Toronto Catholic District School Board (TCDSB)
Catholic School Parent Council (CSPC) By-Laws

Article I - Name of the organization

The name shall be **St. Michael's Choir School 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 (TCDSB), the Catholic School Parent Council (CSPC) shall function in an advisory role to enrich, enhance and improve student education, achievement and well-being. 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 ***St. Michael's Choir Catholic School.***
"The Council" shall refer to the elected, appointed and ex-officio members of the Catholic School Parent Council of ***St. Michael's Choir Catholic School***.
"The Catholic School Community" shall include the following:

- The parents/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 Catholic 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.
"Pastor" refers to the recognized parish priest and can be the pastor, associate priest or the curate.
"Quorum" shall refer to the minimum number of voting members required to be present for a meeting to be held. That number would consist of the majority of voting members.

Article IV - Membership

All members of The Council shall be elected or appointed in accordance with the election's 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 seven (7) and/or parents must form the majority.

5.1 Elected Voting Members

Such members shall be:

- Parent members, which are 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 twenty (**20).** One parent member, where possible, who has an interest in Special Education.
- A teacher, elected by teachers employed at the school.
- An employee of the school, other than the principal, vice-principal and/or any teacher (i.e., non-teaching staff representative), to be elected by persons other than the principal, vice-principal and any teacher.
- In a secondary school without a student council, a student representative will be elected by the students in the school in an election held for that purpose.

5.2 Appointed Voting Members

Such members shall be:

- The Pastor or parish designate.
- **One (1)** community representative to represent segments of the Catholic school community not represented. (Community representatives should be selected from examples: representative from a local business association/community group, City Councillor's office etc.)
- One person appointed by The Council to act as liaison with the Ontario Association of Parents in Catholic Education-Toronto (OAPCE-T.O.).
- One person, where possible, appointed by The Council who has a special interest in special education.
- In a secondary school with a student council, a student represented will be appointed by the student council.
- In an elementary school, a student appointed by the principal of the school, if the principal determines, after consulting with other members of the school council, that the council should include a pupil.

5.3 Non-Voting Ex Officio Members

Such members shall be:

- The principal or vice-principal of the school.
- The TCDSB trustee for the school.
- The school's superintendent of education who shall have standing at CSPC meetings for the purposes of updating The Council on relevant matters, and/or to act as a resource, as required.

5.4 The Role and Responsibility of The Council

The Catholic School Parent Council shall:

- Represent the best interests of all students.
- Maintain ethical standards and set ground rules of respect for all meetings.
- Be informed and familiar with TCDSB policies and develop an understanding of how the policies impact the school community.
- Keep the school community informed of The Council's work, such as: meetings dates and minutes, committee work, news and survey results.
- Seek to involve the entire school community in an equitable manner through a variety of mediums, including for example, questionnaires, informal discussions or topic-specific meetings.

- Actively and accurately represent the views of the school community.
- Encourage and promote parental engagement and support.

5.5 The Role and Responsibility of the Principal

Subject to applicable legislation and Board approval, the school principal shall:

- Act as a resource person to The Council and assist The Council in obtaining information relevant to its function, including information relating to relevant legislation, regulations and policies.
- Provide information and seek input from The Council, parents and community on major decisions that affect the school.
- Provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.
- Provide contextual information, as requested by The Council, on matters relating to the school, where applicable:
    i) school statistics, demographics and significant yearly changes;
    ii) school policies and procedures, including local code of conduct;
    iii) School Leaning Improvement Plan (SLIP) and achievement results;
    iv) technology plans and rollouts;
    v) key facilities and maintenance projects;
    viii) establishment or operation of any student nutrition program; and
    ix) overall school successes and needs.
- Facilitate the establishment of The Council and assist in its operation by:
    i) making, maintaining and/or updating local TCDSB CSPC By-Laws, as required;
    ii) facilitating the annual CSPC elections within the timeline set out by Ontario Regulation 612;
    iii) updating the CSPC chair/co-chair information on the school portal;
    iv) giving written notice of the dates, times and locations of council meetings to all parents;
    v) working in collaboration with the chair to prepare The Council's meeting agendas;
    vi) supporting the chair in running efficient council meetings;
    vii) assisting The Council in posting CSPC meeting agendas and minutes on the school portal;
    viii) considering each recommendation made by The Council and advising the council of the action taken in response to the recommendation
    ix) presenting, at each council meeting, the current balance of all school and CSPC bank accounts, including the Student Nutrition Program (SNP), where applicable, using TCDSB accounting templates;
    x) supporting the fundraising activities of The Council;

xi) supporting the use of CSPC fundraised funds as voted by The Council;
xii) supporting the use of local CSPC school surveys; and
xiii) supporting CSPC advocacy on behalf of the school community.

- School principals shall consult with the CSPCs in the selection of any photographer for student photographs and school ceremonies.
- Encourage and support the formation and continuous improvement of The Council.
- Interpret and share results of provincial achievement tests.
- Enable The Council to provide input into the school's learning plan, safe school plan, policies and budget.

Article VI - Election and Appointment Procedures

6.1 General Procedures

- All elections shall occur within the first thirty (30) days of each school year.
- Voting shall be by secret ballot. There shall be no proxies.
- Each participant eligible to vote may vote for a number of candidates equal to the total number of eligible positions (vacancies) on The Council. A ballot with more than this number shall be a spoiled ballot and shall not be counted.
- Names of the candidates shall appear on the ballot as they were submitted on the standard TCDSB nomination form.
- The order in which candidates' names appear on the ballot shall be determined by a random draw.
- All ties on the ballot shall be determined by a random draw.
- If there are fewer candidates than the total number of eligible positions, all qualified candidates who have submitted their standard TCDSB nomination forms shall be acclaimed.
- In consultation with the principal. The Council shall strike a School Election Committee, in May, to plan the election process, to gather nominations, and to run the election. No candidate standing for election, or the spouse of anyone standing for election, shall be a member of this election committee. The committee should have representation from parent, teaching staff, non-teaching staff and student members.
- The Election Planning Committee shall:
  i) notify the school community of election procedures, election date(s), location, and time, at least fourteen days (14) in advance of the election;
  ii) work with the principal to ensure the standard TCDSB nomination forms are sent home with the students. Ensure the election date, location and time are posted on the CSPC bulletin board;
  iii) ensure that candidate profiles submitted with the nomination forms for all candidates are available to the electorate at least one week before the election;

iv) conduct the election;
v) count the ballots;
vi) ensure to every extent possible any barriers to participation in the election are removed; and
vii) help the principal notify all candidates of the results. Announce only:
  - the names of those elected;
  - the total number of ballots cast; and
  - the total number of spoiled ballots.

- The election committee will resolve appeals related to The Council's election process or results. If the committee is unable to resolve an appeal, the principal and the chair of the out-going council shall jointly make a ruling.

6.2 Election of Parent Members

- Each parent of a student enrolled in the school shall be entitled to one vote of each vacant parent membership position on The Council.
- Each parent seeking elections as a parent member must have a child registered at the school, and must declare if he or she is employed by the board.
- 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.

6.3 Election of the Staff and Student Representatives

- 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.
- The principal, in consultation with the election committee, will make the necessary arrangements for the election of the non-teaching staff representative. Anyone who forms part of the non-teaching staff of the school (full or part-time), excluding the principal or vice-principal, may be a candidate.
- 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.

6.4 Selection of Community Representatives:

- All appointments of community representatives to the school council are to be made by majority vote at the first regular meeting of the newly elected school council members.
- Employees of the board cannot be appointed as a community representative unless:
    i) he/she is not employed at the same school; and
    ii) the other members of the school council are informed of the person's employment before the appointment.

Article VII - Term of Office

- The term of all elected or appointed members of The Council is one year, subject to section 6 of Ontario Regulation 612/00
- If reelected by parents in the general election into The Council, a CSCP chair may only serve **seven (7) consecutive terms**.

7.1 Vacancies

- No vacancy in the membership of the CSPC shall prevent The Council from exercising its authority.
- Vacancies in the membership of The Council shall be filled by election or appointment.
- The School Council 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:
    i) a suitable candidate should be considered for appointment to The Council; or
    ii) a by-election should be held.
- The CSPC, having considered the report of the School Council Election Committee shall, in its sole discretion resolve by motion either to appoint replacement members, or to proceed with an election per Article VI.

7.2 Discipline of Members

- The Council shall have the authority to suspend or expel any member from The Council for any one or more of the following grounds:
    i) Missing more than **three (3)** consecutive meetings.
    ii) Willfully violating any provision of the articles, by-laws, or written policies of The Council or of the TCDSB.
    iii) Carrying out any conduct that may be detrimental to The Council as determined by The Council in its sole discretion.

iv) Persistent improper conduct at a meeting, seriously disrupting a meeting of The Council, refusing to comply with the policies of The Council or the TCDSB, using offensive language, failing to come to order when instructed by the chair or co-chairs of the Council, or for making any persistent disorderly noise or disturbance.
v) Serious misconduct or dishonesty.
vi) 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.

- A member may be suspended or expelled only on the affirmative vote of 2/3 of all Council members. The member whose conduct is under consideration may vote on such a question.
- In the event that, The Council votes that a member should be expelled or suspended from membership in The Council:
  i) The chair, or such other officer as may be designated by the Council, shall provide notice of consideration of the suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion within ten (10) days of the vote of The Council.
  ii) The 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 ten (10) day period.
  iii) 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 member that the member is suspended or expelled from membership in The Council.
  iv) 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 member concerning such final decision within a further ten (10) 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, not including the suspended or expelled member.
- The Council's decision shall be final and binding on the elected member, without any further right of appeal and his or her position will be declared vacant.

7.3 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 to the board is representative of the whole school community.

Article VIII - Executive Officers

The officers of The Council may be chair, secretary and treasurer. However, The Council may choose to have two co-chairs.

8.1 Election of Executive Officers

The executive officers of the CSPC shall be elected by the voting newly elected members of the CSPC at the first regular meeting following the AGM. Voting shall be conducted by the principal and may, at the request of any member, be conducted by secret ballot.

8.2 Chair/Co-Chairs

- The chair, or where applicable, one of the co-chairs shall, when present, preside at all meetings of the CSPC and of its executive.
- It is the responsibility of the chair/co-chairs, in collaboration with the school principal, to provide 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 TCDSB.
- The chair and/or co-chairs must be parent members of The Council.
- Employees of the board may not be chair/co-chairs of The Council.
- The duties of the chair/co-chairs of The Council shall be to:
  i) be the official spokesperson of The Council;
  ii) stay informed about school board policy that impacts The Council;
  iii) ensure that the CSPC operating procedures are current and adhered to;
  iv) call CSPC meetings in consultation with the principal;
  v) prepare the agenda for council meetings based on input from the CSPC and in consultation and collaboration with the principal;
  vi) chair all meetings of The Council;
  vii) when present, preside at all meetings of the CSPC and of its executive committee;
  viii) ensure that the minutes of The Council meetings are recorded and properly maintained;
  ix) 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;
  x) participate in board sponsored information and training sessions and share information with the CSPC;
  xi) communicate regularly with the school principal in an effort to work co-operatively to provide enrichment opportunities and improve student achievement;
  xii) ensure that there is regular communication with the Catholic school community;

xiii) consult with senior board staff, as required;
xiv) upon request, provide the local trustee with copies of the minutes of the meetings;
xv) comply with Ontario Regulation 612, by preparing an annual CSPC report that summarizes the school council's activities, including a financial statement, as of May 31st of each year, and providing the principal, the school board and the school's trustee with a copy of the report;
xvi) ensure that a yearly budget is presented and voted upon;
xvii) ensure that at least 3 times per year (November, April, June) a budget report is reported to the school community;
xviii) Ensure that the annual report from June 1st to May 31st, is submitted to the Board, the principal and to the local trustee, and presented at the AGM; and
xix) carry out other duties as shall be required from time to time.

8.3 Secretary

i) The secretary shall keep a record and take minutes of all meetings of The Council and of the executive officers and shall deal with all correspondence or communications directed or required of The Council and the executive.
ii) 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.
iii) The secretary shall perform such other duties, as may be required by The Council or the executive officers.
iv) In the absence of the chair/co-chairs, 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 Policy S. 10 and it's Appendix B, TCDSB *Guidelines for School Accounts and Catholic School Parent Council Financial Operational Procedures*, 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 scheduled council meetings, an account of all transactions of The Council, including the current financial position.
- The treasurer shall prepare a full financial statement at least two weeks prior to submission to the principal and to the trustee, and, eventually, the Board as of May 31st.

- The treasurer shall continue to prepare full financial records from June 1st to the AGM in September, in order to prepare and provide full financial records for the newly elected CSPC.
- 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 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's activity directly or indirectly places the member in a potential conflict of interest, the member shall declare their real or potential conflict of interest and shall not deliberate or vote on any such resolutions where a conflict of interest exists.

Article X- Conflict Resolution

The Board's, *Harassment and Discrimination Policy and the Respectful Workplace*, H.M. 14 and the *Conflict Resolution Policy, H. M 19* 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 (30) of the school year. The following business shall be conducted:

i) annual report of chair/co-chairs to the community-at-large;
ii) financial reports;
iii) resolutions;
iv) amendments to the by-laws, if applicable; and
v) election of parents/guardians to The Council (See Article VI of this document).

11.2 The Calendar of Meetings

The elected members of The Council, subject to future change, shall meet not less than **five (5)** times annually, including the AGM. However, in all cases, The Council shall meet no less than 4 times during the school year.

At the first meeting of the elected council, The Council shall set dates, times, and locations for its meetings for the academic year and ensure that they are communicated to the school community.

11.3 Rules of Order

i) All decisions of The Council shall be by motions which must be moved, seconded, and stated from the chair prior to any debate.
ii) A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not passed.
iii) All votes will be by show of hands, unless a member requests a secret ballot.
iv) No member will speak to a question once it has been decided.
v) The chair/co-chairs shall be privileged to debate all questions on calling another member to the chair.
vi) If two or more members wish to speak at the same time, the chair shall decide who may speak first.
vii) A motion shall be put in writing if any member requests it.
viii) When a member is called to order, he or she will not speak until the chair has made a ruling.
ix) An appeal to the meeting from the ruling of the chair shall at all times be in order provided that it is seconded by another member. In the event of an appeal, the chair shall say: "The ruling of the chair has been appealed. Is it the will of the meeting that the ruling of the chair shall be the decision of the meeting?" but shall not otherwise speak to the appeal. A 2/3 vote of the members shall be required to overturn the ruling of the chair.
x) The Council may determine additional rules of order to be used at all meetings of The Council, at the first meeting provided that they are circulated in writing to all of the members of the CSPC.
xi) The current edition of *Robert's Rules of Order (Newly Revised*) shall be the authority to decide all questions not provided for in these Rules or adopted per Section 9 (above).

11.4 Quorum

- A quorum is established when:
  i) a majority of council members are present; and
  ii) 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.
- If a quorum is not possible because of parent vacancies, a quorum shall consist of a simple majority of the remaining membership until such times as the vacancies may be filled.
- The ex officio members shall not be counted to establish a quorum.

11.5 Attendance

- All members of The Council are entitled to attend Standing or Special Committee meetings and to participate to the extent permitted by these by-laws.
- All members of the Catholic school community, subject to the Board's policies, may attend all meetings of The Council and participate fully; however, they do not have a vote.

11.6 Notice of Meetings

- 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.
- 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:
  i) The notice may be given to the parent's child for the delivery to the parent.
  ii) A notice shall be posted in the school in a place accessible to parents and in monthly newsletters.

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:
  - i) **Academic Affairs**
  - ii) **Community Relations**
  - iii) **Fund Raising**
  - iv) **Elections/By-laws**
  - v) **Finance**
  - vi) **Parent Class Representatives**
  - vii) **Communications**
  - viii) **Add another Committee**
- 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 The Council's 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.

i) The Council shall appoint the chair/co-chairs of each special committee.
ii) Members of the committee may be recruited and appointed by the committee chair subject to the approval of The Council.
iii) At least one member of the special committee must be a parent member of the Council.
iv) A person not a member of The Council may be a member of the special committee.
v) Special committees shall cease to exist when they have achieved their mandate or on a decision from The Council.

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.

CSPC members are entitled to have legitimate expenses reimbursed that have been authorized by the CSPC through an approved motion.

13.2 Signing Authority

The following people shall be authorized to sign cheques (one person from each of group (i) and (ii) shall sign each cheque:

i) two parents on the executive committee of The Council, one of whom must be the treasurer; and
ii) two staff representatives from the school namely, the principal and designate.

Regardless, the principal must be one of the two people signing all cheques.

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 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 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

Subject to legislative requirements and/or changes to the *TCDSB Catholic School Parent Council By-Laws* template, amendments to the by-laws will be done in accordance with this article.

i) Amendments to The Council's by-laws may only be done at the AGM in September of each year.
ii) 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 twenty (20) school days before the A.G.M.
iii) The majority of the members constituting quorum must approve amendments, and the majority of the members constituting the quorum must be parent members.
iv) Copies of amendments shall be distributed to the school community at least ten (10) 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 Council's by-laws in order to be available at the September AGM for a full vote by the parent body.

Article XVII - Incorporation

The Catholic School Parent 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 **St. Michael's Choir 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 have been sent to all members of the **St. Michael's Choir Catholic School** community at least fourteen (14) days prior to the date of the special general meeting.

St. Michael's Choir School

66/67 Bond Street
Toronto, Ontario
M5B1X2

Date: September 18, 2025