

# ST. GREGORY CATHOLIC SCHOOL ADVISORY COUNCIL CONSTITUTION

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## 1. Name

The name shall be the St. Gregory Catholic School Advisory Council, hereinafter referred to as the “Council” or “School Council” or “CSAC”.

## 2. Purpose

The purpose of the Council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

The Council shall function in an advisory role to the principal and shall achieve its purpose by making recommendations to the school principal and, where appropriate, to the Toronto Catholic District School Board (TCDSB) on any matter in accordance with the Education Act and TCDSB Policies, Guidelines and Operating Procedures.

The Council shall conform to the requirements of the Education Act – Ontario Regulation 612/00 and TCDSB Policy S.10 as revised on June 14, 2001.

## 3. Objectives

In addition to the objectives outlined in the TCDSB “Mission and Vision” statements, the St. Gregory Catholic School community and its Council shall be guided by the following objectives:

- (i) To help the Principal and the teachers bring appropriate community resources to the school.
- (ii) To help the Principal and the teachers ensure that parents recognize and exercise their right to participate in the education of their children.
- (iii) To provide a forum for community input and participation in the life of the school.
- (iv) To provide advice to the school Principal and, where appropriate, to the school Board on any of the following matters that the Council identifies as priorities:
  - ◆ local school-year calendar
  - ◆ school code of student behavior
  - ◆ curriculum and program goals and priorities
  - ◆ the responses of the school or Board to achievement in provincial and Board assessment programs
  - ◆ preparation of the school profile
  - ◆ criteria to be used in the selection of the Principal
  - ◆ school budget priorities, including local capital-improvement plans
  - ◆ Catholic school community communication strategies
  - ◆ methods of reporting to parents and the Catholic community
  - ◆ extracurricular activities (spiritual, social and recreational) in the school
  - ◆ school based services and community partnerships related to social 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
  - ◆ recruitment and training of school volunteers from the community

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- ◆ development of positive working relationships involving the school, the parish and the home
- ◆ promote Catholic faith and Gospel Values
- ◆ establish its goals, priorities and procedures consistent with the Mission, Vision and strategic directions of the Board and the local school community

The St. Gregory Catholic School community and its properly constituted Catholic School Advisory Council shall be governed by this Constitution and by a set of procedures (By-laws) drafted by the Council and approved by the members of the school community.

## BY-LAWS

### 1. CATHOLIC SCHOOL COMMUNITY

#### (i) Membership

The parents/guardians of students enrolled in the school, the school staff members, the pastor or parish designates, the school trustee, the students and all Catholic ratepayers within the area serviced by the school have the right to be recognized as members of the school community.

#### (ii) Annual General Meeting (AGM)

An AGM of all the members of the Catholic School community shall be held within the first thirty (30) days of the school year to conduct the following business:

- (a) annual report of Chair to members;
- (b) financial report of Treasurer;
- (c) resolutions and amendments to this by-law; and
- (d) electing parents/guardians to the Council

The teachers and the non-teaching staff will each hold their own separate meetings for the purpose of electing their representatives on the Catholic School Advisory Council within the first thirty (30) days of the school year.

#### (iii) Special General Meetings

One or more special general meeting of the members of the school community may be called by the Chair of the Council in consultation with the Principal.

#### (iv) Quorum

A quorum at the AGM of the school community or at other special general meetings shall exist only if parents/guardians form the majority.

#### (v) Voting

Each member of the Catholic School community shall be entitled to one vote at the AGM or at any special general meeting of the members of the school community, except with respect to the election of parents/guardians to the Council, in which case only the parents/guardians of children enrolled in the school shall be entitled to vote and each such parent/guardian shall likewise be entitled to one vote.

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At all AGM or special general meetings, every question shall be decided by a majority of the votes of the members present and entitled to vote. Every question, except the election of parents/guardians to the Council; shall be decided by a show of hands unless a poll is demanded by any member. In the case of an equality of votes at any meeting of members, whether upon a show of hands or a poll, the Chair of the meeting shall call a second vote and if a tie still occurs the Chair shall declare the question defeated.

The election of parents to the Council shall be done by secret ballot.

## 2. SCHOOL ADVISORY COUNCIL

### (i) Composition

The Council shall be as representative as possible of the School community and parents and guardians shall form the majority of its members. The Council shall be composed as follows:

- (a) Twenty Parents/guardians of students enrolled in the school shall be elected by parents/guardians of students enrolled in the school.
- (b) The Principal of the school is an ex officio member.
- (c) One teaching staff representative shall be elected by the members of the schools teaching staff.
- (d) One non-teaching staff representative shall be elected by the members of the non-teaching staff. Non-teaching staff include the secretaries, custodial staff, special service staff and other non-teaching staff as determined.
- (e) One student enrolled in the school who is appointed by the principal, if the principal determines, after consulting the other members of the Council, that the council should include a student.
- (f) The Parish priest or his designate is an ex officio member.
- (g) Community representative(s) shall be appointed by members of the Council.
- (h) One person appointed by the Council to act as a liaison with the Ontario Association of Parents in Catholic Education. This person may be one of the elected parent/guardian member.

Parents/guardian members shall form the majority of the Council.

A person is not qualified to be a parent/guardian member of the Council if, he or she is employed at the school; or he or she is not employed at the school but is employed elsewhere by the TCDSB, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent/guardian members of that employment.

### (ii) Elections

Elections to the Council shall be held annually within the first thirty (30) days of each school year for positions requiring elections. Parent/guardian members, teaching staff member and non-teaching staff member shall be filled only through elections.

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In consultation with the principal, a Council Election Committee shall be struck by the Council in May to plan the election process, the gathering of nominations, and the running of the election. If possible, no one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee. The committee should have representation from parents/guardians, teaching staff, non-teaching staff and students.

The principal shall, at least fourteen (14) days before the date of the election of parent/guardian members of the Council give written notice of the election and distribute a nomination form to every parent/guardian of a student who is enrolled in the school.

Completed nomination forms, along with biographies, must be returned to the school office no later than seven (7) days prior to the election. Nominations will be accepted from the floor on election day. A list of names of nominees for the position of parent/guardian members shall be drawn up from the nomination form submitted.

If the list of nominees is twenty (20) or less then the parent/guardian members shall be determined by acclamation and an election shall not take place.

If the list of nominees for the parent/guardian members contains more than twenty (20) names, the parent/guardian members shall be determined by election at the Annual General Meeting (AGM). At the AGM a list containing the names of candidates for parent/guardian members, along with the submitted biographies, shall be distributed to everyone. The election shall be conducted by secret ballot. The order of candidate names on the ballot shall be decided by lot. Each parent/guardian of a student enrolled in the school shall be entitled to twenty (20) votes. The twenty candidates receiving the most votes shall be declared elected. In case of a tie for the twentieth position, the winner shall be determined by lot.

The principal, in consultation with the election committee, will make the necessary arrangements for the teaching staff representative to be elected by the teaching staff other than the principal or vice-principal. Anyone assigned to the teaching staff of the school (full or part-time) other than the principal or vice-principal may be a candidate.

The principal, in consultation with the election committee, will make the necessary arrangements for the non-teaching staff representative to be elected by the non-teaching staff. Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.

Other member positions shall be filled through appointments by the Council at its first meeting of the school year.

All members of Council shall be elected or appointed, as the case may be, for a term of one (1) year.

### **(iii) Meetings**

The Catholic School Advisory Council shall conduct its business at meetings held at such places and at such times as it may decide. The Council shall meet at least four times each school year. The first meeting of the new Council must take place within thirty five (35) days of the start of the school year. Council meetings may be formally called by:

- (a) the Chair in consultation with the Principal;
- (b) the School Principal;
- (c) the Secretary of the Council on direction, in writing, of any five (5) members of the Council.

### **(iv) Quorum**

The quorum for the transaction of business at any meeting of the Council shall be a majority of the Council, provided that the majority of those present at the meeting are parents/guardians.

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## **(v) Voting**

Questions arising at any meeting of the members of Council shall be decided by a majority of the votes of the Council members.

Any special funding request outside the budget process that exceeds \$1000.00 must be added to the agenda and presented for consideration to CSAC at its regularly scheduled meeting one month before the vote is undertaken. The one exception to this rule is any request for funding that may be deemed by CSAC to address a financial hardship for students and/or the school administration is to be considered immediately.

## **(vi) Vacancies**

Vacancies of the elected members of Council may be filled by the Council following receipt of a report by the Nominating Committee recommending suggested appointments. The report of the Nominating Committee shall be presented no later than the next regular meeting of the Council. If there is no quorum, or if a quorum consisting of a majority of parents/guardians cannot be maintained by filling the vacancies as above specified, the remaining positions will stay vacant until elections are held or appointments are made. If a quorum consisting of a majority of parents/guardians is not possible as a result of parent/guardian vacancies, a quorum will consist of a simple majority of the remaining membership until such time as vacancies may be filled.

A position is considered vacant only if the current member who was elected at the annual general election vacates their position during the current school year. Positions not filled at annual general elections are not considered vacant and cannot be filled until the following school year's general election.

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

## **(vii) Attendance**

Any member of the Council who misses more than two consecutive meetings or three meetings in total without the consent of the Council shall forfeit his/her position.

## **(viii) Use of Proxies**

Any member of council, parent participant, staff representative or other community member who wishes to participate in a regular, committee, special or annual general meeting but is unable to attend due to scheduling difficulties may wish to ask another person to act on their behalf by supplying their substitute with a written proxy authorizing them to act and/or vote in their stead. A person may only use a proxy to a maximum of two times per school year. Persons in attendance at meetings may individually only present a maximum of one proxy per meeting.

Should a council member choose to participate in a meeting through the use of a proxy then their physical absence at that meeting shall not be counted as an absence under the terms of Section 2, Subsection (vii) Attendance.

The form of this proxy shall be decided by council and can be modified as needs dictate, but should include at a minimum:

- 1) The name, title, telephone number and signature of the person granting the proxy;
- 2) The name of the person acting as the proxy;
- 3) The date the proxy was granted;

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- 4) The person granting the proxy may wish to limit the use of the proxy to specific issues or away from specific issues. These limitations should be noted on the proxy if applicable.
- 5) The term of the proxy's validity.

Said proxy will be submitted in writing prior to any vote on a motion to the Secretary of the Council. The Secretary of the Council will record the proxy in the official minutes of the meeting in which the proxy is used.

## **(ix) Directed Donations to CSAC**

CSAC can accept directed donations however the donor will be advised at the time of the donation that CSAC reserves the right to reallocate these funds within the budget as it sees fit. If the donor does not accept these terms the donation will be returned.

## **(x) Consultation**

The Council shall communicate regularly with parents and other members of the Catholic School community, when necessary, 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 TCDSB and to the Ministry of Education.

## **3. EXECUTIVE OFFICERS**

The Officers of the Council shall consist of a Chair, Vice-Chair, Secretary, Treasurer and such other officers as the Council deems are required to carry out the activities of the Council.

The members of the Council shall elect from among themselves the officers of the Council at the first meeting of the Council which must take place within thirty five (35) days of the start of the school year.

The Chair and Vice-Chair of the Council must be a parent/guardian member of the Council. A person who is employed by the TCDSB cannot be the Chair or Vice-Chair of the Council.

No person shall hold more than one office in any given school year.

## **4. DUTIES**

### **(i) Chair**

The Chair of the Council shall:

- act as the official spokesperson of the Council;
- provide the necessary leadership in the formation and effective operation of a vital Council; and
- chair, when present, all general meetings of the school community and of the Council.

In consultation with the Principal, the Chair shall:

- call the Council meetings;
- prepare the agenda for Council meetings;
- set the date for the AGM and other general meetings of the members of the school community;
- prepare the agenda for the AGM and other general meetings;
- prepare an annual report on the activities of the Council;

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- ensure that the minutes of the Council meetings are recorded and maintained;
- participate in information and training programs;
- regularly communicate with the school Principal;
- ensure that there is regular communication with the members of the school community;
- consult with senior Board staff and trustees as required; and
- be an ex-officio member of all standing committees of the Council.

In the absence of both the Chair and Vice-Chair the meetings may be chaired by another member of the Council appointed by members of the Council present.

## **(ii) Vice-Chair**

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

The Vice-Chair shall assist the Chair at all times in the discharge of his/her duties and perform such other duties as may from time-to-time be determined by the Council.

## **(iii) Secretary**

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

## **(iv) 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 and shall be guided by the **TCDSB Policy SM.04 - Fund Raising in Schools** in regard to banking and funds disbursements. The Treasurer shall provide, at regular meetings of the Council or whenever required, an account of all transactions of the Council and of the financial position of the same, shall prepare a full Financial Statement for submission to the Reviewers of the School community at least two weeks prior to the AGM and shall perform such other duties as may from time-to-time be determined by the Council.

## **(v) Council Members**

The members of the Council shall:

- promote Catholic faith and Gospel values;
- participate in Council meetings;
- participate in information and training programs;
- act as a link between the Council and the Catholic community;
- encourage the participation of parents from all groups and of other Separate School ratepayers within the school community;
- perform such other duties as may from time-to-time be determined by the Council; and
- may chair the committees established by the school community and the Council.

## **5. REVIEWERS**

One or more reviewers shall be elected at the AGM from among the members of the school community. The reviewer or reviewers shall examine the financial statements prepared by the Treasurer and all financial records kept by the

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Treasurer and shall report their findings at the AGM of the members. The reviewers(s) shall not receive remuneration and, while desirable, are not required to have degrees or certificates or other professional designations in accounting.

## **6. COMMITTEES**

### **(i) Standing**

The Council shall establish Standing Committees as it deems necessary to carry out the mandate of the Council, shall make appointments to such Standing Committees as may be required to carry on the activities of the Council and shall elect a Chair of each such Standing Committee from among the Council members. The elected Officers may be elected as Chairs of any such Standing Committee. No Council member shall be elected Chair of more than one Standing Committee.

Each Standing Committee may consist of as many members as the Council may deem desirable and shall be drawn from among 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 Committee. Standing Committees report to the Catholic School Advisory Council.

### **(ii) Ad Hoc**

The Council shall establish such Ad Hoc Committees as it deems necessary to carry out the mandate of the Council, shall make appointments to such Ad Hoc Committees as may be required to carry on the activities of the Council and shall elect a Chair of each such Ad Hoc Committee from among, the Council members. The elected Officer may be appointed as Chairs of any such Ad Hoc Committees.

The Council shall appoint a Nomination Committee consisting of a Chair and as many other members as deemed desirable and said Nominating Committee shall carry out the functions and duties as described in paragraph 2 (ii) above.

## **7. NOTICES**

### **(i) Annual General Meeting**

The Principal shall, at least 14 days before the date of the AGM, on behalf of the Council give written notice of the date, time and location of the AGM to every parent/guardian of a pupil who on the date the notice is given is enrolled in the school.

### **(ii) Council Meetings**

At least 5 days notice shall be given if the Council meets irregularly. No formal notice of the meetings shall be necessary if:

- (a) all the members are present when the time, date and place is decided; and
- (b) the meetings are held on a regular schedule and at the same place.

## **8. AGENDAS**

### **(i) Council Meetings**

The Chair of the Council in consultation with the Principal and the Council members shall prepare and distribute the Agenda for the Council meetings.

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## **(ii) Annual and Special, General Meetings**

The Chair of the Council in consultation with the Principal shall prepare the agenda for Council and general meetings.

## **9. AMENDMENTS TO CONSTITUTION AND BY-LAWS**

The Constitution and the By-laws of the school community and its Council may only be amended at the AGM. Proposed amendments may be placed on the Agenda of the AGM provided, notice in writing of the proposed amendment(s) shall have reached the Secretary or the Chair of the Council at least forty-five (45) days before the 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

Copies of all proposed amendments shall be available to the members of the School Community at least ten (10) days prior to the AGM. Amendments that do not receive approval may not be re-proposed before one year has elapsed.

## **10. DISSOLUTION OF THE COUNCIL**

The Catholic 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 General 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 General Meeting.

## **11. REMUNERATION**

The members of the Council and of the committees of the Council shall receive no remuneration for acting as such.

## **12. CHEQUES**

Cheque signing and issuing shall be governed by the TCDSB Policy SM.04 – Fund Raising in Schools.

## **13. FUNDS**

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

## **14. 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 member shall declare a conflict of interest and shall not deliberate or vote on any such resolution.

## **15. RULES OF ORDER AT MEETINGS OF THE COUNCIL**

The rules of order to be observed at meetings of the School community and of the Council shall be in accordance with the provisions of these By-laws.

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In all cases for which no specific provision is made in these by-laws, the rules and practices of Roberts Rules of Order, Newly Revised (Scott, Foresman & Co. 1990) shall govern. The edition of Robert's Rules to be used may be changed from time-to-time by a resolution of the Council.

## **16. 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 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 Council.

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