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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

### Art. I Name of the Organization

1.01 The name of the organization shall be the St. Anselm Catholic School Advisory Council.

### Art. II Purpose of The Council

2.01 In the spirit of the Mission and Vision Statements of the Toronto Catholic District School Board, The Council shall:

- a) function in an advisory role to enrich, enhance and improve student education and achievement;
- b) enhance the accountability of the education system to Parents by making recommendations to the Principal and, where appropriate, the Board on any matter in accordance with the Education Act and the Policies, Guidelines and Operating Procedures of the Board;
- c) communicate regularly with Parents and other members of the Catholic School Community to seek their views and opinions on matters being addressed by The Council so that the advice and recommendations provided to the Principal and the Board are representative of the whole community.

### Art. III Definitions

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

“AGM” shall refer to the Annual General Meeting as described in Article X.

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

“CSAC” shall refer to The Council.

“*Ex officio* Member” means a member of any previous CSAC, so appointed by The Council during a school year.

“Principal” shall refer to the principal of the School.

“School” shall refer to St. Anselm Catholic School.

“The Council” shall refer to the elected, appointed and *ex officio* members of the Catholic School Advisory Council of St. Anselm School.

“Catholic School Community” shall include the following:

- a) the Parents of students enrolled in the school;
- b) the School staff, including teaching and non-teaching personnel;
- c) the students;
- d) the Pastor of St. Anselm Church and the Parish designate;
- e) the school trustee;
- f) all separate school ratepayers within the area serviced by the School; and



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

- g) businesses and/or community organizations, which The Council may recognize for specific purposes, from time to time.

“**Parent**” shall refer to a natural or adoptive parent of a student enrolled at the School and includes a legal guardian who has lawful custody of a child.

“**Quorum**” shall have the meaning ascribed to it in Article 10.09.

### **Art. IV Membership and Composition of the Council**

4.01 The Council shall consist of elected voting members and appointed (voting and non-voting) members.

4.02 All members of The Council shall be elected or appointed by their constituent group in accordance with the election and appointment procedures set out in Article V.

4.03 The Council shall endeavour to have its membership reflect the diversity of the School community.

4.03 The Council shall be composed of the following elected voting members:

- a) up to a maximum of nine (9) Parents, elected by Parents, in such numbers as to form the majority of The Council. A majority of Parents so elected must be Roman Catholic;
- b) one (1) teaching staff representative, elected by the teaching staff;
- c) one (1) non-teaching staff representative, elected by the members of the non-teaching staff; and
- d) one (1) student representative appointed by the principal after consultation with the other members of The Council.

4.04 The Council shall be composed of the following appointed voting members:

- a) the Pastor of St. Anselm Church or parish designate;
- b) one (1) or more community representative(s), if any, appointed by and at the discretion of The Council, to represent segments of the Catholic School Community not otherwise represented; and
- c) one (1) person appointed by The Council, if any, to act as liaison with the Ontario Association of Parents in Catholic Education.

4.05 The Council shall be composed of following appointed non-voting members:

- a) the Principal or Vice-Principal; and



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

- b) one (1) or more *ex officio* members, if any, appointed by and at the discretion of The Council.

### Art. V Election and Appointment Procedures

#### General

5.01 Elections shall occur within the first thirty (30) days of the start of each school year.

5.02 Appointments may occur at any time during the school year.

5.02 In consultation with the principal, an Election Committee may be struck by The Council in May to plan the election process, to gather nominations, and to run the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the Election Committee. The Election Committee may have representation from parent, teaching staff, non-teaching staff and students. The outgoing CSAC shall appoint the chair of the Election Committee.

5.02A The Council may dispense with an Election committee by majority vote at the last CSAC meeting of the school year and put into place, in consultation with the Principal an *ad hoc* election process for the following AGM.

5.03 The Election Committee shall:

- a) Provide nomination forms to the Principal to send home with the students;
- b) Ensure that the school community is notified of election procedures, election date(s), location, and time, at least fourteen (14) days in advance of the election;
- c) Post the election date(s), location and time on the CSAC Bulletin Board (if one exists);
- d) Request a profile for all candidates and make these available to the electorate at least one (1) week before the election; and
- e) Conduct the election.

5.04 If there is a tie for the final position for a representative on The Council, the winner shall be decided by lot.

- a) Appeals related to The Council election process or results shall be resolved by the Election Committee. If the situation is not resolved, the principal and the Chair of the out-going CSAC shall jointly make a ruling. The order of candidate's names on the ballot shall be decided by lot.
- b) Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot. Only the names of the successful candidates shall be



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## **Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws**

made public. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy in the council occurs.

- c) All individuals standing for election shall be notified of the results before the results are released to the school community.
- d) The Council shall help the Principal ensure that the names of the new members are publicized to the school community, as soon as, possible following the election.
- e) Employees of the Board, who work at the school where their children attend, cannot be a parent member or a community representative. Employees of the Board who do not work at the school must have disclosed their employment on their parent member nomination form or informed The Council of their employment before being appointed as a community representative.

### **Election of the Parent Representatives**

5.05 Each Parent seeking election as a parent member must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the Board.

5.06 Each Parent of a student enrolled in the school shall be entitled to one (1) vote for each vacant Parent membership position on The Council.

5.07 If the number of candidates is less than or equal to the number of Parent member positions, the candidates shall be acclaimed.

### **Election of the Teaching Staff Representative**

5.08 The Principal, in consultation with the Election Committee, if any, will make the necessary arrangements for the teaching staff representative to be elected.

5.09 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.

### **Election of the Non-teaching Staff Representative**

5.10 The Principal, in consultation with the Election Committee, if any, will make the necessary arrangements for the non-teaching staff representative to be elected.

5.11 Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.

### **Appointment or Election of the Student Representative**

5.12 The Principal will consult with other members of the School Council to determine if there is to be a student representative on The Council. If a positive decision is reached, the Principal, in consultation with The Council, shall appoint a student representative to The Council.



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

### Appointment of Community Representatives and *Ex Officio* Members

5.13 All appointments of community representatives, if any, to the Council are to be appointed by majority vote at a meeting of the new school council members.

## Art.VI Term of Office, Vacancies and Attendance

### Term of Office

6.01 The term of an elected or appointed member of The Council shall one (1) year. This term is renewable by re-election or re-appointment by the eligible electorate of the next year.

### Vacancies

6.02 Vacancies on The Council shall be filled by election or appointment, at the discretion of The Council, on notice to the Parents and the Principal. The recommendation for filling any vacancy should be received no later than the next set CSAC meeting and voting, if any, is to take place during the same meeting.

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

6.04 If there is no quorum or if a quorum of parent members who are Roman Catholic cannot be maintained by filling the vacancy as stated above, the position will remain vacant until elections are held or appointments made.

6.05 If a quorum of a majority of Parents is not possible as a result of Parent vacancies, a quorum will consist of a simple majority of the remaining membership until such times as the vacancies may be filled.

### Attendance

6.06 A CSAC member, who misses more than three (3) consecutive meetings, may be asked by The Council to forfeit his/her position within The Council. This request may occur if the member's missed attendance seriously affects the present year CSAC business.

## Art. VII Executive Officers

7.01 The Executive Officers of The Council shall be Chair, Vice-Chair, Secretary and Treasurer. However, The Council, at its discretion, may choose to have two (2) Co-chairs to replace the Chair position for ease of administration.



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

### Chair/Co-Chairs

7.02 It is the responsibility of the Chair/Co-Chairs, in collaboration with the Principal, to provide Catholic leadership and direction to The Council and Executive Officers to ensure that goals, priorities and procedures of The Council promote Catholic faith and gospel values consistent with the Mission and Vision of the Board.

7.03 The Chair/Co-Chair of The Council shall:

- a) Call CSAC meetings in consultation with the Principal;
- b) Prepare the agenda for CSAC meetings based on input from The Council members and in consultation with the Principal;
- c) Chair CSAC meetings;
- d) Ensure that the minutes of CSAC meetings are recorded and properly maintained;
- e) Ensure that the collection of records of all meetings and financial transactions are kept for a minimum of four (4) years and made available at the school for examination without charge to any person from the Catholic School Community;
- f) Participate in Board sponsored information, training sessions and share information with The Council;
- g) Communicate regularly with the Principal in an effort to work co-operatively to provide enrichment opportunities and improve pupil achievement;
- h) Ensure that there is regular communication with the Catholic School Community;
- i) 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;
- j) Consult with senior Board staff as required;
- k) Upon request, provide the local trustee with copies of the minutes of the meetings; and
- l) Act or appoint a spokesperson for The Council, if any, to carry out other duties as shall be required from time to time.

### Vice-Chair

7.04 The Vice-Chair shall:



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

- a) 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; and
- b) 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.

### Secretary

7.05 The Secretary shall:

- a) Keep a record of all meetings of The Council and shall deal with all correspondence or communications directed or required of The Council;
- b) 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;
- c) Perform such other duties as may be required by The Council or the Executive Officers.
- d) In the absence of the Chair/Co-Chair or Vice Chair or in the event of their inability, assume the duties of the Chair or such other duties as may, be required by The Council or the Executive Officers.

### Treasurer

7.06 The Treasurer shall:

- a) Keep full and accurate accounts for all receipts and disbursements of The Council in accordance with generally accepted accounting principles, and 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.
- b) Provide at regular meetings of The Council an account of all transactions of The Council, including the financial position.
- c) Prepare a full Financial Statement for submission to the Internal Audit Committee of The Council, if any, at least two (2) weeks prior to the AGM in September.
- d) Perform such other duties as may be required by The Council or the Executive Officers of The Council.
- e) 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.



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

### Art. VIII Conflict of Interest

8.01 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.

### Art. IX Conflict Resolution

9.01 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.

9.02 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. The Council may also contact the Conflict Resolution Department at the TCDSB.

### Art. X Meetings

10.01 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.

#### Annual General Meeting (AGM)

10.02 Notice of the AGM to elect parent members must be given during the first 14 school days of the school year to all parents and school community members.

10.03 The AGM of The Council shall be held within the first thirty (30) days of the school year. The following business shall be conducted:

- a) Annual Report of Chair/Co-Chairs to the community at large;
- b) Financial Reports and proposed budget for the school year; and
- c) Election of Parents to The Council.

10.04 The election of Parent 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 V of this document.

#### The Calendar of Meetings

10.05 The elected members of The Council shall try to meet once a month but not less than four (4) times annually in addition to the AGM.

10.06 The calendar of meetings for the year shall be established at the first CSAC meeting of the elected Council or no later than October 31 of the calendar year.





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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

10.07 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

### Rules of Order

10.08 The rules of order used at all meetings of The Council, shall be determined by The Council at the AGM. Failing consensus, Robert's Rules of Order shall apply.

### Quorum

10.09 Subject to Article 10.11, a Quorum for any meeting of The Council is established by:

- a) A majority of The Council is present;
- b) A majority of the members present are Parent members; and
- c) A majority of the members present are Roman Catholic.

10.10 No business may be conducted without Quorum except to set a date and time for the next meeting.

10.11 *Ex Officio* members, if any, shall not be counted to establish a Quorum.

### Voting

10.12 At the AGM, voting shall be presided over by the Election Committee in accordance with Article V.

10.13 During meetings of The Council other than the AGM, voting shall be by show of hands unless a member requests a secret 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 to strive for consensus decision making wherever possible, in order to foster collaborative decision making and team building.

10.14 In the event of an equality of votes on any issue, the matter is lost and the motion is not passed.

### Attendance

10.14 All members of the Catholic School Community are eligible to attend all meetings of The Council and participate fully whether they have a vote or not.

### Notice of Meetings

10.15 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. 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.



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

### Minutes of Meeting

10.16 The Secretary shall take the minutes of all meetings of The Council and shall make the draft minutes available for review by the Catholic School Community.

10.17 Minutes of all meetings of The Council shall be considered and voting upon for approval at the next meeting of The Council.

### Art. XI Committees

#### Standing Committees

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

1. Academic Affairs
2. Parent and Community Communications and Engagement
3. Fund Raising
4. Technology
5. Elections
6. Parent Class Representatives
7. Catechism

11.02 The Council shall appoint the Chair/Co-chairs of each Standing Committee. 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 at least one (1) parent member of The Council. The work of the committee shall be governed by these by-laws. The Chair/Co-Chairs of each Committee shall report on the progress of the Committee at regular CSAC meetings. The Chair/Co-Chairs of The Council shall be *ex officio* members of each Standing Committee.

#### Special Committees

11.03 The Council may strike Special Committees from time to time to meet specific objectives and to make recommendation to The Council. The Council shall appoint the Chair/Co-Chair 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 (1) member of the Special Committee must be a parent member of the Council. A person not a member of The Council may 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.

#### Attendance at Meetings

11.04 All members of The Council and the Catholic School Community are entitled to attend formal Standing or Special Committee meetings and to participate to the extent permitted by the Chair/Co-Chair of the Standing or Special Committee.



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

### **Art. XII Financial Matters**

#### **Remuneration**

12.01 Members of The Council and members of Standing or Special Committees of The Council shall receive no remuneration for execution of their duties to The Council.

12.02 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.

#### **Signing Authority**

12.03 The following shall be authorized to sign cheques in accordance with Policy S.M.04 Fund Raising in Schools:

- a) The Chair (or if there are Co-Chair's, then one (1) Co-chair) and the Treasurer; and
- b) Up to two (2) staff representative(s) from the school, where one (1) must be the principal and if there is a second, a designate of the principal.

12.04 Cheques under \$500 may be signed by the Chair or Treasurer.

12.05 Cheques over \$500 must be signed by one (1) person listed in section 12.03 a) and one (1) person listed in section 12.03 b).

#### **Auditors**

12.06 The Council may appoint, from among its members, an internal audit committee to review the financial records of The Council and prepare a report for submission to the members at the Annual General Meeting. Such auditors shall be appointed and serve as required by The Council.

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

### **Art. XIII Recommendations to the Principal and the Board**

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

13.02 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 for the



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## Toronto Catholic District School Board St. Anselm Catholic School Advisory Council Constitution and By-laws

purpose or one of its own design. The Council will note the action taken in response to the recommendation.

### **Art. XIV Consultation with the Council**

14.01 Where the Board or the principal are required to seek the views of The Council in developing and revising policies, The Council shall refer the matter to the appropriate 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.

14.02 In order to consult with the Catholic School 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.

### **Art. XV Amendments to the Constitution and By-laws**

15.01 The Constitution and By-laws may only be amended at the AGM of The Council held in September each year, unless otherwise determined by The Council. 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 20 school days before the AGM or meeting set to vote on any amendments. Amendments must be approved by the majority of the members constituting quorum and the majority of the members constituting the quorum must be parent members. Copies of amendments shall be distributed to the school community at least ten (10) days before the AGM. Defeated amendments may not be re-proposed for one (1) year from the date of the meeting.

### **Art. XVI Incorporation**

16.01 The Catholic School Advisory Council shall not incorporate.

### **Art. XVII Repeal and Dissolution**

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

17.02 The Council shall be dissolved and cease to exist in the event that St. Anselm ceases to operate as a school.

17.03 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



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**Toronto Catholic District School Board**  
**St. Anselm Catholic School Advisory Council**  
**Constitution and By-laws**

include disclosure of the amounts and assets to be dispersed at such meeting. The notice shall have been sent to all members of the Catholic School Community at least fourteen (14) days prior to the date of the Special General Meeting.

**School Name:**

**Address:**

**Dated:**

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