent third party to assist in achieving a resolution to the dispute;
- h. An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute;
- i. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

12. Quorum

Quorum will be comprised of one administrator and four other members of the Council or fifty percent of the Council members with the parents in majority, who must be present for there to be a quorum.

13. Officers/Duties

a. Chair / Co-Chair

- call school council meetings;
- prepare the agenda for school council meetings one week prior to each meeting;
- review the school council meeting agenda with the school principal prior to the meeting;
- chair school council meetings;
- ensure that the minutes of the school council meetings are recorded and maintained;
- participate in faith development, information and training programs;
- communicate with the school principal;
- ensure that there is regular communication with the school community;
- consult with senior board staff and trustees, as required;
- maintain an up to date list of volunteers;
- attend and support all Council meetings and functions.

b. Council Members

- provide informed advice to the school principal on matters related to student learning and school improvement;
- maintain a school-wide perspective on issues;
- council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members;
- act as a link between the school council and the school community;
- encourage the participation of parents from all groups and of other people within the community;
- attend and support all Council meetings and functions.

c. The Principal

- promote the vision and values of the Dufferin-Peel Catholic District School Board;
- facilitate the establishment of the school council and assist in its operation. The principal shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the council to parents of all students enrolled in the school and will post the notice in a location accessible to parents;
- make the names of the members of the school council known to the parents of students enrolled in the school within 30 days of the elections of parent members
- support and promote council activities which are conducted in accordance

- with Board policies;
- seek input from the council in areas for which it has been assigned status;
- consider each recommendation made by the school council and advise the council of the action taken in response;
- act as a resource on laws, regulations and board policies, and collective agreements;
- obtain and provide information required by the council to enable it to make informed decisions;
- distribute to each member of the council any materials received from the Ministry of Education that has been identified as being for distribution. The principal shall also post these items in a location that is accessible to parents;
- assist the council in ensuring that copies of the minutes of council meetings, and records of its financial transactions are kept at the school for a period of 4 years;
- communicate with the chair of the council, as required;
- assist the council in communicating with the school community;
- encourage the participation of parents from all groups and of other people within the school community;
- distribute the annual report of the school council to every parent of a student enrolled at the school. The distribution may be made by sending the report home with the students for delivery to their parents and/or by posting the report in a location at the school that is accessible to parents;
- attend and support all Council meetings and functions.

d. Secretary

- take minutes at all Council meetings;
- prepare and distribute minutes to all Council members;
- write and send necessary correspondence as directed by the Council or Chair;
- attend and support all Council meetings and functions.

e. Treasurer

- may act as one of the approved signing officers on the School Council Cheque Requisition Form (GF# 500)
- ensure all School Council Cheque Requisition Forms (GF# 500) are numbered in a unique sequential order as directed by School Council
- ensure all unused School Council Cheque Requisition Forms (GF# 500) are kept in a secure locked area
- ensure all void School Council Cheque Requisition Forms (GF# 500) are marked VOID and that the:
 - o Pink copy is kept by School Council

- White and yellow copy sent to the school
- count and verify the funds received for deposit immediately in the presence of the person(s) giving the funds and complete the School Council Fund Received Form (GF# 501)
- prepare bank deposits and deposit funds at the bank on regular basis and provide the deposit slip copy along with the complete School Council Funds Received Form (GF# 501) to the designated individual in the school
- assist the designated individual in the school in keeping proper accounting records by providing any missing information regarding deposits or cheques
- follow up on all cheques returned by the bank in a timely manner
- review, date and sign the monthly Bank Reconciliation (KEV 1) and School Council Treasurer's Report (SC 1)
- review, date and sign the semi-annual and annual School Council Summary of Financial Activities Report (SC 2)
- provide ongoing bank reconciliation and/or financial/accounting reports to the School Council and parent community

f. Parish Representative

- be the Liaison between the parish and the Council;
- communicate regularly with the Parish team;
- bring forward ideas from the Council;
- facilitate the coordination of faith activities for the Council, Parish and Community;
- prepare prayers for all meetings;
- attend and support all Council meetings and functions.

g. Community Representative

- be the liaison between the Council and the non-teaching community at large;
- bring issues forward to the Council on behalf of the non-teaching community;
- attend and support all Council meetings and functions.

h. Trustee

- As appropriate to Council activities or events, the Chair may invite the Ward Trustee to attend Council meetings or functions.

14. Committees

- A Catholic School Council, may in accordance with its bylaws, establish committees to make recommendations to the council;
- Every committee of a Catholic School Council must include at least one parent member of the council;
- A committee of a Catholic School Council may include persons who are not members of the council;
- Meetings of committees of the Catholic School Councils may be held at the school and are open to and should be accessible to the public;
- The principal of the school shall endeavour to give written notice of dates, time and locations of committee meetings to every parent of a student enrolled in the school. This notice may be sent home with students for delivery to their parents and shall also be posted in a location at the school that is accessible to parents.

a. Executive Committee

- consists of the Chair, Vice-chair, Secretary and Treasurer;
- may meet prior to the regular Council meetings to prepare the agenda and upcoming events, and the chair will meet with the Principal one week prior to the regular meeting to finalize the agenda;
- administer all routine matters concerning the operation of the Council;
- be empowered to take immediate action, with approval of the principal, in situations that require it while being responsible to the Council for any decisions that they make.

b. Standing Committees

- appointed by the Council to carry out specific duties;
- must establish a chair from the Council membership;
- membership can come from the elected Council members and / or the school community at large;
- all standing committees must report to the Council on a regular basis or when asked by the Chair.

c. Ad Hoc Committees

- the Council shall appoint Ad Hoc Committees consisting of a Chairperson and as many other members as deemed necessary;
- the Chair of the Council will maintain communication with the principal.

15. Term of Office

A person is elected or appointed as a member of a Catholic School Council from the

latter of the date of his/her election or appointment; and the date of the first meeting of the school council after the elections in the school year, until the first meeting of the school council after the elections in the next school year. A member of the Catholic School Council may be re-elected or re-appointed.

16. Meetings

- a. There will be a minimum number of 4 and a maximum of 9 meetings per school year;
- b. Dates of all meetings shall be set at the first Council meeting of the year;
- c. All meetings shall be open to members of the school community, but only elected Council members have voting privilege;
- d. A copy of all meeting dates will be sent to the community in September of each school year;
- e. Additional meetings can be called by a motion of the Council;
- f. The meeting dates will be communicated with parents via a school newsletter. Meetings will commence at 7:00 p.m. and last for a maximum of 2 hours. An additional 15 minute period may be added if agreed to by a majority of those present;
- g. Items may be placed on the Agenda by:
 - i. contacting either the Principal or Chair, and if the item is agreed to be appropriate, it may then be included;
 - ii. voting to accept the item under New Business
- h. The Chair and Principal must be aware of and approve any guests who are not part of the school community;
- i. Upon majority agreement, members of the school council can vote on issues via email where deemed necessary.

17. Nominations and Election

Elections of all members of a Catholic School Council shall be held within the first 30 days of the school year.

- a. Qualifications of electors shall be as set out in Policy by the Dufferin Peel Catholic District School Board, as outlined in Section 7 of the *Catholic School Council Resource Handbook*;
- b. Nomination forms will be available at the school office for five consecutive school days during the month of September. Nomination forms must be filled out by the candidate;
- c. A list of candidates will be published annually in the school newsletter. This newsletter will be sent to the entire school community via the students. The Principal and Executive of the Council will communicate election results to parents in September;
- d. Voters must be present at the school on election day and must vote in person. Neither proxy nor absentee voting is permitted;
- e. The election shall be supervised by members of a committee who are not candidates for the election. They will be appointed by the School Council under the guidance of the Principal;
- f. Annual elections will be held in September with the first meeting of the newly formed Council in September. The executive committee will be elected by ballot by the full membership of Council at the September Meeting acclamation or by secret elections to be chaired by the Principal;
- g. If any elected positions have not been filled at the end of the election process and vacancies exist, appointments may be made to those vacancies at the September meeting or throughout the remainder of the term;
- h. If any school council positions become vacant because of resignation, inability of member to fulfill his or her roles and responsibilities, or other cause, the remaining members shall constitute the school council, unless the parent/guardian majority is not maintained. If the majority of parents on the council is not maintained, the school council shall instruct its nominating committee to send home nomination forms for the vacant position(s) for parents on the council and to hold an election for the purpose of filling the vacancy. Vacant positions, other than for parent representatives, may be filled by appointment of the council for the remaining term of office, from among members of the school community who meet the requirements set for the vacant positions.

18. *Constitutional Amendments*

Any proposed changes or additions to the constitution must be submitted in writing to the chair of the council at least two weeks prior to the Council meeting in May. The information must be in the form of a motion with a mover and a seconder. The amendment must be approved by a 2/3 majority of the council.

19. *Fundraising/ Accountability*

- a. The Council will retain its 'Non-Profit' status, and will operate without financial gain for its members;
- b. The Council shall operate any fundraising activities in strict accordance with Board Policies under the guidance of the school Principal;
- c. Issue cheques insuring that all requests for payments are properly supported by School Council Cheque Requisition Forms (GF# 500) approved by School Council Chair and/or treasurer and approved by the principal;
- d. All funds raised from fundraising will be allocated under advisement of School Council with the principal having final approval on the monies spent;
- e. Budget proposals will be presented to the Council one month prior to the meeting set for budget allocations;
- f. All approved 'Budget' outlines shall be presented to the school community in a newsletter;
- g. An account to be determined by the School Council but not less than five hundred dollars will be kept in reserve in order to have funds with which to begin the new school year.

20. *Liability*

Generally School Council activities occur with the approval of the Principal, so they are covered by the Board's liability insurance. Any activities that are outside the board umbrella would not be covered and those involved could be liable if damages or injury occur. Additional insurance coverage for school councils is available through OAPCE for a fee.

21. *Policy & Regulations*

The School Council will follow the policy and regulations approved by the Dufferin-Peel Catholic District School Board as set out in their Policy & Regulations: Catholic School Councils (and any subsequent revisions). Nothing in this constitution or in

future amendments shall be construed as superseding or in conflict with the Board's Policy and Regulations.

22. Annual Report

An annual report must be submitted to the principal and to the community by the end of the council's term or the beginning of the next year's term, prior to elections.