

ST. ROBERT CATHOLIC HIGH SCHOOL COUNCIL CONSTITUTION

This Constitution and its accompanying By-Laws are accepted and authorized by the St. Robert Catholic High School Council on the 15 day of May, 2019.

PREAMBLE

Parents are the first to teach their children the basic socialization skills, values and morals, and to provide them with their initial instruction in the belief and practices of the Catholic faith.

The education of our children is a shared responsibility which involves the schools, students and their families and the Church. The main goal of St. Robert Catholic High School Council is to “promote the best interests of the School Community”. This Constitution and the following By-laws are drafted in accordance with the *Education Act* and *Regulations*.

The St. Robert Catholic High School Council operating as an advisory council will strive to provide an opportunity to build community, strengthen the home/school/parish partnership and work together as a community of believers committed to putting the values of our faith into practice in the education of our children.

ARTICLE I - NAME

The name of this Catholic School Council is the St. Robert Catholic High School Council, hereinafter referred to as the “Council”.

ARTICLE II - COUNCIL GOALS

The Council will work within the policies, mission statement and goals of the school, the York Catholic District School Board (Board), hereinafter referred to as the “Board”, and the *Education Act* and *Regulations*. Council is an advisory body. The Council will provide advice to the school principal, and where appropriate, to the school board on matters such as:

- be a voice for Catholic education in the community;
- development/promotion of faith community;
- provide advice to the school administration in matters relevant to the education of students;
- local school calendar of events;
- school code of student behaviour; curriculum and program goals and priorities; (School Based Continuous Growth Plan)

- the responses of the school or school board to achievement in provincial and board assessment programs; (School Profile)
- provide opportunities to educate parents/guardians on curriculum issues, and provide information pertaining to Catholic education;
- advise and assist in developing curriculum and program goals, priorities, and improvement initiatives;
- promote communication, understanding and cooperation among the School, parents/guardians, parishes and community to encourage parental and community involvement in school activities;
- advise and participate in co-curricular activities in the school. Any parent/guardian who wishes to support a club or coach a team must work in partnership with a teacher on staff;
- organize information and training session for CSC members;
- advise on new initiatives;
- assist in identifying local conditions that should be addressed in the school;
- advise on the school Code of Conduct;
- implement fundraising events as required to support the ongoing needs of the school;
- provide input to assist the Board in selection/appointment of principals;
- school budget priorities, including local capital-improvement plans;
- school-community communication strategies;
- school-based services and community partnerships related to social, mental and physical health, recreational and nutrition programs;
- community use of school facilities;
- local co-ordination of services for children and youth;
- development, implementation, and review of board policies at the local level;
- learning partnerships;
- corporate sponsorships.

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

Recommendations generated by the Council which are broader in scope than the local school may be referred either to the school principal for direction or to the appropriate Board official or to a Board committee through the Director's Office.

ARTICLE III - MEMBERSHIP OF THE ST. ROBERT CATHOLIC HIGH SCHOOL COMMUNITY

The parents/guardians of students enrolled in the school, the school staff members, the pastor and/or his designate, the school trustee(s), the students and all separate school ratepayers within the area serviced by the school have the right to be recognized as members of the St. Robert Catholic High School Community, hereinafter referred to as the "School Community". All members of the School Community have the right to attend Council meetings.

ARTICLE IV - MEMBERSHIP OF THE ST. ROBERT CATHOLIC HIGH SCHOOL COUNCIL

Membership in the Council shall include but not be limited to, at the discretion of the Council:

- (a) a minimum of eight (8) to a maximum of twenty-one (21) parents/guardians of children enrolled in the school;
- (b) one (1) pupil enrolled in the school who is appointed by the Student Council and who was elected to the Student Council;
- (c) one (1) teacher who is employed at the school and elected by the teaching staff;
- (d) one (1) non-teaching person who is employed at the school, other than the principal and/or vice-principal;
- (e) one (1) community representative appointed by the other members of the Council;
- (f) one (1) person appointed by an association that is a member of the Ontario Association of Parents in Catholic Education, if that association is established in respect of the school.
- (g) a parish representative designated by each parish affiliated with the school;

The school principal and/or vice-principal shall be a designated member.

In the event that the actual number of parents/guardians on Council do not constitute a majority, the above stated composition of Council shall be adjusted within the parameters of the Ministry of Education's Ontario Regulation 612/00, School Council Regulation, hereinafter referred to as "Reg. 612".

ARTICLE V - OFFICERS

The Officers of the Council shall be the Chair/Co-Chair, Secretary, Treasurer, and Past Chair(s) and such other Officers as Council deems are required to carry out the activities of the Council. All Officers of the Council shall be parents/guardians of students in the school. No person shall hold more than one office in any given school year. The members of the Council shall elect from among themselves the Officers of the Council at the first council meeting which must be held within the first 30 days of the school year.

ARTICLE VI - BY-LAWS

The School Community and its properly constituted Council shall be governed by this Constitution and its procedural By-Laws, drafted and approved by the members of the School Community.

ARTICLE VII - AMENDMENTS

The Constitution and the By-Laws of the Council shall only be amended in accordance with the procedures set forth in the By-Laws.

BY-LAWS OF THE ST ROBERT CATHOLIC HIGH SCHOOL COUNCIL

SECTION I - STRUCTURE OF COUNCIL

1. Composition of Council

The Council shall be as representative as possible of the School Community. Parents/guardians shall form the majority of its members. Membership on the Council shall be determined in the following ways:

- (a) Parents/guardians shall be elected by parents and guardians of students enrolled in the school;
- (b) Despite subsection (a), a person is not eligible to be a parent/guardian member if he/she is employed at the school; or he/she is not employed by the school but is employed elsewhere by the Board, unless they take reasonable steps to inform those who will vote in the election of that employment;
- (c) Student representatives shall be elected by students enrolled in the school;
- (d) The Principal of the school shall be a designated member; if the Principal can not attend, he/she may designate his/her membership responsibilities to one of the Vice-Principals;
- (e) The teacher representative shall be elected by the members of the teaching staff assigned to the school;
- (f) The non-teaching staff representative shall be elected by non-teaching employees assigned to the school;
- (g) The community representative(s) shall be appointed by members of the Council;
- (h) Despite subsection (g) a person cannot be appointed community representative if they are employed by the Board unless, he/she is not employed at the school; and the other members of the Council are informed of the person's employment before the appointment; and
- (i) The Chair of the Council shall be a member who is a parent/guardian (cannot be a Board employee) of a student enrolled at the school, and shall be elected by the Council.

2. Elections

Elections to the Council shall be held annually, by secret ballot, during the first 30 calendar days of the school year on a date determined by the chair of the council, after consulting with the principal. The principal shall give the school community at least 14 calendar days' notice of the date, time and location of the election.

An Election Committee consisting of the chair and vice-chair of the council, the principal and vice-principal shall be formed at the Annual General Meeting (AGM) of the School Council held at the first meeting of the school year. It shall be responsible for the overall operation of the nomination and election process, in accordance with the framework and forms set forth in Appendix "A" of these By-Laws. The nomination and election process shall be held during the first 30 calendar days of the school year.

3. Term of Office

At the first election of the properly constituted Council, newly elected members of Council shall be elected for a term of one (1) year, from the date he/she is elected or appointed until the date of the first meeting of the School Council after the elections held in the next school year.

A member of the School Council may be re-elected or re-appointed for additional terms.

4. Meetings

The first meeting of the newly elected members of Council shall take place within the first 30 calendar days of the school year.

The Council shall hold a minimum of four (4) meetings per year at the school or a location accessible to the public. Meetings shall be open to all members of the School Community and will be given written notice by the principal or chair of the Council of the date, time and location. However, it is the responsibility of the elected members of council to come to a final decision with respect to the issue being dealt with.

A meeting cannot be held unless the majority of members are present and that a majority of the member's present are parent/guardian members.

An AGM shall be held during the first meeting of the school year.

5. Quorum

The quorum for the transaction of business at any meeting of the Council shall be a majority of the members attending, provided that the majority of those present at the meeting are parents/guardians. If such a quorum does not exist, any resolution must wait until such time as a quorum exists, with the following exception, if a quorum consisting of a majority of parents/guardians is not possible as a result of parent/guardian vacancies (as opposed to temporary absence at a particular meeting) the quorum will consist of a two thirds (2/3) majority of the remaining membership until such time as parent/guardian vacancies may be filled to provide a majority of parent/guardian Council members.

6. Voting and Decision Making

Each member of the School Council is entitled to one vote in votes taken by the Council. Each member of a committee of the School Council is entitled to one vote in votes taken by the committee.

The principal is not entitled to vote in votes taken by the School Council or by a committee of the School Council.

Question arising at any meeting of the Council shall be decided by consensus of Council members (reaching agreement by all).

7. Vacancies

If any elected position becomes vacant, the Council shall appoint the necessary number of eligible person(s) to serve the balance of the term of office. First consideration of appointees shall be given to any unsuccessful candidate(s) who ran in the last election, in order of finish, followed by outreach strategies. If appointment fails to fill all positions, the Council shall proceed to operate as long as a parent/guardian majority exists.

If at any time the number of parent/guardian representatives on Council is less than the majority required by the provisions of Reg.612/00, the Council shall operate and continue to seek involvement of parent/guardians through outreach strategies. The Council shall also look to the provisions of Article IV of its Constitution, to maintain a parent/guardian majority.

A vacancy in the membership of the School Council does not prevent the Council from exercising its authority.

8. Attendance

Council members shall make every effort to attend meetings. Council members who find they are unable to attend meetings on a regular basis, shall be asked to reconsider their commitment. Notice in writing shall be sent to any Council member who has missed three (3) consecutive meetings informing him/her that his/her status as a member has been terminated.

9. Consultation

The Council shall communicate regularly with parents/guardians and other members of the School Community to seek their views and preferences with regard to matters being addressed by the Council so that these are reflected in the advice the Council provides to the school Principal, to the Board and to the Ministry.

10. Consultation by the Board

The Board is obligated to solicit the views of Council with respect to the matters outlined under Section 19, of Reg. 612/00.

11. Annual Report

The School Council shall annually submit a written report on its activities to the principal and to the Board. This report will include a report from all committees, including all fund raising activities. The report will be made available to the entire school community.

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SECTION II - DUTIES OF OFFICERS

1. Chair

The Chair of the Council shall:

- call school council meetings; (minimum of four per year - first meeting to be held within the first 35 days of the school year)
- prepare in concert with the principal the agenda for school council meetings;
- chair school council meetings;
- ensure that the minutes of school council meetings are recorded and maintained;
- participate in information and training programs;
- communicate with the school principal as required;
- ensure that there is regular communication with the school community;
- consult with senior board staff and trustees, as required, and submit annually a written report of Council activities to the principal and the Board.

2. Vice Chair

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

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

3. Secretary

The Secretary of the Council shall keep the Minutes of the Council meetings, attend to all official correspondence and communications, post notices and file records as directed by the Council, and perform such other duties as may from time-to-time be determined by the Council.

The Secretary shall prepare and distribute a copy of the Minutes of all meetings to all Council members within a reasonable time of said meetings and shall post a copy of the Minutes on the community bulletin board at the school. The Minutes will include attendance, a brief summary of discussion, motions and action/responsibility notations.

In the absence of both the Chair and Vice Chair at meetings of Council, the Secretary shall call the meeting to order and preside until the Council elects an acting Chair for that meeting.

4. Treasurer

The Treasurer of the Council shall keep full and accurate accounts of all receipts and disbursements of the Council in proper books of account. The Treasurer shall provide, at regular meetings of the Council or whenever required, an account of all transactions of the Council and the financial position of the same and shall perform such other duties as may from time-to-time be determined by the Council.

The Treasurer shall receive all monies due and payable to the Council and deposit them to the credit of the Council in a bank approved by the Council.

The Treasurer shall pay all bills authorized by the Council and shall be a signing officer on the Council bank account.

A full financial statement of the Council year shall be prepared by the Treasurer and presented at the AGM.

5. Principal

The Principal of the school shall:

- facilitate the establishment of the Catholic School Council and assist in its operation;
- support and promote council's activities that are consistent with the board's policy statement dealing with Catholic School Councils;
- seek input from the council in areas for which it has been assigned advisory responsibility;
- act as a resource on laws, regulations, board policies, and collective agreements;
- obtain and provide information required by the council to enable it to make informed decision;
- communicate with the chair of the council, as required;
- ensure that copies of the minutes of the council's meetings are kept at the school;
- assist the council in communicating with the school community;
- encourage the participation of all parents/guardians and of other people within the community;
- assist the Chair in developing the agendas;
- perform the duties as outlined in Ontario Regulation 613 - Operation of Schools.

6. Council Members

The members of the Council shall

- provide informed advice to the school principal on matters related to student learning and school improvement;
- maintain a school-wide perspective on issues;
- participate in council meetings;
- participate in information and training programs;
- act as a link between the Catholic School Council and the community;
- encourage the participation of all parents/guardians and of other people within the community.
- observe the Code of Ethics as established by Council

7. Past Chair(s)

The Past Chair(s) shall extend the benefit of his/her/their experience to the Council for a one (1) year period.

SECTION III - COMMITTEES

The Council shall make appointments to such Standing Committees of the Council (committees which exist year after year and meet regularly) and Ad Hoc Committees of the Council (committees appointed to deal with a specific issue, report on it and then are disbanded) as may be required to carry on the activities of the Council and shall, where possible, appoint a Chair of each such committee from among the Council members. Committee membership shall be drawn from the members of the School Community. The Chair of the Council and the Principal, or his/her designate, shall be ex officio members of each Standing and Ad Hoc Committee. All Committees shall report to the Council to obtain final approval of the committee's recommendations. Standing Committees shall include but not be limited to:

Fundraising Committee
Code of Conduct Committee
Election Committee

SECTION IV - CONFLICT OF INTEREST

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

ST. ROBERT CATHOLIC HIGH SCHOOL COUNCIL CONSITUTION, DRAFT, as of 2019-02-12 8:25 AM

SECTION V - CONFLICT RESOLUTION

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 Council shall be governed by the rules and practices of the 21st Century Robert's Rules of Order, The Princeton Language Institute, Dell Publishing, 1995. The edition of Robert's Rules to be used may be changed from time to time by a resolution of the Council.

SECTION VI - FUNDS

Funds raised by the Council shall be used for school related activities and equipment and to pay for the general expenses of carrying out the business of the Council.

SECTION VII - EXPENDITURES

All Council funds shall be held in one bank account at a designated local bank, recommended by the signing Officers and approved by the Council.

The Chair and Treasurer shall have cheque signing authority on the Council bank account, with only the aforementioned signatures necessary to validate cheques.

Expenditures shall be defined as money outlay without expectation of monetary return.

Expenditures for events wholly or partially funded by the Council are to be presented in budget form for approval by the Council.

Receipts must be furnished for all expenditures.

Council expenditures of up to Two Hundred (\$200.00) Dollars may be authorized by the Chair and Treasurer without first having been approved by the Council.

All expenditures in excess of Two Hundred (\$200.00) Dollars shall be made only with the advance approval of the Council.

General count of money must be done by two people at the same time.

All fund raising activities must be in accordance with Board Policy 603A and 603B on Fund Raising.

The Council shall not operate in a deficit.

The year-end balance of the Council bank account shall be kept to a minimum of \$1,500.00 to provide for a sufficient operating balance to initiate Council activities in the following school year.

SECTION VIII - AUDITORS

The Council shall arrange for an independent review of its books and records by a trusted member of the school community at the end of Council's term if a major, Board approved fundraiser has taken place during the term. SECTION IX - REMUNERATION

There will be no honorarium paid to members of the Council. A person shall not receive any remuneration for serving as a member. Reimbursement for expenses incurred as members of the School Council shall be in accordance with relevant procedures established by the Board and Section VII above.

SECTION X - DISSOLUTION OF THE COUNCIL

The Council shall be dissolved when and if the school ceases to operate. In the event of dissolution of the Council, the disposal of funds held by the Treasurer shall be voted upon at the final meeting, provided notice in writing containing the amount of funds held by the Treasurer 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 meeting.

SECTION XI - AMENDMENTS

The Constitution and the By-Laws of the Council may only be amended by Council once in any school year. Proposed amendments may be placed; on the agenda of a Council meeting, provided, notice in writing of the proposed amendment(s) Chair and Secretary of the Council at least twenty-one (21) days before the meeting. Copies of all proposed amendments shall be distributed to the members of the School Community at least 10 days prior to the Council meeting. Amendments must be approved by the majority of the members constituting the quorum and the majority of the members constituting the quorum must be parents/guardians, notwithstanding the provision of the Constitution, Section I, subsection 5 – Quorum. Amendments that do not receive approval may not be re-proposed before one year has elapsed.

SECTION XII – CONSTITUTION/BY-LAWS BINDING

All members of the Council shall abide by this Constitution and its accompanying By-Laws, in both spirit and letter.

The Constitution and By-Laws of the Council shall be in force and effect from the date that they are passed by the Council, after notice in writing to the School Community. This Constitution and its accompanying By-Laws are accepted and authorized by the St. Robert Catholic High School Council on the 15 day of May, 2019.

By: _____

By: _____

By: _____

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APPENDIX "A"

ELECTION PROCEDURE BYLAWS FOR PARENT REPRESENTATIVES

1. Elections shall occur within the first thirty (30) days of the start of each school year.
2. 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 Board.
3. 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.
4. A committee shall be struck by the school council before the end of the school year to help plan the election process, the gathering of nominations and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall take part in counting the ballots. This committee may use the schedule of events as outlined in the Ministry Guide for Members under Section 7.3 to execute planning for the election.
5. The election committee shall:
 - provide nomination forms;
 - ensure that the school community is notified of election procedures and election date(s), location and time, at least fourteen (14) days in advance of the election; request a profile from all candidates and make these available to the electorate; conduct the elections by secret ballot;
 - count the ballots;
 - help the principal notify all candidates of the results; keep all results and related information confidential; help procure names of appointed council positions.
6. Only the names of the successful candidates shall be made public. A list of 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.
7. All individuals standing for election shall be notified of the results before the results are released to the school community.
8. The school council shall help the principal ensure that the names of new members are publicized to the school community within thirty (30) days of the election.
9. At the first meeting of the new school council at the beginning of the school year, the council shall elect the executive, set dates, times and locations for its meetings throughout the year and accept appointments to the remaining positions on council.

ST. ROBERT CATHOLIC HIGH SCHOOL COUNCIL

NOTICE OF ELECTION

Catholic School Council members have a special commitment to their school. They demonstrate enthusiasm, a desire to make a difference and a willingness to contribute in a meaningful way to strengthen the partnership between school, home and parish.

If you would like to put your name forward and become an active participant in your child's education, please call the school office at (905) 889.4982 for a declaration package. It may be sent home with your child, or you may choose to pick up a package in the main office.

Successful candidates will hold their elected position for a term of one year and will be expected to attend the monthly meetings. We as parents can make a difference to our children's education. Being a member of council provides us with an opportunity to make recommendations to the school, the school board and interact with other parents and staff. No one is singularly responsible for decisions. A representation of parents who reflect the diversity of our school population is needed.

Deadline for submission of nomination forms:

Communications of candidate's names to the school community:

Election Day:

First council meeting:

A person is not eligible to be a parent/guardian member if he/she is employed at the school.

ST. ROBERT CATHOLIC HIGH SCHOOL COUNCIL NOMINATION FORM

Please fill in the appropriate section below to declare your candidacy, or to nominate someone else, for an elected position as a parent/guardian representative on the St. Robert Catholic School Council.

- I wish to declare my candidacy for an elected position as parent/guardian representative on the school council.
- I wish to nominate _____ for an elected position as parent/guardian representative on the school council.

Name: Address: _____

Home phone: _____ Business phone: _____

E-Mail: _____

I am the parent/guardian of _____ who is currently registered at this school.

I am an employee of the board: yes no

The person I have nominated is the parent/guardian of _____ who is currently registered at the school.

The person I have nominated is an employee of the board: yes no

Please include a brief bio of yourself or the candidate you have nominated which will be published for election purposes:
e.g. occupation, background, interests, volunteer work

Return this form to the school office by _____

You will be notified when your nomination has been received.