

Prince of Peace Catholic School Advisory Council Constitution and By-laws

Article I

The name shall be *Prince of Peace School Advisory Council* herein referred to as

“The Council”

Article II

Purpose of the Organization

In the spirit of the Mission and Vision Statements of the Toronto Catholic District School Board, the Catholic School Advisory Council shall function in an advisory role to enrich, enhance and improve student education and achievement. As well, will enhance the accountability of the education system to parents by making recommendations to the Principal working in consultation with the Principal, ¹collaboratively and where appropriate, other aspects of CSAC work, the Board on any matter in accordance with the Education Act and the Policies, Guidelines and Operating Procedures of the Board.

Article III

Definitions

For the purposes of this Constitution and By-laws the following definitions shall apply:

“AGM” shall refer to the Annual General Meeting

“Board” shall refer to the Toronto Catholic District School Board

“EX officio” shall refer to non voting members.

“School” shall refer to *Prince of Peace School*

“The Council” Shall refer to the elected, appointed and ex officio members of the Catholic School Advisory Council of *Prince of Peace School*.

“The Catholic School Community” shall include the following

The parent/guardians of students enrolled in the school;

The school staff, including teaching and non-teaching personnel;

The Pastor and/or the Parish designate;

The school trustee;

The students;

All Separate School ratepayers within the area serviced by the school.

Business and/or community organizations, which The Council may recognize for specific purposes.

¹ In consultation with the Principal means that the CSAC will consult with the Principal on CSAC business keeping the Principal abreast of activities and ensuring that Board protocol is followed.

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“Quorum” Shall refer to the minimum number of voting members present for a meeting to be official. That number would consist of the majority of voting members.

Article IV

Membership

All members of The Council shall be elected or appointed by their constituent group as defined in **Article III** in accordance with the elections procedures in this document. The Council shall endeavor to have its membership reflect the diversity of the school community.

Article V

Composition of the Council

The elected or appointed members shall carry out the business of The Council on behalf of the Catholic School community.

5.1 Elected Voting Members

- Parents/guardians of students enrolled in the school, will elect up to 10 parent members to form the majority of The Council. The majority of parents elected must be Roman Catholic. (one voting member per family)
- A teaching staff representative, elected by the teaching staff
- Non-teaching staff representative, elected by the members of the non-teaching staff
- The Pastor and/or parish designate
- The Community Representative. (Council may appoint a community representative to represent the community)
- A student representative appointed by the student government or in schools without a council, a student elected by the students

5.2 Non Voting Members

- Ex officio members of The Council
- The Principal or Vice Principal of the School

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Ontario Association of Parents in Catholic Education

One person appointed by The Council to act as liaison with the Ontario Association of Parents in Catholic Education as affiliated with the association by virtue of board membership. (within the TCDSB all schools are members) **Article VI**

Election Procedures

6.1 Procedures

- a. Election shall occur within the first thirty five days of the start of each school year. The outgoing CSAC shall appoint the chair of the Election Planning
- b. Committee which is to be organized in May/June of the current school year in order to be prepared for the upcoming elections in September. The election planning committee may organize & hold planning meetings prior to the AGM.²
- c. Each parent/guardian seeking election as a parent member must be self-nominated or nominated in writing or nominated from the floor of the AGM: must have a child registered at the school and must declare if he or she is employed by the school board.
- d. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on The Council.
- e. The outgoing CSAC shall form an Election Planning Committee which will follow the election process and will include the gathering of nominations and the running of the elections. This shall be completed by members of the election committee. The committee can have representation from parent, teaching staff, and non-teaching staff. It is the responsibility of the Principal to ensure the next CSAC is formed therefore the election committee must identify readiness and/or any issues with recommendations in advance of the election meeting.
- f. The Election Planning Committee shall:
 - Provide self nomination forms and nomination forms to the Principal to send home with the students;
 - Ensure that the school community is notified of the AGM & election procedures and election date(s), location, and time, within the first 10 school days of the new school year. It is recommended that an

² The planning committee may meet without the presence of the existing Council during the summer and/or prior to the first meeting of the new school year.

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information Session be provided at the first opportunity in the new school year, especially to ensure those families where English is a second language the ability to participate.

- Conduct parent member elections by ballot
 - Count the ballots;
 - Notify all candidates of the results;
- g. If the number of candidates is less than or equal to the number of parent member positions, the candidates shall be acclaimed.
- h. The order of candidate's names on the ballot shall be alphabetical, except those nominated from the floor.
- i. Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot.
- j. If there is a tie for the final position for a representative on the school Council, the winner shall be decided by lot.
- k. Appeals related to the School Council election process or results shall be resolved by the election committee and the Principal
- l. Election of the teaching staff representative
- The Principal, in consultation with the election committee, will make the necessary arrangements for the teaching staff representative to be elected.³
 - Anyone assigned to the teaching staff of the school (full or part-time) other than the Principal or a Vice-Principal may be a candidate.
- m. Election of the non-teaching staff representative
- The Principal, in consultation with the election committee, will make the necessary arrangements for the non-teaching staff representative to be elected.⁴

³ The teaching staff representative can only be elected by the teaching staff. CSAC and the Principal may not veto the choice of the teaching staff.

⁴ Principal &/or CSAC may request a specific person but cannot veto the non teaching staff choice. The non teaching staff include: Caretaker, secretary, Educational Assistant, library technician, music instructor – in effect, anyone who is not represented at OEFTA as a teacher in the school.

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- Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.
- n. Appointment of the student representative
 - For elementary schools: The Principal will consult with other members of the School Council to determine if there is to be a student representative on The Council.
- o. Selection of community representatives:
The appointment of community representative to the school Council is to be by majority vote at the meeting of the newly elected CSAC.
- p. All individuals standing for election shall be notified of the results before the results are released to the school community and a list of successful candidates will be published.
- q. The election committee shall publish the names of the new CSAC on the CSAC bulletin board in the school as well provide an insert to the Principal for publication in the school newsletter.
- r. At the first meeting of the new school Council, The Council shall determine the number of meetings, set dates, times and locations for its meetings throughout the year and ensure that these are communicated to the community.⁵
- s. The Principal, as an agent of the Board, shall not vote in the election of Executive Officers nor on any matter for which a vote is taken. Employees of the Board, who work at the school where their children attend, cannot be a parent member. Employees of the board who do not work at the school must have disclosed their employment on their nomination form. Employees of the board who work at the school may not be a community representative.

Article VII

Term of Office

The term of an elected or appointed member of The Council is one year. This term is renewable by re-election or re-appointment by the eligible electorate of the next year.

7.1 Vacancies

Vacancies on the membership of the Council shall be filled by election or appointment. The recommendations should be received no later than the next

⁵ It is the responsibility of the CSAC Council to establish the schedule for the year.

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set CSAC meeting and voting is to take place during the same meeting. A vacancy in the membership of the CSAC does not prevent The Council from exercising its authority. The Council may fill a vacancy without asking for a vote from the entire community, but the community must be advised.⁶

7.2 Attendance

Council members, who miss more than 2 consecutive meetings,⁷ may be asked by the Council to forfeit his/her position within the Council. This request may occur if the members missed attendance seriously impacts the present year CSAC business.^{8/9}

7.3 Consultation

The Council shall communicate regularly with parents within the school community to seek the views and opinion on matters being addressed by The Council so that the advice and recommendation provided to the Principal and the board is representative of the whole school community.¹⁰

Article VIII

Executive Officers

The officers of The Council may be Chair, Vice-Chair, Secretary and Treasurer. However, Council may choose to have two Co-chairs to replace the Chair position for ease of administration. The Executive Officers shall be voting members of the Council Members may only sit for eleven consecutive terms in the same executive office position.

8.1 Chair/Co-Chairs

It is the responsibility of the Chair/Co-Chairs, in collaboration with the school Principal, to provide Catholic leadership and direction to The Council and Executive Officers to ensure that goals priorities and procedures of The Council

⁶ The community can be advised by publishing in the monthly school letter and the CSAC information board.

⁷ It is the discretion of the CSAC as to how many meetings. Keep in mind that if the person doesn't know the issues it is difficult to vote properly

⁸ This will need to be amended annually as it will depend upon the # of meetings set for that year and the impact to the Council in that year.

⁹ The CSAC may notify or meet with an individual if attendance presents a concern.

¹⁰ The Principal cannot provide names of the parents within the student body directly. The CSAC may request this information through the newsletter and any other means voluntarily and the CSAC must specify that the information is being requested for CSAC business.

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promote Catholic faith and gospel values consistent with the Mission and Vision of the board.

The Chair/Co-Chairs of The Council Shall:

- 1) Prepare the Agenda for Council meetings based on input from the CSAC and in consultation with the Principal
- 2) Chair the Council meetings
- 3) Ensure that the minutes of Council meetings are recorded and properly maintained.¹¹
- Ensure that the collection of records of all meetings and financial transactions are kept for a minimum of seven years and made available at the school for examination without charge to any person from the Catholic school community.
- Participate in Board sponsored information, training sessions and share information with CSAC.
- Communicate regularly with the school Principal in an effort to work co-operatively to provide enrichment opportunities and improve pupil achievement
- Ensure that there is regular communication with the Catholic school community
- Work collaboratively with the members of The Council to prepare and submit an annual written report on the activities of The Council, including fundraising, to the Principal and the Board
- Upon request, provide the local trustee with copies of the minutes of the meetings
- In addition, the Chair/Co-Chairs may act or appoint a spokesperson for The Council to carry out other duties as shall be required from time to time.

8.2 Vice-Chair

- The Vice-Chair shall assist the Chair in the discharge of his/her duties and perform such other duties as may be required by The Council or the Executive officers.

¹¹ The Council may decide that in order for all members to participate fully, an alternative method of recording minutes may be used.

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- In the absence of the Chair/Co-Chairs or in the event of the Chair/Co-Chairs inability to serve, the Vice-Chair shall assume the duties of the Chair.
- May be eligible to serve a maximum of 2 consecutive terms.

8.3 Secretary

- The Secretary shall keep a record of all meetings of The Council and the Executive Officers
- Shall deal with all correspondence or communications directed or required of The Council and the Executive
- In addition, the Secretary shall collaborate with the Chair/Co-Chairs to ensure that all minutes and records of The Council are available at the school for examination by any person from the Catholic School community.
- The Secretary shall perform such other duties as may be required by The Council or the Executive Officers.

8.4 Treasurer

- The Treasurer shall keep full and accurate accounts for all receipts and disbursements of The Council in accordance with generally accepted accounting principles
- Shall be guided by Board Policy SM.04 Fund Raising in schools in regard to banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.
- The treasurer shall provide at regular meetings of The Council an account of all transactions of The Council, including the financial position.
- Prepare a full Financial Statement for submission to the Internal Audit Committee of The Council at least two weeks prior to the Annual General Meeting (A.G.M.) in September.
- The treasurer shall perform such other duties as may be required by The Council or the Executive Officers of The Council.

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- In the absence of the Chair/Co-Chairs, or Vice-Chair or in the event of their inability to serve, the Treasurer shall assume the duties of the Chair/Co-Chairs.¹²

Article VIII

Other Council Appointments to Committees

One person appointed by The Council to act as liaison with OAPCE/TAPCE if the school is affiliated with the association by virtue of school or Board membership

Article IX

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 resolutions.

Article X

Conflict Resolution

The Board's Conflict Resolution Policy Regulation and guideline shall govern conflict resolution between staff and the community and among members of the community at large.

The resolution of disagreements between members of The Council on any issue, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Roberts Rules of Order., (21st Century Roberts Rules of Order 1995) Produced by The Philip Lief Group Inc.¹³ The Council may also contact the Conflict Resolution Dept at the TCDSB.

¹² The Secretary does not assume the duties of the Chair/Co-chairs or Vice Chair as the secretary is responsible for all minutes and could not properly assume both duties.

¹³ Roberts Rules of Order is very large and can be accessed via the web. It is suggested that the Chair have a copy of the reference book.

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Article XI

Meetings

The Council shall conduct its business at meetings held at the school. Meetings shall be accessible and open to all members of the Catholic school Community.

11.1 Annual General Meeting (AGM)

The AGM of The Council shall be held within the first thirty days of the school year. The following business shall be conducted:

- Annual Report of Chair/Co-Chairs to the Community at large
- Financial Reports

- Appointment of an internal Audit Committee of 15 members from the Catholic school community Resolutions
- Amendments to the Constitution & By-law
- Election of parents/guardians to The Council

The election of parent/guardian members and the election of teaching and non-teaching member to The Council shall be held in accordance with the procedures set out in **Article VI** of this document. The majority of parent members elected must be Roman Catholic.

11.2 The Calendar of Meetings

The elected members of The Council shall meet not less than four (4) times annually in addition to the AGM.

The calendar of meetings for the year shall be established at the first meeting of the elected Council.

11.3 Rules of Order

The rules of order used at all meetings of The Council, shall be determined by The Council at the first meeting. Failing consensus, Roberts Rules of Order shall apply.

11.4 Quorum

A Quorum shall be established in advance of each meeting by requesting members inform the Chair/Co-Chairs of attendance. Quorum is established by:

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- A majority of Council members are present (three)
- A majority of the members present are parent members.
- A majority of the members present are Roman Catholic.

No business may be conducted without Quorum. The Ex Officio members should not be counted to establish a quorum.¹⁴

11.5 Voting

At the AGM, where election to The Council is required, voting shall be presided over by the School Council Election Committee in accordance with Article VI Election Procedures. Voting may be by ballot or show of hands. The results will be recorded in the detailed minutes from the AGM.

During regular Council meetings, voting shall be by show of hands unless a member requests a ballot. A declaration by the Chair/Co-Chairs with regard to the outcome of all voting shall be entered into the minutes of the meeting. It should be the objective of The Council and Principal to strive for consensus decision making wherever possible, in order to foster collaborative decision making and team building.

In the event of an equality of votes on any issue, the matter is lost.¹⁵

11.6 Attendance

All members of the Catholic school community are eligible to attend all meetings of The Council and participate fully however they do not have a vote. The Secretary shall provide written notice of the dates, times and locations of Council meetings to every parent in the school community to be placed on the CSAC bulletin board and in the monthly newsletters in the school. The Secretary will coordinate with the Principal on behalf of The Council to ensure notice is sent home to the parents.

11.7 Notice of Meetings

In collaboration with the Council, the principal shall give written notice of the date, time and location of meetings of The Council to every parent of pupils enrolled in the school. The notice may be given to the parent's child for the delivery to the parent. A notice shall be posted in the school in a place accessible to parents and in monthly newsletters.

¹⁴ "Quorum = 50% parent members +1 so 62% must be parent members for Quorum

¹⁵ If there is not a majority in favor of a recommendation/motion, then it is not passed.

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Notice of the AGM to elect parent members must be given during the first 10 school days of the school year to all parents and school community members.

The calendar of meeting dates established at the first meeting after the election shall be distributed to the Catholic school community and posted in the school in a place accessible to parents.

Article XII

Committees

12.1 Standing Committees

The following suggested Standing Committees may be created to make recommendations to The Council on matters under study by The Council in the current school year:

1. Academic Affairs
2. Community Relations
3. Fund Raising
4. Elections/By-laws
5. Finance
6. Parent Class representatives
7. Communications
8. Internal Audit Committee

The Council may appoint the Chair/Co-chairs of each Standing Committee who shall be a parent member(s). Members of the Standing Committees may be recruited and appointed by the Standing Committee Chair. A person not a member of The Council may be a member of a Standing Committee. Each committee must have a least one parent member of The Council. The work of the committee shall be governed by Council by-laws. The Chair/Co-Chairs of each Committee shall report on the progress of the committee at regular Council meetings. The Chair/Co-Chairs of The Council and the Principal shall be ex officio members of each Standing Committee.

12.2 Special Committees

The Council may strike Special Committees from time to time to meet specific objectives and to make recommendation to The Council. The Council may appoint a parent member as the Chair/Co-Chairs of each Special Committee. Members of the committee may be recruited and appointed by the Committee Chair subject to the approval of The Council. At least one member of the Special Committee must be a parent member of the Council. A person not a member of The Council may

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be a member of the Special Committee. Special committees shall cease to exist when they have achieved their mandate or on a decision from the Council.

12.3 Attendance at Meetings.

All members of The Council and the Catholic school community are entitled to attend Standing or Special Committee meetings and to participate providing input to the Committee on matters before it.

Article XIII

Notice of Meetings

Please see article XI

Article XIV

Financial Matters

14.1 Remuneration

Members of The Council and members of standing or special committee of The Council shall receive no remuneration for execution of their duties to The Council. Reimbursement for expenses incurred in the normal course of duty as a member of Council shall be made in accordance with Board policy when such policy is established.

14.2 Signing Authority

The following shall be authorized to sign cheques (one person from each of group (a) and (b) shall sign each cheque) in accordance with Policy S.M.04 Fund Raising in Schools.¹⁶

- a. Two parents on the Executive Committee of the Catholic School Advisory Council, - the Treasurer and the designate
- b. Two staff representatives from the school namely the Principal and designate.

14.3 Auditors

The Council shall appoint, from among its members, an audit committee to review the financial records of The Council and prepare a report for submission to the

¹⁶ It is suggested that the treasurer must be one of the signatures in order to accurately update the financial log for the CSAC. No cheques or transactions should take place unless previous agreement has been received from the CSAC and recorded in the minutes. All cheques must have two signatures. One from the CSAC and one from the Principal or their designate.

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members at the Annual General Meeting. Such auditors shall be appointed and serve as required by The Council.

The Audit Committee of The Council shall in no way replace or substitute for the Internal Audit Process of the Board in relation to Fund Raising Activities of School Councils.

Article XV

Recommendations to Principal and the Board

The Council may make recommendations to the Principal and where appropriate to the board on any matter.

When, after consideration and study of the issue, The Council determines it wishes to make a formal recommendation, it shall do so in writing using a format provided by the Board and The Council may note the action taken in response to the recommendation.

Article XVI

Consultation with the Council

Where the Board or the Principal are required to seek the views of Council in developing and revising policies, The Council may establish and refer the matter to a standing committee for study and recommendations. In situations where there is no appropriate standing committee of The Council, a special committee shall be established for the purpose of study and recommendations.

In order to consult with the Catholic community effectively reasonable time and means must be given to allow for communication and consultation at the local level in order to provide a response, which is representative of the views of the community.

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Article XVII

Amendments to the Constitution and By-laws

The constitution and By-laws may only be amended at the AGM of The Council held in September each year. The 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/Co-Chairs of The Council 10 school days before the A.G.M¹⁷. Amendments must be approved by the majority of the parent members present. Copies of amendments shall be distributed to the school community at least five (5) days before the A.G.M.

Please Note: The May/June meeting must have time dedicated to prepare amendments to the Constitution By-Law in order to be available at the September AGM for a full vote by the parent body.

Article XVIII

Incorporation

The Catholic School Advisory Council **shall not** incorporate.

¹⁷ It is recommended that the Constitution be included in the AGM notification to the parents the first 10 days of the new school year with a defined return date for any suggested amendment.

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Article XIX

Repeal and Dissolution

19.1 Repeal

Previous by-laws of The Council are hereby repealed and replaced by this by-law and any amendments thereto.

19.2 Dissolution

The Council shall be dissolved and cease to exist in the event that **Prince of Peace School** ceases to operate as a school.

In the event of dissolution of The Council, the disposal of funds and assets will be in accordance with the direction of members in attendance at a Special General Meeting of The Council called for the purpose of dissolution. Written notice of the purpose of such meeting shall include disclosure of the amounts and assets to be dispersed at such meeting. The notice shall be sent to all members of the **Prince of Peace Catholic School** community at least 14 days prior to the date of the Special General Meeting. Disposition of assets are to be distributed to neighbouring schools based on percentage.

School Name: *Prince of Peace Catholic School*

Address: 255 Alton Towers Circle, Scarborough M1V 4E7

Dated: *September 17, 2014*