

**St. Francis of Assisi Catholic School
Parent School Council
Constitution, Policy, Regulations and By-Laws**

POLICY & REGULATIONS

POLICY

Catholic School Councils shall promote the vision and values and the sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board, and be faithful to its mission.

It is the policy of the Dufferin-Peel Catholic District School Board that each school under its supervision shall have a Catholic School Council, advisory in nature, and governed by the Education Act, the regulations thereunder, and policies and regulations of the Board.

Purpose:

1. The purpose of Catholic School Council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
2. A Catholic School Council's primary means of achieving its purpose is by making recommendations in accordance with this policy and regulation to the principal of the school and to the Dufferin-Peel Catholic District School Board.
3. To help the Principal and the Teachers bring appropriate community resources to the school.
4. To help the Principal and the Teachers ensure that Parents recognize and exercise their right to participate in the education of their children.

REGULATIONS

In these regulations:

“Board” refers to the Dufferin-Peel Catholic District School Board

“meeting” does not include a training session or other event where a school council does not discuss or decide matters that it has authority to decide

“parent” includes a guardian as defined in section 1 of the Act (i.e. a person who has lawful custody of a child, other than the parent of the child).

“parent member” means a member of the Catholic School Council who is elected to the council in accordance with section 1.1 (Membership) and 1.2 (Elections/Appointments) in these Regulations or who fills a vacancy created when a parent member ceases to hold office.

CODE OF ETHICS

- A member shall consider the best interests of all students
- A member shall be guided by the school and the school boards mission statements
- A member shall recognize and respect the personal integrity of each member of the school community
- A member shall encourage a positive environment in which individual contributions are encouraged and valued
- A member shall not disclose confidential information
- A member shall limit discussions at School Council meetings to matters of concern to the school community as a whole
- A member shall declare any conflict of interests
- A member shall not accept any payment or benefit financially through school involvement

ROLES/RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

Chair/Co-Chair

1. A Catholic School Council shall have a chair, or if the bylaws of the council so provide, two co-chairs. Vacancies shall be filled in accordance with the bylaws of the council
2. The chair or co-chair must be a parent member of the council and shall be elected by the members of the council.
3. A person who is employed by the board cannot be the chair or co-chair of the council.
4. The chair/co-chair of the Catholic School Council shall be responsible for:
 - Act as the official spokesperson of the Council,
 - Calling Catholic School Council meetings,
 - Preparing the agenda for Catholic School Council meetings in consultation with the Principal and members of the council,
 - Ensuring that the minutes of the Catholic School Council meetings are recorded and maintained,
 - Participating in faith development, information and training programs,
 - Communicating with the school principal,
 - Ensuring that there is regular communication with the school community,
 - Consulting with senior board staff and trustees, as required.

- Be an ex officio member of all standing committees of the Council

Vice Chairperson

During the absence or inability of the Chairperson, the duties and powers of the same shall be exercised by the Vice Chairperson.

The Vice Chairperson moreover, shall assist the Chairperson, at all times in the discharge of his/her duties.

Secretary

The Secretary of the School Council shall keep a record of the proceedings of the School Council meetings and members, attend to all official correspondence and communication, posting of notices and filing of records as directed by the School Council, school community, and perform such other duties as may from time-to-time be determined by the School Council.

Treasurer

The Treasurer of the School Council shall keep full and accurate accounts of all receipts and disbursements of the Council in proper books of account and shall be guided by the Dufferin-Peel R.C.S.S.B. General Administrative Procedures No. 704.02 in regard to banking and funds disbursements. The Treasurer shall provide, at regular meetings of the School Council or whenever required, an account of all transactions of the School Council and of the financial position of the same, shall prepare a full Financial Statement for submission to the school community at least 2 weeks prior to the end of school year and shall perform such other duties as may from time-to-time be determined by the School Council.

Council Members

Council members shall maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

Each member shall:

- Attend regularly and participate in council meetings,
- Participate in faith development, information and training programs,
- Act as a link between the Catholic School Council and the school community,

- Encourage the participation of parents from all groups and of other people within the community.
- Perform such other duties as may from time-to-time be determined by the School Council.

The Principal

1. 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 at the school.
2. The principal of the school shall:
 - Promote the vision and values and the sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board,
 - Facilitate the establishment of the Catholic 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 parents of students enrolled in the school with 30 days of the elections of parent members
 - Attend every meeting of the school council unless unable to do so by reason of illness or other cause beyond his/her control,

COMMITTEES

Standing (meet regularly) and Ad Hoc (meet, as needed):

The School Council shall make appointments to such Standing and/or Ad Hoc Committees of the School Council as may be required to carry on the activities of the School Council and shall appoint a Chairperson of each such Committee. Each such Committee may consist of as many members as the School Council may deem desirable and shall be drawn from among the members of the school community. The Chairperson/Co-Chairpersons of the School Council and the Principal or his/her designate shall be ex-officio members of each Committee. Committees report to the School Council.

DISSOLUTION OF COUNCIL

The Roman Catholic School Council shall be dissolved when and if the school ceases to operate.

In the event of dissolution of the Council, the disposal of funds in the Treasury shall be voted upon at the final Council meeting, provided notice in writing containing the amount

of funds in the Treasury and the intent to dispose of the funds shall have been sent to the members of the School community together with the notice of the final Council meeting.

FUNDS

Funds raised by the School Council shall be used for school related activities and to pay for the general expenses of carrying out business of the School Council. All cheques must be co-signed by the Principal and either by the Co/Chairperson or Treasurer. All disbursement of funds shall be recorded by the Treasurer and entered into the financial statements.

CONFLICT OF INTEREST

Anytime the School Council is doing business with a member of the School Council or a member of any committee of the School Council whether with the member directly or with a business enterprise with which the member is directly or indirectly associated, the member shall declare a conflict of interest and shall not deliberate or vote on any such resolution.

RESOLUTION OF DISAGREEMENTS AND DISCIPLINARY PROCEDURES

For the resolution of disagreements between members of the Council on any issue whatsoever and in all matters of a disciplinary nature for which no specific provision is made in these by-laws, the School Council shall be governed by the rules and practices of Robert's Rules of Order, Newly Revised (Scott Foresman & Co. 1990). The edition of Robert's Rules to be used may be changed from time-to-time by a resolution of the School Council.

**ST. FRANCIS OF ASSISI SCHOOL ADVISORY COUNCIL
BY-LAWS**

1. ELECTIONS/APPOINTMENTS

- 1.1 School Council Elections must take place within the first 30 days of the school year.
- 1.2 The first meeting must be held within the first 35 days of the school year.
- 1.3 Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
- 1.4 Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
- 1.5 If necessary, an election committee shall be struck by the school council to help plan the election process, the gathering of nominations, and the running of the elections. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
- 1.6 The election committee shall:
 - Provide nomination forms;
 - Ensure that the school community is notified of election procedures and election date(s)
 - Request a profile from all candidates and make these available to the electorate;
 - Conduct the elections by secret ballot;
 - Count ballots;
 - Help the principal notify all candidates of the results;
 - Keep all results and related information confidential.
- 1.7 Only the names of the successful candidates shall be made public. A list of the candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs.
- 1.8 All individuals standing for election shall be notified of the results before the results are released to the school community.

- 1.9. The school council shall help the principal ensure that the names of the new members are publicized to the school community within 30 days of the election.
- 1.10 Dates, times and locations for the remainder of the school year meetings will be scheduled at the first sitting of the new council. A minimum of four (4) meetings per school year must be set.
- 1.11 The minimum number of parent members on the school Council shall be six (6).
- 1.12 The maximum number of parent members shall be fifteen (15).
- 1.13 A parent member cannot be employed by St. Francis of Assisi School.

2. TERM OF OFFICE

- 2.1 Term of office starts from the date of the first council meeting following the elections until the first meeting of the school council after elections in the next school year.
- 2.2 A council member may hold a member position for the same term of office as stated in 2.1. They may seek re-election or re-appointment at the beginning of each new council term.
- 2.3 Executive members of the committee (Chairs, Co-Chairs, Treasurer and Fundraising Chair) will hold their position for a consecutive 2-year term (not withstanding extenuating circumstances, at which time a new person will be appointed by members of the existing council).

3. REMUNERATION

- 3.1 Any council member reimbursement for member expenses must receive the signature of the Chair and Principal prior to approaching the Treasurer for any money to be reimbursed.

4. QUORUM AND VACANCIES

- 4.1 A quorum will consist of 1/2 of the parent membership.
- 4.2 No official meeting can begin without a quorum. If a meeting is cancelled, the Chairperson will re-schedule another meeting (in consultation with the principal) as soon as possible, preferably within one week.

- 4.3 If a member cannot attend an upcoming scheduled meeting, they must send their regrets to the Chair at least 2 hours prior to the start of the meeting.
- 4.4 It is the responsibility of the members to obtain the minutes of any meeting for which they were absent.
- 4.5 Members present at the start of a meeting, which has not achieved a quorum, may discuss issues but not vote on issues.
- 4.6 During the course of a meeting, if quorum is lost, the chairperson shall adjourn the meeting. Discussion may continue.
- 4.7 A member who fails to attend three or more meetings during the school year will automatically lose their elected position on the Council for the remainder of the school year. The member will receive a written gentle reminder notifying them after the second consecutive missed meeting.
- 4.8 Any vacancies in the membership of the School Council will not be filled unless the membership falls below six (6) members. Otherwise, the position shall be filled by election or appointment, organized by the Chair.

5. VOTING

- 5.1 With the exception of the principal, all members of the Council have one vote each. No proxy voting is allowed.
- 5.2 Quorum must be achieved for members to vote on issues.
- 5.3 When voting, the Council will try to reach consensus. When this is not possible, the motion must be passed by 2/3 of the members in attendance.

6. CHAIR/CO-CHAIR

- 6.1 The Council will run with one Chair. If the Council wishes to share the position between two members (Co-Chairs), it must be in agreement of council members.
- 6.2 A person who is employed by the Board cannot be the Chair or Co-Chair of the Council.

- 6.3 The Chairperson will be responsible for keeping and maintaining a binder that contains all agendas, minutes, and records of all financial transactions for his or her elected year. The binder is to be kept in the school for the examination by any person. (Binder must remain in the school for a minimum of four (4) years.) All financial transactions shall be kept by the Treasurer.
- 6.4 The Chair must submit a written annual report on council activities to the principal and to the Board in June of each school year.

7. COMMITTEES

- 7.1 The School Council may establish committees to make recommendations to the Council.
- 7.2 Each committee must include at least one parent member of the Council.
- 7.3 A committee may include persons who are not members of the Council.
- 7.4 Meetings of the committees may be held at the school and are open.
- 7.5 The principal of the school shall be given written notice of dates, time and locations of committee meetings.

8. FUNDRAISING

- 8.1 A Catholic School Council may engage in fundraising activities provided that:
 - a) the activities are conducted in accordance with board policies, and
 - b) the activities are to raise funds for a purpose approved by the board or authorized by board policies.

9. BY-LAW REVIEW

- 9.1 The Bylaw will be reviewed yearly in September.

AMENDMENT 1.1 – DONATIONS

The School Council may vote to donate annually a set amount of funds to a registered Catholic agency or a private need. These funds are not to exceed 10% of the total annual amount raised from the school community.

- Updated May 27, 2007