

DURHAM CATHOLIC DISTRICT SCHOOL BOARD

“The Board”

ADMINISTRATIVE PROCEDURE AP211-3

Catholic School Council Constitution

ADMINISTRATIVE AREA: Governance

POLICY REFERENCE: Catholic School Council (PO211)

APPROVED: October 23, 2006

REVISIONS APPROVED:

1.0 PURPOSE

The purpose of this administrative procedure is to provide a template for the development of a Catholic School Council Constitution that is consistent with Board policies.

2.0 DEFINITIONS

- 2.1 A **Catholic School Council** refers to the body of duly elected members as defined in O. Reg. 612/00 who, in their advisory role, assist the principals in managing and setting priorities for the school.
- 2.2 A **Constitution** is a document which includes the basic principles of an organization, including operational framework and the power and duties of the officers and members.
- 2.3 A **By-Law** is any rule or procedure adapted by an organization for the purpose of regulating its' affairs.

3.0 PROCEDURES

- 3.1 Every Catholic School Council Constitution will address as a minimum, the following areas:
 - 3.1.1 Name
 - 3.1.2 Affiliation
 - 3.1.3 Purpose
 - 3.1.4 Membership
 - 3.1.5 Council Positions
 - 3.1.6 Resource to the Council

3.0 PROCEDURES

3.1 Cont'd

- 3.1.7 Duties of Council Members
- 3.1.8 Elections
- 3.1.9 Meetings
- 3.1.10 Quorum
- 3.1.11 Voting
- 3.1.12 By-Laws
- 3.1.13 Amendments
- 3.1.14 Sub-Committees
- 3.1.15 Conflict of Interest
- 3.1.16 Conflict Resolutions
- 3.1.17 Roberts Rules of Order

4.0 SOURCES

- 4.1 *Catholic School Council Policy (PO211)*
- 4.2 *Education Act, R.S.O. 1990, c. E.2 – Section 170 (1) 17.1, Section 170 (3)*
- 4.3 *School Councils – O. Reg. 612/00*
- 4.4 *Operation of Schools General – O. Reg. 298*
- 4.5 *Fund Raising Policy (PO416)*
- 4.6 *Ministry of Education and Training, The School Council Handbook*
- 4.7 *Education Improvement Commission, School Improvement Planning, A Handbook*

5.0 REFERENCES

- 5.1 *Appendix A – Template for Catholic School Council Constitution (Sample)*

6.0 RELATED FORMS

NAME OF THE SCHOOL

Catholic School Council

Appendix A

"Council"

Constitution

1.0 – Name

- 1.1 The organization shall be known as the Catholic School Council, herein after referred to as the "Council".

2.0 – Affiliation

- 2.1 The Council is affiliated with the Durham Catholic District School Board and is subject to all its Policies and Administrative Procedures.

3.0 – Purpose

- 3.1 The purpose of the Council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. A school councils' primary means of achieving its purpose is by making recommendations to the principal of the school and the Durham Catholic District School Board in accordance with the legislation and the policies and administrative procedures of the Board.

4.0 – Membership

- 4.1 Membership on the Catholic School Council shall constitute all those duly elected and appointed to a position on the Council in accordance with legislative requirements, Board policies, the Council Constitution and any related by-laws.

5.0 – Council Positions

- 5.1 The following positions shall constitute the Council and these positions shall be duly elected or appointed for the designated term of office: The majority of parent/guardian members and the Chair and Vice-Chair (where this position exists) shall be Separate School supporters.

Position	Term
Parish Priest or designate	Appointed annually by Council
Parent Representative (8 positions)	1 year (elected by parents)
Principal	Membership is Mandated
Teacher	1 year (elected by teachers)
Non-teaching Staff	1 year (elected by non-teaching staff)
Community Rep	1 year renewable term (appointed by council)
OAPCE Rep	May be appointed at the request of the Council
Student Rep	Elected by Students

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- 5.2 The Chair of the Council is elected by the Council from among the Parent Representatives.
 - 5.3 The Vice-Chair and Recording Secretary shall be elected or appointed from among the Parent Representatives.
 - 5.4 At the end of each term, positions are open for election. An individual may hold the position of Chair for no more than two consecutive terms.
 - 5.5 Council members, once elected shall retain all rights and responsibilities until the position held is filled by virtue of an election.
 - 5.6 Except for vacancies occurring within 60 days of an election, all vacancies will be filled by way of a bi-election.
 - 5.7 The community shall be duly notified 30 days in advance of any bi-election.
 - 5.8 An Election Committee consisting of the principal and at least two other parents not running for positions shall be established and conduct the proceedings of any election or bi-election.
 - 5.9 The Council reserves the right to fill any vacancy through appointment if in the case of a by-election, nominations for a vacancy are not forthcoming or if in the case of an annual election the position is not filled.

6.0 – Resource to the Council

- 6.1 In addition to his/her role as a member of the Council the Principal shall be a Resource to the Council and shall be present at all meetings of the Council.
Where the principal due to extenuating circumstances is unable to attend a scheduled meeting of the Council, the principal may delegate his/her responsibilities to the Vice-Principal or request that the meeting be rescheduled.

7.0 – Duties of Council Members

- 7.1 All Council members shall ensure that Catholic values are central to the work of the Council. In addition;
- 7.2 The Chair shall:
 - ensure that the promotion of Catholic values and teachings is central to the work of the Catholic School Council;
 - call Catholic School Council meetings and work to keep members informed;
 - prepare the agenda in consultation with the principal;
 - chair the meetings;
 - retain minutes of all its meetings;
 - keep records of all its financial transactions;

- make available the minutes and records at the school for examination without charge by any person;
- retain minutes and financial records for 4 years at the school;
- participate in information and training programs (or assign a designate to do so);
- communicate with the school principal on a regular and ongoing basis;
- ensure that there is regular communication with the school community.

7.3 The Principal shall:

- ensure that the Catholic faith is the foundation upon which decisions are made;
- consider each recommendation made by the Catholic School Council and advise the Catholic School Council of action taken in response to the recommendations;
- solicit the views of the Catholic School Council with respect to:
 - the school code of conduct;
 - school policies or procedures in accordance with the policies and administrative procedures established by the Board respecting appropriate dress for pupils;
 - school improvement planning.
- act as a resource person and assist the Catholic School Council in obtaining information relevant to the role of the Catholic School Council including information relating to relevant legislation, regulations and policies;
- attend every meeting of the Catholic School Council unless unable to do so by reason of illness or other extenuating circumstances;
- provide for the prompt distribution to each member of the Catholic School Council of any materials received by the principal from the Ministry or the Board that are intended for distribution to the members of Catholic School Councils;
- post any materials distributed to each member of the Catholic School Council from the Ministry in the school in a location that is accessible to parents;
- ensure that the annual report prepared by the Catholic School Council is distributed to every parent/guardian of a pupil enrolled in the school;
- encourage participation of parents, staff, students and others in the parish and the wider community;
- facilitate communication with senior staff and trustees as appropriate;
- ensure that copies of the minutes of Catholic School Council meetings are kept in the school;
- ensure that the issues addressed are those that are the responsibility of the Catholic School Council and relevant to the school community.

- 7.4 The Catholic School Council members shall:
- promote the Catholic faith and values;
 - participate in Catholic School Council meetings and activities;
 - participate in training and information programs;
 - act as a link between the school and the community;
 - encourage participation of parents and others in the parish and wider community;
 - represent the views of the community in an informed, unbiased manner;
 - act as goodwill ambassadors for the school community;

8.0 – Elections

- 8.1 Nomination and elections for the Catholic School Council shall be held within the first 30 days of each school year, on a date that is fixed by the chair the Catholic School Council after consulting with the principal of the school. The principal shall give written notice of the date, time and location of the election at least 14 days before the date of the election. This notification shall be in writing to parents of children enrolled in the school at the date notice is given. This notice can be delivered via the child and is to be posted in the school in an area accessible by parents.
- 8.2 Elections will be conducted by secret ballot. Voters must appear in person to exercise this right.
- 8.3 Parents or guardians who have children enrolled in the school are eligible to stand for election. Elections will be conducted as follows:
- parents/guardians who and have children enrolled in the school will elect parent members at a meeting of the Catholic School Council convened for the purpose of elections;
 - teachers will elect the teacher member at a time scheduled by the Principal;
 - non-teaching members of staff will elect the non-teaching member at a time scheduled by the Principal;
 - students will elect students at a time scheduled by the Principal.
- 8.4 Except for acclaimed positions, the elections shall be conducted in accordance with Roberts Rules of Order, by secret ballot and subject to step down procedures if applicable.

9.0 – Meetings

- 9.1 The Council shall set a schedule of meetings at its first meeting.
- 9.2 A minimum of four General Meetings shall be schedule annually between October 15th and June 30th.

10.0 – Quorum

- 10.1 The Quorum for all Council Meetings including meetings of its sub-committees shall be 50% plus 1 of the membership.
- 10.2 In the event of a lack of quorum, a General Meeting may be held but no binding votes shall be taken.

11.0 – Voting

- 11.1 Voting at meetings shall be restricted to the membership.
- 11.2. No member shall be accorded the right to more than one vote.
- 11.3 All votes shall be duly moved and seconded.
- 11.4 Motions shall pass by virtue of a simple majority.

12.0 – By-Laws

- 12.1 The Council has the sole discretionary right to approve by-laws attendant to this Constitution or in accordance with the legislation.
- 12.2 All by-laws shall be passed by a simple majority vote at a meeting of the Council.

13.0 – Amendments

- 13.1 Amendments to this Constitution or any of its by-laws may be made at any General Meeting, provided that the membership has been duly notified of the amendment at least 30 days prior to the meeting.

14.0 – Sub-Committees

- 14.1 The Council may establish committees and define their mandate, processes, membership and timelines.
- 14.2 Any committee established by the Council must include at least one member of the Council.
- 14.3 All committees established fewer than 14.1 shall report to the Council with a recommendation or a decision depending on their defined mandate.
- 14.4 All committee mandates shall constitute a bi-law of the Council under this Constitution.

15.0 – Conflict of Interest

- 15.1 Every Council member is responsible for disclosing any potential conflict of interest with respect to their role on the Council in accordance with the legislation and the Board policies and administrative procedures.

16.0 – Conflict Resolution

- 16.1 Where a conflict arises involving members of the Council, the Principal of the school shall attempt to resolve the issues.
- 16.2 Where the conflict is not resolved by the Principal, the parties to the conflict shall refer the matter to the appropriate Superintendent for resolution.

17.0 – Roberts Rules of Order

- 17.1 Roberts Rules of Order shall apply to the conduct of the Council unless this Constitution stipulates processes that are different.