Toronto Catholic District School Board

Holy Cross Catholic School Parent Council By-laws

Article I Name of the organization

The name shall be ***Holy Cross Catholic School Parent 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 Parent Council shall function in an advisory role to enrich, enhance and improve student education and achievement. As well, the Council will 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.

Article III Definitions

For the purposes of these 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.
"CSPC" shall refer to Catholic School Parent Council.
"Ex officio" means "by virtue of the office" and refers to persons who are members of the Council by virtue of another position or office they hold.
"School" shall refer to ***Holy Cross Catholic School***
"The Council" shall refer to the elected, appointed and ex officio members of the Catholic School Parent Council of ***Holy Cross*** 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 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.

"Parent" means a natural or adoptive parent and includes a legal guardian who has lawful custody of a child.
"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, The Catholic School Community,** 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. The minimum number of council members is 7 and parents must form the majority.

5.1 Elected Voting Members

- Parents/guardians of students enrolled in the school, elected by parents/guardians in such numbers as to form the majority of The Council. The number of elected parent members will be 15.
- A teaching staff representative, elected by teachers employed at the school.
- A non-teaching staff representative, other than the principal, vice-principal or any other teacher, to be elected by persons other than the principal, vice-principal or any other teacher employed at the school.
  - A student representative appointed by the student council or in schools without a student council, a student elected by the students

5.2 Appointed Voting Members

- The Pastor or parish designate.
- Council shall appoint one or more community representatives to represent segments of the Catholic School Community not represented.
- One person appointed by The Council to act as liaison with the Ontario Association of Parents in Catholic Education (OAPCE T.O.). The school is affiliated with the association by virtue of Board membership.
- One person, where possible, appointed by The Council who has a special interest in Special Education.

5.3 Non-Voting Members

- Ex officio members of The Council
- The Principal or Vice-Principal of the school
- The school's Trustee and the school's Superintendent of Education shall have standing at Catholic School Parent Council meetings for the purposes of updating the council on relevant matters, and/or to act as a resource, as required.

Article VI Election Procedures

6.1 Procedures

- Elections shall occur within the first thirty days of the start of each school year. The outgoing CS PC shall appoint the chair of the Election Planning committee.
- Each parent/guardian 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 school board.

- 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.
- In consultation with the principal, The Council shall strike a School Council Election Committee, 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 committee should have representation from parent, teaching staff, non-teaching staff and students.
- The Election Planning Committee shall:
    - Provide nomination forms to the Principal to send home with the students. ○ Notify the school community of election procedures, election date(s), location, and time, at least fourteen days in advance of the election.
    - Post the election date(s), location and time on the CSPC Bulletin Board.
    - Request a profile for all candidates and make these available to the electorate at least one week before the election.
    - Conduct the election by secret ballot with no proxy vote privileges.
    - Count the ballots.
    - Help the principal notify all candidates of the results.
    - Keep all results and related information confidential.
- If the number of candidates is less than or equal to the number of parent member positions, the candidates shall be acclaimed.
- Lot shall decide the order of candidate's names on the ballot.
- Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot.
- If there is a tie for the final position for a representative on the School Council, the winner shall be decided by lot.
- The election committee will resolve appeals related to the School Council election process or results. If the situation is not resolved, the principal and the chair of the out-going council shall jointly make a ruling.

- **Election of the teaching staff representative** ○ The Principal, in consultation with the election committee, will make the necessary arrangements for the election of the teaching staff representative.
    - 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** ○ The Principal, in consultation with the election committee, will make the necessary arrangements for the election of the non-teaching staff representative.
    - Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.

- **Election of the student representative**
    - If the school has a student council, it will appoint a student representative to the council. Otherwise, the principal, in consultation with the election committee, will make the necessary arrangements for the election of a student representative.

- **Selection of community representatives:**
  - All appointments of community representatives to the school council are to be by majority vote at a meeting of the new school council members.
- The Council will only publicize the names of the successful candidates. The Council for their use will keep a list of candidates and the vote results on file in the event that a vacancy in The Council occurs.
- All individuals standing for election shall be notified of the results before the results are released to the school community.
- The Council shall help the principal ensure that the names of the new members are communicated to the school community, as soon as possible, following the election.
- At the first meeting of the new Council, The Council shall set dates, times and locations for its meetings for the academic year and ensure that they are communicated to the community.
- Employees of the Board, who work at the school where their children attend, cannot be a parent member or a community representative on the Council. 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 elected as a parent member or appointed as 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 by the eligible electorate of the next year.

7.1 Vacancies

- A vacancy in the membership of the CSPC does not prevent The Council from exercising its authority.
- Vacancies on the membership of the Council shall be filled by election or appointment.
- The Council will, through a motion, request that the Election Committee present their recommendation for filling of the parent member vacancy at the next set CSPC meeting and voting is to take place during the same meeting.

7.1.1 Recommendation for Filling a Vacancy

- The Election Committee, through a review of the most recent election records and based on other considerations such as time in the year, attendance of other parents at CSPC meetings and new parents enrolling their children at the school may recommend:
  - That a suitable candidate should be considered for appointment to The Council. ○ That a by-election should be held where any parent/guardian or, as the case may be, a community member would have the opportunity to stand for election.
- The Council may fill a vacancy without asking for a vote from the entire community, but the community must be advised of this.
- If a quorum of a majority of parent/guardian is not possible because of parent/guardian vacancies, a quorum will consist of a simple majority of the remaining membership until such times as the vacancies may be filled.

7.2 Attendance

- The Council may ask members, who miss more than 4 consecutive meetings, to forfeit his/her position within The Council. This request may occur if the members missed attendance seriously affects the present year CSPC business.

7.3 Discipline of Members

- The Council shall have the authority to suspend or expel any Elected Voting Member or Appointed Voting Member from The Council for any one or more of the following grounds:
  - **i)** Violating any provision of the articles, by-laws, or written policies of The Council or of the Toronto Catholic District School Board.
  - **ii)** Carrying out any conduct that may be detrimental to The Council as determined by The Council in its sole discretion.
  - **iii)** Improper conduct at a meeting, seriously disrupting a meeting of The Council, refusing to comply with the policies of The Council or the Toronto Catholic District School Board, using offensive language, disobeying the decisions of the Chair or CoChair of the Council on points of order, or for making any disorderly noise or disturbance.
  - **iv)** Serious misconduct or dishonesty.
  - **v)** For any other reason that The Council in its sole and absolute discretion considers to be reasonable, having regard to the purpose of The Council.

  Only on the affirmative vote of 2/3 of all Council members, including the impugned member, may an Elected Voting Member or Appointed Voting Member be suspended or expelled.

- In the event that, The Council determines that an Elected Voting Member or Appointed Voting Member should be expelled or suspended from membership in The Council, the Chair, or such other officer as may be designated by the Council, shall provide twenty (20) days' notice of suspension or expulsion to the Elected Voting Member or Appointed Voting Member and shall provide reasons for the proposed suspension or expulsion. The Elected Voting Member or Appointed Voting Member may make written submissions to the Chair, or such other officer as may be designated by The Council, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the Chair, the Chair, or such other officer as may be designated by The Council, may proceed to notify the Elected Voting Member or Appointed Voting Member that the member is suspended or expelled from membership in The Council. If written submissions are received in accordance with this section, The Council will consider such submissions in arriving at a final decision and shall notify the Elected Voting Member or Appointed Voting Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions.

- On appeal by a suspended or expelled member, the suspension or expulsion may be altered or rescinded only on a 2/3 vote of all Council members, excluding the suspended or expelled member.

- The Council's decision shall be final and binding on the Elected Voting Member or Appointed Voting Member, without any further right of appeal.

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7.4 Consultation

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

Article VIII Executive Officers

The officers of The Council may be Chair, Vice-Chair, Secretary and Treasurer. However, The Council may choose to have two Co-chairs to replace the Chair position for ease of administration.

8.1 Chair/Co-Chairs

- The Chair must be Catholic. In the case of a Co-Chair, one of the Co-Chairs must be Catholic.
- 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 promote Catholic faith and gospel values consistent with the Mission and Vision of the board. Employees of the Board may not be Chair/Co-Chair of The Council.

The Chair/Co-Chair of The Council Shall:

Call council meetings in consultation with the principal.

- Prepare the Agenda for Council meetings based on input from the CSPC and in consultation with the Principal.
- Chair Council meetings.
- Ensure that the minutes of The Council meetings are recorded and properly maintained.
- Ensure that the collection of records of all meetings and financial transactions are kept for a minimum of four 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 CSPC.
- 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.
- Consult with senior board staff as required.
- Upon request, provide the local trustee with copies of the minutes of the meetings.
- Prepare the Annual Report to be submitted to the principal and the Trustee and, eventually, to the Board in May of each year.
- Prepare the Annual Report to be presented at the AGM.
- 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.
- 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.

8.3 Secretary

- The Secretary shall keep a record of all meetings of The Council and the Executive Officers and 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.
- In the absence of the Chair/Co-Chair or Vice Chair or in the event of their inability, the Secretary shall assume the duties of the chair or 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, and shall be guided by Board Policy SM.04 Fund Raising in schools concerning 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 at least two weeks prior to submission to the principal and the Trustee, and, eventually, the Board for May of each year and the Annual General Meeting (AGM) in September.
- The treasurer shall perform such other duties as may be required by The Council or the Executive Officers of The Council.
- 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.

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

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.
- Resolutions.
- Amendments to the By-laws.
- 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.

11.2 The Calendar of Meetings

The elected members of The Council shall meet not less than six (6) times annually, including 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 Council shall determine the rules of order used at all meetings of The Council, at the first meeting. Failing consensus, Robert's Rules of Order shall apply.

11.4 Quorum

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

- A majority of Council members are present.
- A majority of the members present are parent members.

No business may be conducted without Quorum, except to set a date and time for the next meeting. The Ex Officio members should not be counted to establish a quorum.

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 will be by secret ballot. Results will be kept by the committee for reference when vacancies occur.

During regular Council meetings, 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.

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

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 CSPC bulletin board and in the monthly newsletters in the school. The Secretary will co-ordinate 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.

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

- Academic Affairs
- Community Relations
- Fund Raising
- Elections/By-laws

- Finance
- Parent Class representatives
- Communications

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 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 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. A t least one 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.

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 to the extent permitted by the Chair/Co-Chair of the Standing or Special Committee.

Article XIII Financial Matters

13.1 Remuneration

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. R eimbursement for expenses incurred in the normal course of duty as a member of The Council shall be made in accordance with Board policy when such policy is established.

13.2 Signing Authority

The following shall be authorized to sign cheques (one person from each of group (a) and (b) shall sign each cheque):

a) Two parents on the Executive Committee of The Council, one of which must be the Treasurer.
b) Two staff representatives from the school namely, the Principal or designate.

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

Article XV 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 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 will 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.

Article XVI Amendments to the Constitution and By-laws

Amendments to The Council's Constitution and By-laws may only be done at the AGM in September of 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 20 school days before the A.G.M. The majority of the members constituting quorum must approve amendments 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 days before the A.G.M. Defeated amendments may not be re-proposed for one year from the date of the meeting.

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 XVII Incorporation

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

Article XVIII Repeal and Dissolution

18.1 Repeal

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

18.2 Dissolution

The Council shall be dissolved and cease to exist in the event that ***Holy Cross*** 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 have been sent to all members of the ***Holy Cross's*** Catholic school community at least 14 days prior to the date of the Special General Meeting.

School Name: Holy Cross Catholic School

Address: 299A Donlands Ave., Toronto, ON M4J 3R7

Dated: