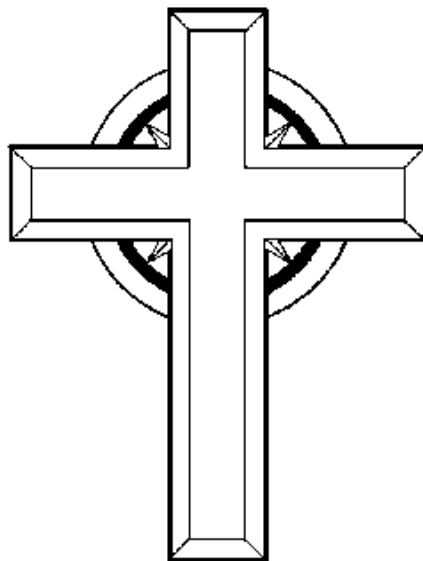


QUEEN OF HEAVEN

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

Queen of Heaven 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 **Queen of Heaven** Catholic School Council or a committee of the **Queen of Heaven** Catholic School Council does not discuss or decide matters that it has the authority to decide;

“parent” means, in respect of the **Queen of Heaven** 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;

“parent member” means, in respect of the **Queen of Heaven** 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 **Queen of Heaven** Catholic School shall be known as “ **Queen of Heaven** CATHOLIC SCHOOL COUNCIL”.

TERMS OF REFERENCE

The **Queen of Heaven** 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 **Queen of Heaven** Catholic School Council operates under the auspices of the Dufferin-Peel Catholic District School Board. The **Queen of Heaven** 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 **Queen of Heaven** 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 **Queen of Heaven** 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 **Queen of Heaven** 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 **Queen of Heaven** Catholic School Council shall be 17 .

BY-LAW 2: CATHOLIC SCHOOL COUNCIL MEMBERSHIP

Membership in the **Queen of Heaven** 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 **Queen of Heaven** 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 **Queen of Heaven** 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 **Queen of Heaven** Catholic School Council if:

- i. he/she is employed at **Queen of Heaven** ; 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 **Queen of Heaven** 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 **Queen of Heaven** 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.

- 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 *Queen of Heaven* Catholic School Council shall have 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,

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 **Queen of Heaven** 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 **Queen of Heaven** Catholic School Council.

Duties of Treasurer

B6:10 The Treasurer:

1. Be a full voting member,
2. Regularly attend, and participate in **Queen of Heaven** Catholic School Council meetings,
3. May act as one of the approved signing officers on the **Queen of Heaven** 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 **Queen of Heaven** Catholic School Council Funds Received General Form). All deposits to the Catholic School Council bank account will be the responsibility of the **Queen of Heaven** 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 **Queen of Heaven** Catholic School Council and parent community,
7. Shall chair and manage the **Queen of Heaven** Catholic School Council budget committee (if applicable),
8. Shall provide a year-end financial statement for the **Queen of Heaven** 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 **Queen of Heaven** Catholic School Council meetings,
3. Record the proceedings of all **Queen of Heaven** 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.

BY-LAW 9: MEETINGS

- B9:1 The Catholic School shall hold a minimum of four (4) meetings per school year.
- B9:2 The Catholic School Council shall meet within the first thirty-five (35) days of the school year, after elections have been held, on a date fixed by the principal of the school.
- B9:3 All meetings shall be open to, and in a place that is accessible to members of the public. The Catholic School Council is entitled to hold its meetings at the school.
- B9:4 A meeting of the **Queen of Heaven** Catholic School Council cannot be held unless:
- i. The majority of the members of the council who are present at the meeting are parent members, and
 - ii. The principal or (his/her designated representative) is present.
- B9:5 The principal of the school shall, on behalf of the **Queen of Heaven** Catholic School Council, give written notice of the date, time, and location of each meeting of the Catholic School Council to every parent of a pupil who is enrolled in the school on the date the notice is given. This notice may be given by giving the notice to the parent's child for delivery and by posting a notice of the meeting in an area of the school accessible to parents. The notice of meeting may also be posted on the school web site.
- B9:6 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.
- B9:7 The outgoing Chairperson shall prepare an agenda for the first meeting of the new council in consultation with the principal.
- B9:8 Any member of the Catholic School Council may not be absent from three (3) consecutive meetings without a leave of absence approved by the Catholic School Council. If the member is absent for two meetings without notice, the executive members of the council shall request in writing a letter of intent (See sample letter - APPENDIX 6(A)).

BY-LAW 10: VOTING

- B10:1 With the exception of the principal, each member of a committee of a Catholic School Council is entitled to one vote in votes taken by the committee.
- B10:2 Voting by e-mail, teleconference or electronic proxy is not allowed.

B10:3 Members must be present to vote in all votes taken by the Catholic School Council.

B10:4 The principal (or his/her delegated representative) to the Catholic School Council is not entitled to a vote on the Catholic School Council or any of its committees.

B10:5 A majority vote (more than half) is required for the approval of an action or choice by the Catholic School Council (excluding amendments to the Catholic School Council Constitutional By-Laws), where the majority of voting members present are parents.

BY-LAW 11: REMUNERATION

B11:1 There shall be no remuneration paid to members of the Catholic School Council.

B11:2 The reimbursement of member expenses is at the sole discretion of the board.

B11:3 The Catholic School Council and the principal shall authorize and approve reimbursement of expenses incurred by members as members or officers of the Catholic School Council.

BY-LAW 12: CONFLICT OF INTEREST

B12:1 Catholic School Council members must be independent and impartial in carrying out their duties. Each member of the Catholic School Council shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the Catholic School Council and a personal or pecuniary interest in that of a Catholic School Council member.

B12:2 A conflict of interest for a Catholic School Council member is any situation in which the individual's private interests may be incompatible or in conflict with his or her Catholic School Council responsibility. A conflict of interest may be actual, perceived or potential.

Actual: When a Catholic School Council member has a private interest that is sufficiently connected to his or her duties and responsibilities as a council member that it influences the exercise of these duties and responsibilities.

Perceived: When reasonably well-informed persons could reasonably believe that a Catholic School Council member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential: When a Catholic School Council member has a private interest that could affect his or her decision about matters proposed for discussion.

B12:3 Catholic School Council members 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 Catholic School Council. A member shall exclude him/herself from discussions in which:

1. A conflict of interest is likely to result,
2. The member's ability to carry out his or her duties and responsibilities as a member of the Catholic School Council may be jeopardized,
3. The council 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 Principal or Board in response to advice that the council provides to the Principal or the Board.

B12:4 A member of the Catholic School Council shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

BY-LAW 13: FUNDRAISING

B13:1 The Catholic School Council and its committees shall operate fundraising activities in accordance with all Board Policies and General Administrative Procedures.

B13:2 The Catholic School Council will use the funds raised for a purpose approved by the Board.

B13:3 The Catholic School Council will operate fundraising activities without financial gain for any of its members.

BY-LAW 14: DISBURSEMENT OF FUNDS

B14:1 Signing authority of *Queen of Heaven* Catholic School Council Bank account will be with the school staff only. No parent shall have signing authority.

B14:2 Cheques will not be issued by the Catholic School Council but rather funds dispersed and invoices paid through cheque requisitions approved by the Catholic School Council Chair and/or Treasurer and the school principal.

B14:3 The School Secretary will create actual cheques via SchoolCash NET software. Financial activities will be recorded in SchoolCash.NET under the 7000 series under a separate bank account created specifically for Catholic School Council with standardized procedures and accompanying forms (ex. Cheque Requisition Form).

B14:4 All deposits to the Catholic School Council bank account will be the responsibility of the 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 Council.

B14:5 Reporting of financial activities to Catholic School Council shall be generated from SchoolCash.NET reports along with copies of School Council bank statements.

B14:6 All financial reports and minutes of Catholic School Council meetings will be stored at the school, as per Ministry of Education regulations.

B14:7 A statement of the Catholic School Council account shall be distributed and made available at all Catholic School Council meetings.

BY-LAW 15: LIABILITY

B15:1 The contribution of the Catholic School Council to the school community and to the Dufferin-Peel Catholic District School Board is recognized by and covered within the Board's liability insurance. This extends coverage to members of Catholic School Councils who act within the scope of their duties, in accordance with board policies and regulations.

B15:2 Members of School Council may be personally liable if they go beyond the role of the Catholic School Council or do not follow Ministry and/or Dufferin-Peel Catholic District School board policies and regulations.

BY-LAW 16: SUB-COMMITTEES

B16:1 Sub-Committees work under the auspices of the Catholic School Council. Actions and decisions of sub-committees are subject to the approval of Catholic School Council members.

B16:2 There shall be at least one Catholic School Council parent member on every Catholic School Council sub-committee.

B16:3 A sub-committee of a Catholic School Council may include persons who are not members of the Catholic School Council.

BY-LAW 17: CODE OF ETHICS

B17:1 One of the main functions of the Catholic School Council is to promote the vision, values, sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board. In keeping with this tenant, members of the Catholic School Council shall:

1. Consider the best interest of all students,
2. Be guided by the Gospel Values and Catholic Virtues,
3. Be guided by the school's and the school Board's mission statements,
4. Act within the limits of the roles and responsibilities of a Catholic School Council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education,
5. Become familiar with the school's policies and operating practices and act in accordance with them,

6. Maintain the highest standards of integrity,
7. Recognize and respect the personal integrity of each member of the school community,
8. Treat all other members with respect and allow for diverse opinions to be shared without interruption,
9. Encourage a positive environment in which individual contributions are encouraged and valued,
10. Acknowledge democratic principles and accept the consensus of the council.
11. Not disclose confidential information,
12. Limit discussions at Catholic School Council meetings to matters of concern to the school community as a whole,
13. Use established communication channels when questions or concerns arise.

BY-LAW 18: AMENDMENTS

B18:1 Any proposed amendment to the constitutional by-law must be submitted in writing to the Chairperson (co-chairs) of the Catholic School Council at least two weeks prior to a Catholic School Council meeting. The change must be presented in the form of a motion and passed by a 2/3-majority vote with 51% of the Catholic School Council parent members in attendance.

BY-LAW 19: ANNUAL REPORT AND CATHOLIC SCHOOL COUNCIL ANNUAL SURVEY

B19:1 The Catholic School Council shall submit an Annual Report and Catholic School Council Annual Survey to the principal of the school and to the Family of Schools Superintendent.

B19:2 The Catholic School Council Annual Report shall include Catholic School Council activities and financial reporting.

B19:3 The principal shall make copies of the Catholic School Council Annual Report and the Catholic School Council Annual Survey available to the school community as per the Ministry of Education mandate.

B19:4 The Catholic School Council shall follow the template as outlined by the Board.

B19:5 The Catholic School Council Annual Report shall be submitted no later than October 31st.

B19:6 The Catholic School Council Annual Survey shall be submitted no later than November 30th.

BY-LAW 20: CONFLICT RESOLUTION PROCEDURES

Catholic School Council members are elected and appointed to serve the school community and will demonstrate respect for their colleagues on council at all times.

B20:1 Where conflict amongst Catholic School Council members impacts the safe, efficient, and manageable operation of the Catholic School Council the following procedures will take place:

1. If a council member or members become disruptive during a meeting, the Chair shall ask for order;
2. If all efforts to restore order fail or the inappropriate behaviour continues, the Chair may direct the individual to leave the meeting, citing the reason for the request;
3. If order cannot be restored, the meeting can be adjourned and reconvened at a future date;
4. The removal of the member for one meeting does not prevent the council member from participating in future meetings on council;
5. The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting;
6. When the Chair has requested the removal of a member, the Chair shall request that the disputing members of council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting and shall not be construed as a meeting of the council. The principal must be present;
7. The Chair, principal or Superintendent may request the intervention of an independent third party to serve as a facilitator to assist in achieving a resolution to the dispute;
8. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

B20:2 If the Chairperson (co-chairs) and another member of the Catholic School Council are involved in the conflict, the principal and the Vice-Chair will assume the responsibility for the mediation.

B20:3 Conflict resolution must be conducted in the spirit of Catholic values with a goal to continue the valuable work of the Catholic School Council.

Recognizing conflict is important. Signs of possible conflict:

1. Sending unauthorized information home to parents on behalf of council
2. Verbal abuse of council members or the chair
3. Harassment of council members or the chair
4. Repeatedly interrupting speakers, interjecting derogatory comments
5. Breach of Code of Ethics

All of these behaviours jeopardize attendance at meetings and discourage potential member from seeking positions on council. As a result, the council risks losing its credibility and the confidence of the school community.

B20:4 The facilitator should use the four-step approach to resolving conflict:

1. **Acknowledge the conflict.** As a group, acknowledge when a conflict exists and determine
2. the source of the conflict. For example, is it related to facts, goals, processes, values, personal preferences, beliefs, communication?
3. **Plan how to deal with the Conflict.** Once the source of the conflict is defined, decide how to deal with it. The Chair, another individual on the council, or the entire council, may do this. In particularly difficult times, it may be best to engage a person who has no association with the council to facilitate discussions and problems solving. At this stage, all council members should reflect on the problem and be prepared to state their concerns and viewpoints.
4. **Provide time for discussion.** The Chair or whoever is facilitating the discussion should introduce the problem and ask each member for input so that the nature and source of the conflict are clear. Acknowledging each person by listening attentively sets the tone for problem solving and opens the council to a variety of solutions. Emotions should be accepted and dealt with since they are part of the conflict.
5. **Seek the best solution.** As viewpoints and solutions are described, the individual facilitating the discussion deals with them one at a time.

Following the discussion, the person facilitating the discussion may use a process for building consensus to arrive at a new solution. Council members will be asked to following questions: Can you live with this solution? Will you support the solution?

If the facilitator and superintendent are unable to resolve the conflict and/or the Catholic School Council member(s) do not adhere to the solution or to the Catholic School Council Code of Ethics outlined below, the following actions can be taken:

1. The Catholic School Council member(s) may choose to submit a letter of resignation to the Catholic School Council.
2. The facilitator and/or Superintendent in consultation with Catholic School Council members may send a letter to the School Council member(s) requesting that their term of office be terminated for that school year only.

BY-LAW DOCUMENT IS BINDING

The By-Law Document becomes effective and binding on members of the **Queen of Heaven** Catholic School Council as of its' passing on . Henceforth, each following Catholic School Council membership shall inherit the constitution as a condition of taking office and shall respect it in conducting the affairs of the **Queen of Heaven** Catholic School Council.