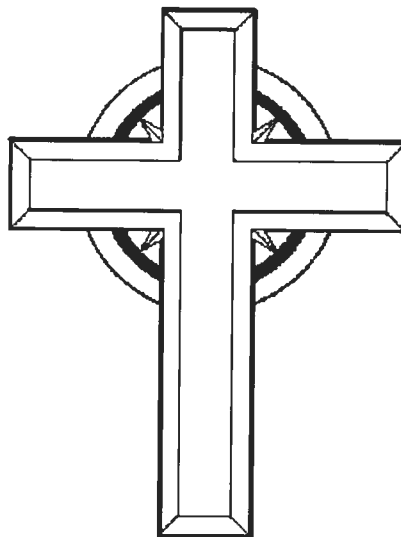


St. Dominic
Catholic School Council
By-Laws



***“For just as the body is one and has many members,
and all the members of the body, though many, are
one body, so it is with Christ. Now you are the body of
Christ and individually members of it.”***

1 Corinthians 12:12, 27

Dufferin-Peel Catholic District School Board

TABLE OF CONTENTS

CATHOLIC SCHOOL COUNCIL BY-LAWS AND PROCEDURES	3
INTRODUCTION	3
CATHOLIC SCHOOL COUNCILS	3
COMPOSITION	3
INTERPRETATION.....	3
NAME.....	4
TERMS OF REFERENCE	4
BY-LAWS	5
BY-LAW 1: COMPOSITION	5
BY-LAW 2: CATHOLIC SCHOOL COUNCIL MEMBERSHIP	5
Designated Member	5
Elected Members	6
Appointed Members	6
BY-LAW 3: ELECTIONS/APPOINTMENTS	7
BY-LAW 4: CONSULTATION.....	9
Consultation by Board	9
Consultation by Principal	10
BY-LAW 5: RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCILS	10
BY-LAW 6: DUTIES OF CATHOLIC SCHOOL COUNCIL MEMBERS.....	11
Duties of Catholic School Council Members	11
Principal	12
Offices	13
Chair/Co-Chair	13
Treasurer	14
Secretary	15
Duties of Appointed Positions	15
Student Representative	15
Parish Representative	16
Ontario Association for Parents in Catholic Education Representative (OAPCE)	17
BY-LAW 7: TERM OF OFFICE	17
BY-LAW 8: VACANCIES.....	17
BY-LAW 9: MEETINGS	18

St. Dominic Catholic Elementary School Catholic School Council By-Laws

BY-LAW 10: VOTING	18
BY-LAW 11: REMUNERATION	19
BY-LAW 12: CONFLICT OF INTEREST	19
BY-LAW 13: FUNDRAISING	20
BY-LAW 14: DISBURSEMENT OF FUNDS.....	20
BY-LAW 15: LIABILITY	21
BY-LAW 16: SUB-COMMITTEES	21
BY-LAW 17: CODE OF ETHICS	21
BY-LAW 18: AMENDMENTS	22
BY-LAW 19: ANNUAL REPORT AND CATHOLIC SCHOOL COUNCIL ANNUAL SURVEY.....	22
BY-LAW 20: CONFLICT RESOLUTION PROCEDURES.....	22
BY-LAW DOCUMENT IS BINDING	24

“For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. Now you are the body of Christ and individually members of it.” - 1 Corinthians 12:12, 27

CATHOLIC SCHOOL COUNCIL BY-LAWS AND PROCEDURES

INTRODUCTION

CATHOLIC SCHOOL COUNCILS

Catholic School Councils, comprised of the principal of the school, parent members, student members (optional in elementary; required in secondary), teaching and non-teaching staff, parish and community representatives, are a gift to the Catholic school community. These councils are a structure within which parents, staff, students and parish representatives are afforded the opportunity to exercise their own vocation as parents and people of faith.

COMPOSITION

Catholic School Councils have the opportunity to influence educational and faith formation experiences as children journey towards realizing the Ontario Catholic School Graduate Expectations and ultimately, a vocation of Christ-like service in the world beyond school. As a body representing children’s first educators in the faith, the board and school principals can gain valuable insights from Catholic School Councils into the cultivation of truly authentic Catholic education and faith formation experiences for children (i.e. pastoral plans, sacramental preparation, virtue formation, social justice initiatives, school-based services and community collaborations related to the spiritual/faith life of the school, etc.). Given the denominational context under which Catholic Schools operate, commensurate with the mission of the DPCDSB, parent members of Catholic School Councils shall be English Separate School Electors or the spouse of an English Separate School Elector and student members shall be either Catholic or the child of an English Separate School Elector.

INTERPRETATION

For the purposes of this constitution:

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

“meeting” in respect of a Catholic School Council, does not include a training session or other event where the _____ St. Dominic _____ Catholic School Council or a committee of the _____ St. Dominic _____ Catholic School Council does not discuss or decide matters that it has the authority to decide;

“parent” means, in respect of the _____ St. Dominic _____ Catholic School Council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in Section 1 of the Education Act;

St. Dominic Catholic Elementary School Catholic School Council By-Laws

“parent member” means, in respect of the St. Dominic Catholic School Council, a member of the Council who is elected to the Council in accordance with Ontario Regulation 612/00 or who fills a vacancy created by a parent member ceasing to hold office and is an English Separate School Elector or the spouse of an English Separate School Elector.

"student member" means a member of the Catholic School Council who is appointed to the council in accordance with Regulation 612/00, or who fills a vacancy created when a student member ceases to hold office and, who is either Catholic or is the child of an English Separate School Elector.

NAME

The name of the organization for St. Dominic Catholic School shall be known as “ St. Dominic CATHOLIC SCHOOL COUNCIL”.

TERMS OF REFERENCE

The St. Dominic Catholic School Council was formed in accordance with the Ministry of Education, Government of Ontario, in the form of Ontario Regulation 612.00 that outlines the requirement to establish school councils, Ontario Regulation 298 Operations of Schools, and the Education Act, Section 265, which outlines the duties of principals.

The St. Dominic Catholic School Council operates under the auspices of the Dufferin-Peel Catholic District School Board. The St. Dominic Catholic School Council operates under and adheres to Regulations 612/00 and 298, the Education Act, Section 265 and Dufferin-Peel Catholic District School Board applicable policies and procedures.

As per Ontario Regulation 612/00, the purpose of a school council is, through the active participation of the parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

In addition to the purpose of school councils as identified in Ontario Regulation 612/00, the mission of Catholic School Councils in the Dufferin-Peel Catholic District School Board, is to promote the vision, values and sacramental life of Catholic practices of the Dufferin-Peel Catholic District School Board and the Catholic community it serves, and advise the principal and board.

The St. Dominic Catholic School Council, guided by policies, procedures, beliefs and practices of the Dufferin-Peel Catholic District School Board, shall promote and maintain a positive, faith-infused school environment for all students and staff; facilitate the active and meaningful participation of parents, and all members of the school community, and provide staff, parents, and students with an accountable system to which they can voice their concerns, comments and suggestions for enhancing the faith, well-being and academic improvement of the school community.

The St. Dominic Catholic School Council's primary means of achieving its purposes is by making recommendations in accordance with Ontario Regulation 612/00 to the Principal of the school and to the Dufferin-Peel Catholic District School Board.

BY-LAWS

BY-LAW 1: COMPOSITION

Note: All council members shall have a criminal reference check or an annual criminal offence declaration. Membership in the Catholic School Council shall be determined as identified below.

B1.1 The St. Dominic Catholic School Council shall be composed of the following people:

1. Parent members,
2. The principal of the school,
3. One teacher who is employed at the school, other than the principal or vice-principal,
4. One person who is employed at the school, other than the principal, vice-principal or any other teacher,
5. In the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil. (Note: the student must be either Catholic or the child of an English Separate School Elector),
6. One community representative who is a member of a parish in the region served by the school, appointed by the other members of the council, in consultation with the pastor(s),
7. One community representative, appointed by the other members of the council in consultation with the Dufferin Peel Regional Association of Parents in Catholic Education. (DRAPCE), to represent the Ontario Association of Parents in Catholic Education.

B1.2 The majority of members shall be parent members.

B1.3 The number of parent members on St. Dominic Catholic School Council shall be 15 .

BY-LAW 2: CATHOLIC SCHOOL COUNCIL MEMBERSHIP

Membership in the St. Dominic Catholic School Council shall be determined as identified below.

B2:1 A member of the board cannot be a member of a Catholic School Council.

Designated Member

B2:2 The school principal shall be a designated member, and is not eligible to vote.

B2:3 The principal of a school may delegate any of his or her powers or duties as a member of the St. Dominic Catholic School Council to a vice-principal of the school.

Elected Members

B2:4 Parent members shall be elected by parents of students enrolled in the school at a publicly announced meeting that is fixed by the chair or co-chairs of the St. Dominic Catholic School Council after consulting with the principal of the school.

B2:5 A person is not qualified to be a parent member of the St. Dominic Catholic School Council if:

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

B2:6 The teacher representative shall be elected by members of the teaching staff at the school, other than the principal or vice-principal.

B2:7 The non-teaching staff member shall be elected by members of the non-teaching staff at the school.

Appointed Members

B2.8 A student may be appointed by the principal of the school, if the principal determines, after consulting the other members of the Catholic School Council, that the council should include a pupil,

B2:8 A person employed by the board can be appointed as a community representative on the council only if:

- i. he/she is not employed at the school; and
- ii. the other members of the St. Dominic Catholic School Council are informed of the person's employment before the appointment.

B2:10 One community representative shall be appointed from a parish in the region served by St. Dominic by the Catholic School Council in consultation with the pastor(s). In the case where a school is associated with more than one parish, the parish representative shall be from the parish associated with the school. The individual that belongs in one of the following categories may serve as the parish representative: Priest, Deacon, parent of school who is a member of the parish in the school region, member of the parish who is not a parent in the school, community representative on the Catholic School Council, who is a member of the parish or Chaplain (Secondary only).

B2:11 One community representative appointed by the members of the council in consultation with the Dufferin-Peel Regional Association of Parents in Catholic Education. (DRAPCE) to represent the Ontario Association of Parents in Catholic Education (OAPCE).

BY-LAW 3: ELECTIONS/APPOINTMENTS

B3:1 An election committee shall be struck by the Catholic School Council in May 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 be a member of the election committee.

B3:2 Elections of all members of a Catholic School Council shall be held within the first 30 days of the school year. **Note:** Elections are only required when the number of nominations exceeds the maximum number of elected members permitted on Catholic School Councils.

B3:3 When a new school is established, the first election of parent/guardian members of the Catholic School Council shall be held during the first 30 days of the school year on a date that is fixed by the principal of the school in consultation with the Superintendent of the Family of Schools.

B3:4 The principal of the school shall, at least 14 days before the date of the election of parent/guardian members, on behalf of the Catholic School Council, give written notice of the date, time and location of the election to parents of students enrolled in the school at that time. This notice may be given to students to take home to their parents, and may be posted in a location in the school that is accessible to parents.

B3:5 Each parent seeking election shall be nominated or self-nominated in writing, shall have a child registered at the school, shall be an English Separate School Elector or spouse of an English Separate School Elector, and shall declare if he or she is employed by the school board. The nomination documentation must be signed by an appointed official in the administration office. All nominations will be closed one week prior to the election. Nominations require the consent of the nominated member.

B3:6 The Election Committee shall request a profile from all candidates and make them available to the electorate. Candidates should be prepared to summarize their reason for running for a position on Catholic School Council.

B3:7 Information about candidates shall be made available to the school community at least one week before the election.

B3:8 No individual campaign literature for Catholic School Council elections may be distributed or posted in the school or on school property.

B3:9 School resources, both human and material, may not be used to support particular candidates or groups of candidates.

St. Dominic Catholic Elementary School Catholic School Council By-Laws

- B3:10 The election day proceedings shall be supervised by the principal.
- B3:11 The principal shall conduct a lottery to determine the ballot position for each candidate.
- B3:12 The election of members shall be by secret ballot. Voters must be present at the school on the election day(s) during the pre-set hours for voting (to include both daytime and evening hours).
- B3:13 All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- B3:14 Ballots shall be counted by the principal in the presence of at least two parents who are not election candidates.
- B3:15 If there is a tie for the final position for a representative on the Catholic School Council, the winner shall be determined by lot.
- B3:16 A motion shall be made to destroy all ballots once the successful candidate(s) have accepted the role.
- B3:17 All individuals standing for election shall be notified of the results before the results are released to the school community. Only the names of successful candidates will be made public.
- B3:18 The teacher representative shall be elected on a date that is selected by the Ontario English Catholic Teachers Association members at the school.
- B3:19 The non-teaching staff member shall be elected on a date that is fixed by the principal of the school in consultation with the non-teaching staff at the school.
- B3:20 Appointments of members to the Catholic School Council shall follow the election of members to the school council.
- B3:21 All Catholic School Council members must have a Criminal Reference Check or an Annual Criminal Offence Declaration Form.
- B3:22 The names of the Catholic School Council members shall be published in the School Council Newsletter and or School Newsletter.
- B3:23 The Principal shall chair the first meeting of the new council until a Chair or Co-chairs have been elected by the members of the Catholic School Council at that meeting. The new Chair/Co-chairs will then take over the running of the meeting, oversee the election/appointment of other council positions and establish the dates and location of Catholic School Council meetings.

B3:24 The outgoing Chairperson shall prepare an agenda for the first meeting of the new council in consultation with the principal.

B3:25 The Principal shall submit a complete list of elected and appointed members of the Catholic School Council to the Family of Schools Superintendent.

BY-LAW 4: CONSULTATION

B4:1 Catholic School Councils shall, within the parameters prescribed in the Education Act, the Regulations thereunder, and the policies and procedures of the board, provide advice to the school principal and to the school board on any matters. The board/principal shall consider any recommendations made and shall advise the council on the action taken by the board/school in response to the recommendations.

Consultation by Board

B4:2 In addition to its other obligations to solicit the views of school councils under the Education Act, the board shall solicit the views of Catholic School Councils established by the board with respect to the following matters:

1. The establishment or amendment of board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents including policies and guidelines respecting,
 - a. the conduct of persons in schools within the board's jurisdiction,
 - b. appropriate dress for pupils in the schools within the board's jurisdiction,
 - c. the allocation of funding by the board to school councils,
 - d. the fundraising activities for school councils,
 - e. conflict resolution processes for internal school council disputes,
 - f. reimbursement by the board of expenses incurred by members and officers of school councils.
2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including implementation plans for policies and guidelines respecting:
 - a. the conduct of persons in schools within the board's jurisdiction, and
 - b. respecting appropriate dress for pupils in schools within the board's jurisdiction.
3. Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
4. The process and criteria applicable to the selection and placement of principals and vice-principals.

Subsections 1- 4 do not limit the matters on which a board may solicit the views of Catholic School Councils.

Consultation by Principal

- B4:3 In addition to his or her other obligations to solicit the views of the Catholic School Council under the Act and regulations, the principal of a school shall solicit the views of the Catholic School Council with respect to the following matters:
1. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - a. a local code of conduct governing the behaviour of all persons in the school, and
 - b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
 2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including implementation plans for,
 - a. a local code of conduct governing the behaviour of all persons in the school, and
 - b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
 3. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

Subsections 1-3 do not limit the matters on which the principal of a school may solicit the views of the Catholic School Council on.

B4:4 The principal of the school may solicit the views of Catholic School Councils with respect to the following matters:

1. The faith development of the school community (i.e.; prayer, pastoral plan, faith plan, sacramental preparation, social justice initiatives, virtue formation),
2. School budget priorities, including local capital improvement plans for submission to the board,
3. School-community communication strategies,
4. Methods of reporting to parents and the community,
5. Extra-curricular activities in the school,
6. School-based services and community collaborations related to spiritual, social justice, social, health, recreational, and nutrition programs,
7. Local coordination of services for children and youth aligned to board practice.

BY-LAW 5: RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCILS

Catholic School Councils shall:

- B5:1 Promote the vision, values, sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board.

- B5:2 Keep minutes of all of its meetings and records of all of its financial transactions for a period of seven (7) years. The minutes and records shall be available at the school for examination without charge by any person.
- B5:3 Submit a written report on its activities of the Catholic School Council to the principal of the school and to the board prior to the end of its term. The annual report shall include a report on any fundraising activities that the council engaged in. The principal shall, on behalf of the Catholic School Council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school and shall be posted in a location accessible to parents.
- B5:4 Establish the goals, priorities, and procedures intended to support the best interest of the Catholic school community.
- B5:5 Organize faith formation, information and training sessions to enable members of the council to support the faith formation and skills of council members.
- B5:6 Communicate regularly with parents and other members of the community to seek their input with regard to matters being addressed by the Catholic School Council, and to report on the activities of the council to the school community.
- B5:7 Consult with parents of students enrolled in the school about matters under its consideration.
- B5:8 Ensure that funds, if any, are raised and used in accordance with board policies and procedures, and for purposes approved by the board.

BY-LAW 6: DUTIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

Duties of Catholic School Council Members

- B6:1 Catholic School Council members shall:
1. Be full voting members,
 2. Regularly attend, and participate in Catholic School Council meetings,
 3. Maintain a school-wide focus on all issues. Catholic School Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members,
 4. Participate in faith development, information and training programs,
 5. Act as a link between the Catholic School Council and the school community,
 6. Encourage the participation of parents from all groups and of other people within the community.

Principal

B6:2 The principal shall be a designated member of the Catholic School Council.

Duties

B6:3 The principal shall:

1. Promote the vision, values and sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board.
2. Attend every meeting of the school council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.
3. Act as a resource person to the Catholic School Council and assist the Catholic School Council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies.
4. Collaborate with the Chair/ Co-Chair to ensure that the council is conversant with and makes decisions through the lens of Catholic virtues and the Ontario Catholic School Graduate Expectations.
5. Post any materials distributed to members of the Catholic School Council in the school in a location that is accessible to parents.
6. Make the names of the members of the Catholic School Council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents.
7. Provide for the prompt distribution to each member of the Catholic School Council of any materials received by the principal from the Ministry of Education that are identified by the Ministry of Education as being for distribution to the members of the council.
8. Consider each recommendation made by the Catholic School Council and advise the council of the action taken in response to the recommendation.
9. In addition to his or her other obligations to solicit the views of the Catholic School Council under the Act and the regulations, the principal of a school may solicit the view of Catholic School Councils on any matter but shall solicit the views of the Catholic School Council with respect to the following matters:
 - a. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - i. a local code of conduct established governing the behaviour of all persons in the school, and school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
 - b. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including implementation plans for,
 - i. a local code of conduct governing the behaviour of all persons in the school, and

- ii. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
10. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
11. In addition to the matters listed above, the principal of the school may solicit the views of Catholic School Councils with respect to the following matters:
- i. The faith development of the school community (i.e.; prayer, pastoral plan, virtue formation, sacramental preparation, etc.),
 - ii. School budget priorities, including local capital improvement plans for submission to the board,
 - iii. School-community communication strategies,
 - iv. Methods of reporting to parents and the community,
 - v. Extra-curricular activities in the school,
 - vi. School-based services and community collaborations related to spiritual, social justice, social, health, recreational, and nutrition programs,
 - vii. Local coordination of services for children and youth aligned to board practice.
12. Manage the collection, accounting and depositing of fundraising dollars in conjunction with the Catholic School Council.

Offices

Chair/Co-Chair

- B6:4 The St. Dominic Catholic School Council shall have Chair/Co-Chair. Vacancies shall be filled in accordance with the by-laws of the council.
- B6:5 The Chair/Co-chair shall be officers of the Catholic School Council.
- B6:6 The Chair or Co-chair must be a parent member of the council and shall be elected by the members of the council.
- B6:7 A person who is employed by the board cannot be the chair or co-chair of the council.

Duties of Chair/Co-Chair

- B6:8 The Chair/Co-Chair of the Catholic School Council shall:
- 1. Always be a member of the school parent community,
 - 2. Be a full voting member,
 - 3. Regularly attend, and participate in Catholic School Council meetings,

St. Dominic Catholic Elementary School Catholic School Council By-Laws

4. Call and set dates for all Catholic School Council planning sessions and meetings in consultation with the school principal and Catholic School Council members,
5. Prepare the agenda for Catholic School Council meetings in consultation with the principal and members of the council,
6. Chair all council planning sessions and meetings. The Chair can ask a parent member to chair meetings in his/her absence if Co-Chair is unavailable.
7. Set the Catholic context for meetings by including a prayer, liturgy, relevant faith news, information and/or announcements,
8. Collaborate with the principal to ensure that the council is conversant with and makes decisions through the lens of the Catholic virtues, practices, Ontario Catholic School Graduate Expectations, and mission and vision of the DPCDSB.
9. Ensure that the minutes of the Catholic School Council meetings are recorded and maintained,
10. Provide the Chairperson's report to the St. Dominic Catholic School Council at all meetings of the council,
11. Act as a signing officer for cheque requisitions and deposit forms (if applicable),
12. Be a sitting member of the council budget committee (if applicable),
13. Participate in faith development, information and training programs,
14. Communicate with the school principal,
15. Ensure that there is regular communication with the school community,
16. Consult with senior board staff and trustees, as required,
17. Provide leadership to the members of the School Council, ensuring that they have a clear understanding of their roles and mandate.

Treasurer

B6:9 The Treasurer shall be elected by members of the St. Dominic Catholic School Council.

Duties of Treasurer

B6:10 The Treasurer:

1. Be a full voting member,
2. Regularly attend, and participate in St. Dominic Catholic School Council meetings,
3. May act as one of the approved signing officers on the St. Dominic Catholic School Council Cheque Requisition General Form. Signing authority for school council bank accounts will be with school staff only,
4. Shall count and verify the funds received for deposit immediately in the presence of the person(s) giving the funds and complete the St. Dominic Catholic School Council Funds Received General Form). All deposits to the Catholic School Council bank account will be the responsibility of the St. Dominic Catholic School Council who will provide a copy of the deposit slip to the designated individual in the school. Collection, accounting and depositing of fundraising dollars are managed by School Council and the principal. The designated individual will record the deposit into SchoolCash.NET as a lump sum under the categories specified by Catholic

- School Council,
5. Shall follow Dufferin Peel Catholic District School Board general administration procedures outlining standardized procedures and accompanying general forms (e.g. Cheque Requisition and Funds Received forms),
 6. Shall provide ongoing financial bank reconciliation and/or financial/accounting report to the St. Dominic Catholic School Council and parent community,
 7. Shall chair and manage the St. Dominic Catholic School Council budget committee (if applicable),
 8. Shall provide a year-end financial statement for the St. Dominic Catholic School Council Annual Report,
 9. Shall ensure all financial reports are held in the minute's binder in the main office to provide full public access. Note: All financial reports shall be held at the school for a period of seven (7) years.

Secretary

B6:11 The secretary shall be elected by members of the Catholic School Council.

Duties

B6:12 The secretary shall:

1. Be a full voting member,
2. Regularly attend, and participate in St. Dominic Catholic School Council meetings,
3. Record the proceedings of all St. Dominic Catholic School Council meetings,
4. Maintain a complete set of Catholic School Council minutes and all legal and important documents. Ensure all documents are held in the minute's binder in the main office to provide full public access. Note: All documents shall be held at the school for a period of seven (7) years,
5. Distribute minutes and agendas for all council meetings to all pertinent parties in a timely manner,
6. Post all minutes and meeting notices in the designated area of the school,
7. Assist the Chair in the writing and sending of any necessary correspondence,
8. Act as assistant to the Chairperson,
9. Distribute minutes to members 2 days before the meeting along with agenda. Ensure that the Chairperson or co-chairs establish quorum before meetings begin. Quorum is 50% or more of parent members.

Duties of Appointed Positions

Student Representative

B6:13 The student representative shall be appointed by the Student Parliament.

Duties of the Student Representative

B6:14 The student representative shall:

1. Be a full voting member on the council,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Provide ongoing student representation and take part in all discussions.
4. Relay information to the members of the council from the Student Parliament and vice versa,
5. Forward a written report to the teacher representative if unable to attend the council meeting or send a delegate.

Parish Representative

B6:15 The parish representative shall be appointed by the Catholic School Council in accordance with B2:10.

Duties of the Parish Representative

B6:16 The parish representative shall:

1. Be a full voting member,
2. Regularly attend and participate in Catholic School Council meetings,
3. Provide input into the school's pastoral/faith plan,
4. Provide guidance and support to the Catholic School Council relating to the faith formation of members of the school community and initiatives/issues in the parish community,
5. Serve as communication link between the parish and the Catholic School Council with respect to parish information (i.e. local church locations, Mass times, annual parish events, available social outreach programs and organizations such as the Catholic Women's League, Knights of Columbus, youth ministries and prayer groups) and provide regular updates,
6. Be a member of the Catholic School Council Faith Development Committee (if applicable),
7. Provide guidance and support to the Catholic School Council concerning faith development initiatives/activities which enhance the Catholic education and faith formation of students,
8. Provide encouragement and support for Sacramental preparations,
9. Prepare and conduct prayer/reflection at meetings including the preparation of a sacred space,
10. Promote and support social outreach programs,
11. Arrange Mass cards and sympathy cards on behalf of council,
12. Write articles for Parish newsletter,
13. Lead spiritual discussion at meetings,
14. Participate in other activities that strengthen the Catholic faith formation in the school.
15. Act as a communication link to provide resources from the Pastor/Church to the school.

Contact the parish prior to council meetings to relay any information to be shared with the school council and parents (i.e. Church events, sacraments/celebrations, Rite of Christian Initiation for Adults, how to become an altar server, rallies and symposiums, etc.),

16. Provide the Parish Priest with a copy of the minutes of Catholic School Council meetings and communicate/invite the Priest to Catholic School Council upcoming events or functions,
17. Attend Dufferin-Peel CDSB Annual Parish Representatives' Forum,
18. Establish and maintain communication with the Parish Priest affiliated with the school to ensure clarity of expectations and goals.

Ontario Association for Parents in Catholic Education Representative (OAPCE)

B6:17 The OAPCE representative shall be appointed by the Catholic School Council in accordance with B2:11.

Duties of OAPCE Representative

B6:18 The OAPCE representative shall:

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Represent the OAPCE as the voice of the association on the Catholic School Council,
4. Report to the council the information shared by OAPCE at all meetings,
5. Attend the Dufferin-Peel Regional Council meetings and the Annual General Meeting of OAPCE when able.

BY-LAW 7: TERM OF OFFICE

B7:1 A person is elected or appointed as a member of a Catholic School Council from the later of the date of his/her election or appointment; and the date of the first meeting of the Catholic School Council after the elections in the school year, until the first meeting of the Catholic School Council after the elections in the next school year.

B7:2 A member of a Catholic School Council may be re-elected or re-appointed.

BY-LAW 8: VACANCIES

B8:1 A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with By-Law 3: Elections/Appointments.

B8:2 A vacancy in the membership of a Catholic School Council does not prevent the council from exercising its authority.