



YCPIC BY-LAWS



REVISION HISTORY

Revisions to this document are listed by date in the table below.

Date	Version #	By:	Description
02/24/2011	1.0	Jan de Souza	Initial Draft
03/03/2011	2.0	Jan de Souza	YCPIC working session updates
05/20/2011	3.0	Jan de Souza	5.4 (3) deleted. 5.5 (2) & (6) corrected.
05/24/2011	4.0	Maria Le & Helen Soehner	Minor formatting corrections after review.
05/24/011	5.0	Jan de Souza	Draft finalized
09/19/2011	6.0	Jan de Souza	Added 5.5 (10) & 8 (4) & generalized 10.
11/13/2011	7.0	Jan de Souza	Revised 5.5(2); 5.5(10); 5.8(2) & (7)(m); 5.12(4); 8(4)
11/15/2011	8.0	Jan de Souza	Added 5.13
11/18/2011	9.0	Jan de Souza	Title Changed to By-Law
11/09/2013	10.0	Jan de Souza	May 29, 2013. YCPIC meeting approved motions for changes 3(g); 5.1 (3); 5.5 (8) (c) (iv) (v); 5.8 (7)(c); 5.8 (7)(g) & 6 (2)
06/16/2014	11.0	Jan de Souza	Amendments to Section 5.5 Officers

TABLE OF CONTENTS

1. COMMITTEE NAME	4
2. MISSION STATEMENT	5
3. PURPOSE OF COMMITTEE	6
4. CODE OF ETHICS.....	7
5. COMMITTEE.....	8
5.1 COMPOSITION OF YCPIC	8
5.2 PARENT MEMBERS	9
5.3 VACANCIES.....	9
5.4 TERM OF OFFICE	10
5.5 OFFICERS.....	10
5.6 RENUMERATION	12
5.7 CONFLICT OF INTEREST.....	13
5.8 MEETINGS.....	13
5.9 SUBCOMMITTEES	16
5.10 INCORPORATION	16
5.11 BY-LAWS.....	16
5.12 MINUTES AND FINANCIAL RECORDS	17
5.13 CONFLICT RESOLUTION.....	17
6. DELEGATION.....	19
7. CONSULTATION.....	20
7.1 CONSULTATION BY BOARD.....	20
7.2 CONSULTATION BY MINISTRY	20
7.3 CONSULTATION BY PARENT INVOLVEMENT COMMITTEE	20
8. SUMMARY OF ACTIVITIES.....	21
9. AMMENDMENTS	22
10. APPROVALS.....	23

1. COMMITTEE NAME

- (1) The name of the advisory committee for the York Catholic District School Board (hereinafter referred to as the "Board"), shall be the York Catholic Parent Involvement Committee (YCPIC), (hereinafter referred to as "YCPIC").
- (2) "Meeting" in respect to the YCPIC, does not include a training session or other event where YCPIC does not discuss or decide matters that it has authority to decide.
- (3) "Parents" in respect to the YCPIC, are parents of a pupil who is enrolled in a school of the Board, and includes a guardian as defined in section 1 of the *Education Act, Ontario Regulation 612/00* for School Councils and Parent Involvement Committees (hereinafter referred to as the "Act").
- (4) "Parent Member" in respect to the YCPIC of the Board, is a member of the YCPIC who is appointed or elected to YCPIC in accordance with section 34 of the Act or who fills a vacancy created by a Parent Member ceasing to hold office.
- (5) The students of the schools in the Board, hereinafter referred to as the "Students", the parents or guardians, hereinafter referred to as the "Parents", the school teaching and non-teaching staff members, pastors or their designates, the Board trustee, and the residents of the area serviced by the Board that are separate school tax supporters, hereinafter referred to as the "Ratepayers" shall be considered to be members of the Board community.
- (6) The names of the advisory councils, for schools in the Board hereinafter referred to as the "Catholic School Councils".
- (7) Members of the YCPIC who have finished serving the maximum terms allowed on the YCPIC and can no longer be members of the YCPIC will hereinafter be referred to as "Alumni Members".

2. MISSION STATEMENT

To support, encourage parent involvement at the Board level to support improved student achievement and well-being by providing information and advice to the Board on effective parent engagement strategies and practices, communicating with and supporting school councils and undertaking activities to help parents support their children's learning at home and at school in line with supporting the vision and strategies put forth in the parent engagement policy for Ontario schools.

Vision

In Ontario's education system, all partners acknowledge the positive impact of parent engagement on student achievement. Students are supported and inspired to learn in a culture of high expectations in which parents:

- are welcome, respected, and valued by the school community as partners in their children's learning and development;
- have opportunities to be involved, and also a full range of choices about how to be involved, in the educational community to support student success;
- are engaged through ongoing communication and dialogue with other educational partners to support a positive learning environment at home and at school; and
- are supported with the information and tools necessary to participate in school life.

Strategies

Strategy 1: School Climate

Foster and sustain a positive, welcoming school climate in which all parent perspectives are encouraged, valued, and heard.

Strategy 2: Eliminating Barriers

Identify and remove barriers to parent engagement that may prevent some parents from fully participating in their children's learning and to reflect the diversity of our students and communities.

Strategy 3: Supports for Parents

Provide parents with the knowledge, skills, and tools they need to support student learning at home and at school.

Strategy 4: Parent Outreach

Review and expand communication and outreach strategies such as local workshops, presentations, tools, and resources, to share information and strategies related to supporting learning at home and parent engagement in schools.

3. PURPOSE OF COMMITTEE

The main purpose is to support, encourage and enhance parent engagement at the Board level in order to improve Student achievement and well-being.

The YCPIC will achieve its purpose by,

- (1) Providing information and advice on parent engagement to the Board;
- (2) Communicating with and supporting Catholic School Councils of schools of the Board; and
- (3) Undertaking activities to help Parents of pupils of the Board support their children's learning at home and at school.

Furthermore the YCPIC will

- (a) Develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with Parents and to effectively engage Parents in improving student achievement and well-being;
- (b) Advise the Board and the Board's Director of Education on ways to use the strategies and initiatives referred to in clause (a) above;
- (c) Communicate information from the Ministry to Catholic School Councils of schools of the Board and to Parents of pupils of the Board;
- (d) Work with Catholic School Councils of schools of the Board and, through the Board's Director of Education, with employees of the Board to,
 - (1) Share effective practices to help engage Parents, especially Parents who may find engagement challenging, in their children's learning,
 - (2) Identify and reduce barriers to parent engagement,
 - (3) Help ensure that schools of the Board create a welcoming environment for Parents of its pupils, and
- (e) Determine, in consultation with the Board's Director of Education and in keeping with the Board's policies, how funding, if any, provided under the Act as described in section 27 and clauses (a) to (d), is to be used.
- (f) Co-sponsor the Annual Catholic School Council Conference along with the Board: and
- (g) Create newsletters in a school year and make them available on the Board website as well as print copies for all Catholic School Council Members in the Board.

4. CODE OF ETHICS

A Parent Member shall consider the best interests of all students.

A Parent Member shall be guided by the YCPIC's and the Board's mission statements.

A Parent Member shall act within the limits of the roles and responsibilities of the YCPIC, as identified by the YCPIC operating guidelines, the Board, and the Ontario Ministry of Education.

A Parent Member shall become familiar with the Board's policies and operating practices and act in accordance with them.

A Parent Member shall maintain the highest standards of integrity.

A Parent Member shall recognize and respect the personal integrity of each member of the Board Community.

A Parent Member shall treat all other Parent Members with respect and allow for diverse opinions to be shared without interruption.

A Parent Member shall encourage a positive environment in which individual contributions are encouraged and valued.

A Parent Member shall acknowledge democratic principles and accept the consensus of the YCPIC.

A Parent Member shall respect the confidential nature of some Board business and respect limitations this may place on the operation of the YCPIC.

A Parent Member shall not disclose confidential information.

A Parent Member shall limit discussions at the YCPIC meetings to matters of concern to the Board Community as a whole.

A Parent Member shall use established communication channels when questions or concerns arise.

A Parent Member shall promote high standards of ethical practice within the Board community.

A Parent Member shall declare any conflict of interest.

A Parent Member shall not accept any payment or benefit financially through the YCPIC involvement.

5. COMMITTEE

5.1 COMPOSITION OF YCPIC

- (1) The YCPIC shall include the following:
 1. The number of Parent Members of the YCPIC recommended not to exceed 25, but may exceed with the YCPIC vote as specified in the by-laws of the YCPIC.
 2. The Director of Education of the Board.
 3. Board of Trustees, appointed by the Board of Trustees.
 4. The number of community representatives recommended not to exceed 3, but may exceed with the YCPIC vote as specified in the by-laws of the YCPIC.

- (2) Subject to the by-laws of the YCPIC, the Board may appoint one or more of the following individuals to the YCPIC:
 1. One Principal of an elementary school of the Board.
 2. One Principal of a secondary school of the Board.
 3. One Teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board.
 4. One Teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board.
 5. One person employed by the Board, other than a Principal, Vice-Principal or Teacher.

- (3) The YCPIC shall appoint or elect Parent Members to the YCPIC before November 15 of the school year and before the first meeting of the YCPIC in the school year.
 1. The Director of Education will invite experienced parents who have served on the Catholic School Councils to apply to be Parent Members of the YCPIC. The YCPIC application form and criteria have been set by the Director of Education and posted on the Board web site.
 2. Individuals interested in serving on YCPIC will be asked to complete an application form by the Board by April 1, prior to the school year starting in September. The criteria for the selection, has been set by the Board in the application form.
 3. Successful candidates will be contacted in early June, prior to the school year starting in September. These successful candidates must attend a new Parent Member orientation session along with existing Parent Members of the YCPIC.
 4. Applicants who the Board is unable to accommodate on the YCPIC and who have indicated their willingness to participate in focus groups or committees working on related issues will be contacted by the Board during the school year.

- (4) In specifying the number of Parent Members to be appointed or elected to the YCPIC in its by-laws, YCPIC shall ensure that Parent Members constitute a majority of the members of the YCPIC.

- (5) The term of office of the Member of the Board appointed under paragraph 3 of subsection (1) shall be determined by the Board.

- (6) Community representatives appointed to the YCPIC shall not be members or employees of the Board.
- (7) The Board shall make any appointments under subsection (2) before November 15 of the school year and before the first meeting of the YCPIC in the school year.
- (8) An appointment to the YCPIC under subsection (2) is of no effect unless the person agrees to the appointment.

5.2 PARENT MEMBERS

- (1) Parent Members shall be appointed or elected to the YCPIC under section 33 of the Act, in accordance with the by-laws of YCPIC.
- (2) A person is qualified to be appointed or elected under section 5.1 as a Parent Member of the YCPIC if he or she is a Parent/Guardian.
- (3) A person is qualified to be appointed or elected under section 5.1 as a Parent Member of the YCPIC of the Board if he or she is employed by the Board.
- (4) A Parent Member referred to in subsection (3) shall, at his or her first YCPIC meeting, inform the YCPIC of his or her employment with the Board.

5.3 VACANCIES

- (1) Should an appointed Parent Member position become vacant because of resignation, inability of a Parent Member to fulfil his or her roles and responsibilities, or other causes, the remaining Parent Members shall constitute the YCPIC, unless the Parent Member majority is not maintained. If the majority of Parent Members on the YCPIC is not maintained, the YCPIC shall instruct the Board to fill the vacancy.
- (2) The Board shall ensure that vacancies in Parent Member positions on the YCPIC committee are advertised through a variety of methods.
- (3) Methods of advertising vacancies in parent member positions on the YCPIC committee may include,
 - (a) Advertisements in newsletters of schools or school councils of schools of the Board;
 - (b) Advertisements in newspapers with general circulation in the geographic jurisdiction of the Board;
 - (c) Advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board;
 - (d) Notices in schools of the Board; and
 - (e) Notices on the Board's website and on the websites of the Board's schools.

- (4) A vacancy in the membership of the YCPIC does not prevent the YCPIC from exercising its authority; it may continue to operate as long as there is a quorum and the majority of the YCPIC Parent Members are present.
- (5) When a vacant spot on the YCPIC is filled, the new Parent Member's term shall expire at the end of the school year.

5.4 TERM OF OFFICE

- (1) The term of office of some of the Parent Members of the YCPIC shall be one year, the term of office of some of the Parent Members shall be two years and the term of office of some of the Parent Members shall be three years, as provided in the by-laws of the YCPIC.
- (2) A Parent Member of the YCPIC may be reappointed or re-elected to the YCPIC for more than one term unless otherwise provided in the by-laws of the YCPIC.

5.5 OFFICERS

- (1) The YCPIC committee shall have a Chair or, if the by-laws of the YCPIC so provide, Vice-Chair.
- (2) The Chair of the YCPIC must be a Parent Member of the YCPIC and shall be elected for a two-year term by the Parent Members of the YCPIC at the first meeting of the YCPIC in each school year that there is a vacancy in the office of Chair. Similarly, the Vice-Chair of the YCPIC must be a Parent Member of the YCPIC and shall be elected for a one-year term by the Parent Members of the YCPIC at the first meeting of the YCPIC in each school year that there is a vacancy in the office of the Vice-Chair. Persons running for the position of Chair or Vice-Chair must have a minimum of 2 years' experience, as a member of YCPIC. Persons running for the position of Secretary or Treasurer should have a minimum of 1 year experience, as a member of the YCPIC.
- (3) Only Parent Members with a two-year term are eligible to be elected to the position of Chair.
- (4) An individual may not serve more than two consecutive terms as Chair of the YCPIC.
- (5) An individual who has served one term or two consecutive terms as Chair of the YCPIC may be re-elected as Chair of the YCPIC committee provided at least one two-year term has elapsed since his or her last term as Chair.
- (6) The Chair of the YCPIC shall act as spokesperson for the YCPIC in communicating with the Director of Education of the Board and the Board.
- (7) The Officers shall be Parent Members who are Parents/Guardians. Following the elections at the annual general meeting council shall elect Officers. The term of Officers shall be for one (1) year. All appointments shall be completed within thirty (30) days of the Annual General Meeting.

- (8) The Officers of the YCPIC shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and such other officers as the Council deems necessary to perform the duties of the YCPIC. No person shall hold more than one office in any given school year.

(a) Chair

The Chair of the YCPIC shall:

- i. Act as the official spokesperson of the YCPIC;
- ii. Provide the necessary leadership in the formation and effective operation of the YCPIC;
- iii. Chair all meetings of the YCPIC;
- iv. Communicate with the Board Director on behalf of the YCPIC; and
- v. Will make efforts to mentor a Parent Member to take on the role of the Chair; and
- vi. Possess joint signing authority together with the Board offices bursar.

In consultation with the Director of the Board, the Chair shall:

- (a) Call the YCPIC meetings;
- (b) Set the date and prepare the agenda for the YCPIC Annual General Meeting;
- (c) Ensure that the minutes of meetings are recorded and maintained;
- (d) Participate in information and training programs;
- (e) Communicate regularly with the Director of the Board of Education.
- (f) Be an ex-officio member of all Standing Sub-committees of the YCPIC.
- (g) Organize, supervise and monitor the preparation of the Annual Report on the activities of the YCPIC.

In the absence of both the Chair and Vice-Chair, the meetings can be chaired by another Parent Member of the YCPIC appointed by the YCPIC Parent Members present.

(b) Vice-Chair

During the absence of the Chair, the duties and powers of the same shall be exercised by the Vice-Chair. The Vice-Chair shall assist the Chair in the exercise of his/her duties and powers.

(c) Secretary

The Secretary shall:

- i. Keep a record of the proceedings of the YCPIC meetings and of the Annual General Meeting;
- ii. Attend to all official correspondence and communications;
- iii. Post and distribute notices as directed by the YCPIC;
- iv. Organize and file records as directed by the YCPIC; and
- v. Inform the Chair if any member misses 3 Meetings in a YCPIC year; and
- vi. Perform such other duties as may from time-to-time be required by the YCPIC.

The agenda for scheduled YCPIC meetings and minutes of the previous YCPIC meeting should be sent to all the YCPIC members and be made available to the Board Community no less than five (5) days prior to the next YCPIC meeting.

(d) Treasurer

The Treasurer of the YCPIC shall:

- i. Keep full and accurate written accounts of all receipts and disbursements of the YCPIC in proper books of account and shall be guided by any regulations prescribed by the Board in this regard.
- ii. Provide at meetings of the YCPIC, or whenever required, an accurate and up-to-date account of all transactions of the YCPIC and to report generally regarding the financial position of the YCPIC;
- iii. Prepare the year end annual financial statement at least fourteen (14) days prior to the Annual General Meeting; and
- iv. Perform such other duties as may be from time-to-time required by the YCPIC.

The proper books of accounts shall be made available at each YCPIC committee meeting for examination by any community member.

All YCPIC funds shall be held by the Board in one bank account at a designated local bank, recommended by Director of Education and the signing Officers and approved by the YCPIC.

The Chair and the Board office bursar shall have cheque signing authority on the YCPIC committee bank account, with any two of the aforementioned signatures, as well as the Board Director, necessary to validate cheques. The YCPIC may by resolution appoint any other authorized signing officers.

At the end of the Term of duty or in the event of resignation the Treasurer will promptly and expeditiously deliver and transfer any and all books, ledgers and records in his or her possession pertaining to the finances of the YCPIC in such manner as the YCPC may request and direct. The outgoing Treasurer shall, upon reasonable request made by or on behalf of the YCPIC, provide any and all assistance, advice and information necessary for an orderly transition for the incoming Treasurer.

- (9) A vacancy in the office of Chair, Vice-chair or any office provided for in the by-laws of the YCPIC shall be filled in accordance with the by-laws of the YCPIC.
- (10) A Board employee or Trustee cannot sit on the YCPIC executive.

5.6 RENUMERATION

- (1) A person shall not receive any remuneration for serving as a member of the YCPIC.
- (2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the YCPIC meeting.
- (3) The Board shall establish policies respecting the reimbursement of members of the YCPIC for expenses incurred as members of the YCPIC.

- (4) A Board shall reimburse members of the YCPIC for expenses incurred as members of the YCPIC in accordance with the policies referred to in subsection (3).

5.7 CONFLICT OF INTEREST

- (1) A conflict of interest may be actual, perceived, or potential.
- (2) Members of the YCPIC shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the YCPIC.
- (3) A Parent Member shall exclude him – or herself from discussions in which:
- i. A conflict of interest is likely to result;
 - ii. The Parent Member's ability to carry out his or her duties and responsibilities as a member of the YCPIC may be jeopardized; and
 - iii. The Parent Member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Board in response to advice that the YCPIC provides to the Board.
- (4) A Parent Member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

5.8 MEETINGS

- (1) The YCPIC shall meet at least four times in each school year.
- (2) A meeting of the YCPIC cannot be held unless,
- (a) A majority of the members present at the meeting are Parent Members;
 - (b) The Director of Education, or the person designated under subsection 6 (1), is present;
 - (c) The member of the Board who sits on the YCPIC, or the person designated under subsection 6 (2), is present; and
 - (d) A Trustee of the Board must also be present.
- (3) The Board shall make available to the YCPIC the facilities that the Board considers necessary for the proper functioning of the YCPIC, and shall make reasonable efforts to enable members to participate fully in meetings of the YCPIC.
- (4) All meetings of the YCPIC shall be open to the public and shall be held at a location that is accessible to the public.
- (5) The Chair or Vice-Chairs of the YCPIC shall ensure that notice of each meeting is provided to all members of the YCPIC at least five days before the meeting by,

- (a) Delivering a notice to each member by e-mail or regular mail; and
 - (b) Posting a notice on the Board's website.
- (6) For the purposes of subsection (6), notice by regular mail is provided five days before the meeting if it is mailed five days before the YCPIC meeting.
- (7) The YCPIC meetings:
- (a) The YCPIC shall conduct its business at meetings held at the Board at such times and on such days as it may decide. The YCPIC committee meeting is one where the YCPIC business is discussed and does not include information seminars or workshops. The YCPIC number of meetings shall not be less than four (4) per school year.
 - (b) The Chair shall call a Special Meeting if asked to do so in writing by at least five YCPIC members with the prior consent of the Director of the Board.
 - (c) Parent members of the YCPIC have to be present for majority of the meetings annually and if unable to participate or if a conflict arises, should notify the Chair of the YCPIC. Anyone missing 3 regular meetings in an YCPIC year shall be removed from the committee unless excused by a motion of the committee.

A meeting of YCPIC committee cannot be held unless:

- (i) A majority of the current members of the YCPIC are present at the meeting; and,
- (ii) A majority of the members of the YCPIC who are present at the meeting are Parent Members.

All meetings of the YCPIC committee shall be open to the members of the Board community provided that the Chair should identify and introduce any persons attending the YCPIC meetings that they are not members of YCPIC committee.

- (d) The minutes of a meeting shall be recorded by the Secretary or an appointee and published as soon as possible following the meeting. The Minutes Shall be approved and adopted by the YCPIC at the subsequent meeting.
- (e) A Special meeting of the YCPIC may be called from time to time by the Chair with prior consent of the Director of Education of the Board.
- (f) Quorum for the transaction of business at any meeting of the YCPIC shall be a simple majority of the YCPIC members, provided that a simple majority of those present at the meeting are Parents Members.
- (g) Voting: Matters put to the YCPIC at any meeting of the YCPIC shall be decided by a simple majority. Only Parent Members of the YCPIC and the Community Representatives are entitled to vote. All other members present shall be entitled to input prior to voting on any issue. Proxy votes will not be recognized. Voting may also occur via e-mail, following discussion of a published agenda item, at a meeting where quorum was not reached and the item is time sensitive.

- (h) No formal notice of the YCPIC meetings shall be necessary if:
- i. All the members are present when the time, date and place is decided; and
 - ii. The meetings are held on a regular schedule and at the same place.
- At least 5 days' notice shall be given if the YCPIC meets irregularly.
- (i) Agendas: The Chair in consultation with the Director of the Board shall prepare the agenda for the YCPIC meetings which shall be distributed no later than five (5) days prior to the next scheduled YCPIC meeting. The Agenda shall include only issues and matters that pertain to the objectives, authority and powers of the YCPIC. No new matters or issues will be dealt with at the YCPIC meeting unless deemed by the Director of the Board of Education and the Chair prior to the meeting to be of an urgent nature.
- (j) Conduct of Members. In all matters of the YCPIC the members shall recognize and adhere to the following principles of appropriate conduct:
- i. To maintain proper discipline and decorum during meetings, debates, deliberations and discussions;
 - ii. To conduct themselves, when engaged in any matters relating to the YCPIC, in accordance with acceptable standards of integrity, dignity and respect; and
 - iii. To refrain from disclosing any information that the YCPIC, by a majority vote, determines to be confidential.
- (k) Inappropriate Conduct: The duties of the Chair shall include:
- i. To decline to put to a vote motions which infringe rules of proper procedure;
 - ii. To enforce in all situations the observance of order and decorum among the members;
 - iii. To rule when a member is in breach of the established procedures or is conducting himself or herself in a manner which is unacceptable, offensive and/or inappropriate;
 - iv. Where such unacceptable, offensive and/or inappropriate conduct persists at the YCPIC meeting, to put the motion to a vote by the YCPIC as to whether the offending member should be expelled from the meeting; and
 - v. Where such unacceptable, offensive and/or inappropriate conduct by a particular member is repeated on more than one occasion, to put the motion to a vote by the YCPIC as to whether the offending member should be permanently expelled from the YCPIC.
- (l) Conflict of Interest.
- Each YCPIC member shall avoid situations that arise in connection with his or her duties as an YCPIC member that could result in an inconsistency between the overall mission and objectives of the YCPIC and a personal or vested interest.
- Should an issue or agenda item arise during the YCPIC meeting where an YCPIC member is in a conflict of interest situation, he or she shall declare that conflict immediately and shall not deliberate or vote on any such resolution.
- (m) Alumni Members
- The YCPIC Chair and the Director of Education will:
- (1) Recognize the YCPIC members leaving the YCPIC; and
 - (2) Involve Alumni members as required in Focus Groups or YCPIC Sub-Committees.

5.9 SUBCOMMITTEES

- (1) The YCPIC may establish subcommittees to make recommendations to the YCPIC.
- (2) A subcommittee of the YCPIC must include at least one Parent Member of the YCPIC.
- (3) A subcommittee of the YCPIC may include persons who are not members of the YCPIC committee.
- (4) Subsections 5.7 (3) to (7) apply, with necessary modifications, to subcommittees of the YCPIC.

5.10 INCORPORATION

The YCPIC shall not be incorporated.

5.11 BY-LAWS

The YCPIC,

- (1) May make by-laws governing the conduct of the YCPIC's affairs; and
- (2) Shall make by-laws,
 - a. Specifying the number of parent members up to twenty-five, to be appointed or elected to the YCPIC, governing the process of appointment or election of Parent Members and governing the filling of vacancies in Parent Membership,
 - b. Specifying the number of Community Representatives, up to three, to be appointed to the committee, governing the process of appointment of Community Representatives and governing the filling of vacancies in Community Representative membership,
 - c. Governing the election of members of the YCPIC to the offices of Chair or Vice-Chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the YCPIC,
 - d. Specifying the number of Parent Members of the YCPIC that will hold office for one year, the number of Parent Members that will hold office for two years and the number of Parent Members that will hold office for three years.
 - e. Specifying how many, if any, of the persons listed in subsection 5.1 (2) may be appointed by the Board to the YCPIC,
 - f. Specifying the length of the term of office for the Community Representative Members of the YCPIC and the members appointed by the Board, if any, under subsection 5.1 (2),
 - g. Establishing rules respecting conflicts of interest of the members of the YCPIC, and
 - h. Establishing a process for resolving conflicts internal to the YCPIC, consistent with any conflict resolution policies of the Board.

5.12 MINUTES AND FINANCIAL RECORDS

- (1) The YCPIC shall keep minutes of all of its meetings and records of all of its financial transactions.
- (2) The YCPIC shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board, if any, respecting the retention of documents by committees of the Board.
- (3) The minutes of the YCPIC shall be,
 - a. Posted on the website of the Board; and
 - b. Sent electronically to the Chair or Vice-chairs of the Catholic School Councils of the Board.
- (4) The minutes of the YCPIC's meetings and the records of its financial transactions will be available for examination at the Board's office by any person without charge for four years.
- (5) The YCPIC meeting minutes posted on the website of the Board shall remain on the website for four years.

5.13 CONFLICT RESOLUTION

- (1) Every YCPIC member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.
- (2) Speakers to an issue will maintain a calm and respectful tone at all times.
- (3) Speakers will be allowed to speak without interruption.
- (4) The responsibility of the Chair and Vice-chair is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- (5) If no common ground can be identified, the Chair or Vice-chair will seek to clarify preferences among all members before proceeding further.
- (6) If all attempts at resolving the conflict have been exhausted without success, the Chair or Vice-chair shall request the intervention of the Director, or other senior administrator, to facilitate a resolution of the conflict.

6. DELEGATION

- (1) The Director of Education of the Board may,
 - (a) Delegate any of his or her powers or duties as a member of the YCPIC to a Supervisory Officer employed by the Board; and
 - (b) Designate a Supervisory Officer of the Board to attend an YCPIC meeting in his or her place.

- (2) The member of a Board of Trustees who sits on the YCPIC may,
 - (a) Delegate any of his or her powers or duties as a member of the YCPIC to another member of the Board of Trustees; and
 - (b) Designate a member of the Board of Trustees to attend the YCPIC meetings in his or her place.

7. CONSULTATION

7.1 CONSULTATION BY BOARD

- (1) A Board may solicit and take into consideration the advice of the YCPIC with regard to matters that relate to improving student achievement and well-being.
- (2) The Board shall inform the YCPIC of its response to advice provided to it by the YCPIC.

7.2 CONSULTATION BY MINISTRY

- (1) The Ministry may solicit and take into consideration the advice of the YCPIC with regard to matters that relate to improving student achievement and well-being.

7.3 CONSULTATION BY PARENT INVOLVEMENT COMMITTEE

- (1) The YCPIC may solicit and take into consideration the advice of parents of pupils enrolled in schools of the Board with regard to matters under consideration by the YCPIC.
- (2) The YCPIC may solicit and take into consideration the advice of the Alumni Members.

8. SUMMARY OF ACTIVITIES

- (1) The YCPIC shall annually submit a written summary of the YCPIC's activities to the Chair of the Board of Education and to the Board's Director of Education.
 - (2) The summary of activities shall include a report on how funding, if any, provided under the *Education Act, Ontario Regulation 612/00* for School Councils and Parent Involvement Committees described in section 27 and clauses 28 (a) to (d), was spent.
 - (3) The Director of Education shall,
 - (a) Provide the summary of activities to the school councils of the schools of the Board; and
 - (b) Post the summary of activities on the website of the Board.
 - (4) All correspondence or information from YCPIC must be approved by the YCPIC executive committee before being sent out.
-

9. AMMENDMENTS

The By-Laws of the YCPIC may only be amended at the Annual General Meeting of the YCPIC in any school year.

Proposed amendments are to be noted on the agenda for the Annual General Meeting. Notice in writing of the proposed amendment(s) shall be submitted to the Chair and Secretary of the YCPIC at least fifteen (15) days before the Meeting. Copies of all proposed amendments shall be distributed to the members of the YCPIC at least 10 days prior to the Annual General Meeting.

Amendments must be approved by the majority of the YCPIC members constituting the quorum and the majority of the members constituting the quorum must be Parent Members.

Amendments that do not receive approval may not be tabled again before one year has elapsed.

10. APPROVALS

This By-Law was voted on and approved at the YCPIC meeting of _____.

Signed approvals from:

Director of Education YCDSB

YCPIC Chair

**Chair of YCPIC By-Law
Sub-Committee**

**Member of YCPIC By-Law
Sub-Committee & Treasurer**

**Member of YCPIC By-Law
Sub-Committee**