



# Constitution

ARCHBISHOP O'SULLIVAN CATHOLIC SCHOOL COUNCIL

CONSTITUTION & BY-LAWS



## 1. MISSION STATEMENT

Each member of the Archbishop O'Sullivan Catholic School Council (hereinafter referred to as Council) shall commit to the mission statement of the Algonquin and Lakeshore Catholic District School Board.

Our mandate statement is:

"Our mission as a Catholic school system, as parents, guardians, pastors, staff, students, trustees and community members is to support fully the spiritual, educational and personal development of each student on their journey of Catholic formation from childhood, through adolescence, to young adulthood."

**2.NAME:** The official name of the Council shall be the "Archbishop O'Sullivan Catholic School Council".

## 3.OBJECTIVES

- a)The objectives of the Council as an advisory body will be to provide ideas, opinions, and recommendations to assist the Principal and, where appropriate, school Board trustees in their decision-making on educational issues. (Refer to Appendix "A") (R2.2) (BP1)
- b)The advice should be based through a consultative approach, on the general views of the school community and in the best interests of students throughout the school. (R2.1,2.3) (BP 1)
- c)The Council must operate within the legislation of the Ministry of Education and Training and Board policies and procedures. (R2.2) (BP1)
- d)The Council will endeavour to enhance the learning environment and opportunities available to the students. (R2.1)
- e) The Council will promote positive public relations within the school, community and parish. A Code of Ethics is included in the Appendix.(R2.1)
- f) Council may engage in fundraising activities conducted in accordance with Board policies. (R22.1,22.2,22.3)

## 4.MEMBERSHIP

- i)Members of Council should reflect the diversity of the school community. (BP2.3)
  - ii) Members of the Council should include:
    - a. School Principal (R3.1.2)
    - b. One teacher (R3.1.3)
    - c. One non-teaching staff member (R3.1.4)
    - d. One community representative (R3.1.7)
    - e. Parents/guardians of students enrolled at school (R3.1.1)
    - f. One parish representative (R3.1.8)
- 4.1A person who is employed by the Board that established a Council cannot be appointed as a community representative on the Council unless (R3.2.5) (BP2.5)
- a) He or she is not employed at the school; and
  - b)The other members of the Council are informed of the person's employment before the appointment
- 4.2 Community representatives cannot be employed at the school. (BP 2.5)
- 4.3 Catholics will make up the majority of the Council. (BP 2.3)
- 4.4 Parents/guardians shall form the majority of the Council. (Minimum of 6; a maximum of 25)

4.5 A member of the School Board cannot be a member of Council Executive. (R 4.1) (BP 3.1)

## **5.ELECTION OF PARENT/GUARDIAN MEMBERS**

5.1A person is qualified to be a parent/guardian member of the Council if he or she is a parent/guardian of a pupil who is enrolled in the school. (R 4.1) (BP 3.1)

5.2 Despite section (5.1), a person is not qualified to be a parent/guardian member of Council, if:

- a) He or she is employed at the school; or
- b) He or she is not employed at the school but is employed elsewhere by the Board that established the Council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent/guardian members, of his/her employment.

5.3 The chair of the Council shall be a member who is both a parent/guardian of a student in the school and a Catholic. (BP 3.3)

5.4 A person is qualified to vote in an election of parent/guardian members of a Council if he or she is a parent/guardian of a pupil who is enrolled in the school. (R 4.3) (BP 3.4)

5.5 An election of parent/guardian members of a Council shall be held during the first 30 calendar days of each school year, on a fixed date. (R 4.4) (BP 3.4)

5.6 The Principal of the school shall, at least 14 days before the date of the election of parent/guardian members, on behalf of the Council, give written notice or post on website the date, time and location of the election to every parent/guardian of a pupil who, on the date the notice is given, is enrolled in the school. (R 4.6) (BP 3.7)

5.7 The notice required by Section (5.6) may be given by:

- a) Giving the notice to the parent/guardian's child for delivery to his or her parents/guardians and /or
- b) Posting the notice in the school or on the website in a location that is accessible to parents/guardians. (R4.7,12.7,12.8) (BP 3.8)

5.8 Voting shall be carried out using secret ballots. The results of the elections shall be supervised and announced by the Principal, but the actual vote shall not be disclosed. Voters must appear in person to exercise this right. (R 4.8) (BP 3.9, 3.11)

5.9 Where the slate of the candidates for parents/guardian representation is not comprised of a majority of Catholic parents/guardians and that circumstance cannot be readily corrected; the Principal shall alert the Director of Education. At the discretion of the Director of Education, the nomination process may be reopened. (BP 3.12)

5.10 If all the elected positions are not filled through the election process, the Council shall proceed. However, the Council should seek members to fill the vacant positions through outreach into the community. Willing individuals may be appointed by majority vote of the Council for the remainder of the term. (BP 3.12)

## **6. ELECTION OR APPOINTMENT OF OTHER MEMBERS**

6.1 The elections and appointments shall be accommodated during the first 30 calendar days of each school year. (R 5.1) (BP4)

6.2 Community representatives shall be appointed by the Council. (BP 4.1)

6.3 The school Principal shall be a designated member. (BP 4.3)

6.4 The teacher representative shall be elected by members of the teaching staff. (R5.2) (BP 4.4,4.7)

6.5 The non-teaching member shall be elected by members of the nonteaching staff. (R5.2) (BP 4.4,4.7)

6.6 The parish representative shall be appointed by Council in consultation with the parish priest.

## **7.TERM OF OFFICE**

7.1 Elected and appointed positions shall serve a term not to exceed one (1) school year. (R6.1) (BP 5.1,5.11,5.12)

7.2 Members may serve more than one term consecutively. (R 6.2) (BP 5.2)

## **8.VACANCIES**

8.1 If a vacancy occurs for any representative during a term, a new representative shall through appointment or election, complete but not exceed the original term of office of the vacating member. (R7.1) (BP 5.2)

8.2 If an election is held to fill a vacancy in the membership of a Council, the provisions of sections 5 and 6, as the case may be, apply with necessary modifications, to the election. (R7.2) (BP 6.2)

8.3 A vacancy in the membership does not prevent the Council from exercising its authority. (R7.3) (BP6.3)

## **9. OFFICERS**

9.1 Councils shall have a Chair in accordance with the by-laws. (R 8.1) (BP 7.1)

9.2 The Chair must be a Catholic parent member and be elected/appointed by the members. (R 8.2) (BP 7.2)

9.3 The Chair must not be an employee of the Board. (R 8.3) (BP 7.3)

9.4 Other officers are provided for in the by-laws of the Council. (R 8.4) (BP 7.4)

## **10. DUTIES AND RESPONSIBILITIES OF THE COUNCIL MEMBERS**

10.1 The members of **the Council** shall:

- a) Ensure that emphasis is placed on our Catholic identity and focus.
- b) Attend and participate at Council meetings.
- c) Participate in sharing of information to all parents/guardians and of other people within the school community.
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10.2 **Chair** -The Chair shall be responsible for the operation of the Council (BP 13.3). The Chair shall:

- Ensure that emphasis is placed on our Catholic identity and focus
- b) Call Council meetings;
- c) Prepare the agenda for the meeting along with the Principal, and ensure the agenda is circulated to Council members and parent/guardians at least 48 hours before each meeting. The Chair in consultation with the Principal shall modify or change the agenda; if it is in the best interest of the Council;
- d) Chair the meetings;
- e) Ensure that the minutes of the meetings are recorded, maintained and accessible to parents/guardians. Copies of minutes must be maintained for a minimum of four (4) years at the school; (R16.1,16.2,16.3)
- f) Participate in information and training programs;
- g) Communicate with the school Principal;
- h) Consult with the Principal prior to the release of all communications with the community, Board staff and trustees;(Note: Such communication shall normally be sent at the request and with the concurrence of the Council).
- Ensure that there is regular communication within the school community;
- j) Consult with senior Board staff and trustees as required;
- k) Implement temporary or standing committees as needed;
- l) Handle all correspondence for the Council and present it at all meetings

**10.2 Vice-Chair** of the Council shall:

- Assume the duties held by the Chair upon his/her absence;
- b) Assist the Chair in his/her duties at all times;
- c) Attend to other matters and issues as designated by the Chair
- d) Assume other duties as assigned

**10.3 Co-Chairs** of the Council shall:

The roles of Chair and Vice-Chair can be replaced with a Co-Chair model at the discretion of the Council.

**10.4 Treasurer** of the Council shall:

- a) Develop budget proposals necessary for the operation of the Council;
- b) Be entrusted with the receipt, care and distribution of funds;
- c) Maintain accurate financial records of the Council;
- d) School will maintain one bank account established in the name of the school for all School-Generated Funds including any funds raised by AOS Council. A second account will be maintained for funds raised by Bingo.(1 a- Policy Statement School-Generated Funds);
- e) Present statements of accounts at every meeting;
- f) Pay all expenses authorized by the Council;
- g) Complete a School Council "Cheque Requisition" in order to initiate the issuing of a cheque from School Council Funds in the school bank account. This completed form will be authorized by the School Council Treasurer or Council executive (Chair/Secretary) and School Principal and submitted to the school Secretary for cheque processing from the School Council funds and category. Original receipts or invoices must be attached to the requisition. (2b -Policy School-Generated Funds);
- h) Assume other duties and responsibilities as assigned;
- l) Adhere to Board policy re: non-Board funds;
- j) Keep available all financial records for four (4) years.

**10.5 Secretary** of the Council shall:

- a) Keep accurate minutes of all Council meetings and provide copies to each member of the Council and post a copy on school website; copies of minutes must be maintained for a minimum of four (4) years at the school. (R16.1,16.2,16.3)
- b) Respond to all correspondence received by the Council, i.e. phone numbers, addresses.
- c) Assume other duties and responsibilities as assigned.

**10.6 Parents/Guardians** of the Council shall:

- a) Participate in Council meetings;
- b) Act as a link between the Council and community;
- c) Encourage the participation of all parents/guardians and of other people within the school community;
- d) Supervise and organize Council activities;
- e) Represent other parents/guardians at all Council meetings;
- f) Assume other duties and responsibilities as assigned.

**10.7 Principal** shall:

- a) Attend all meeting of Council;
- b) Ensure that focus and emphasis is placed on our Catholic faith;
- c) Facilitate the establishment of the Council and assist in its operations;
- d) Support and promote Council's activities;
- e) Seek input from Council in areas of which it has been assigned advisory responsibilities;
- f) Act as a resource on laws, regulations, Board policies and collective agreements;
- g) Obtain and provide information required by Council to enable informed decisions;
- h) Communicate with the Chair of Council , as required;
- Encourage the participation of all parents/guardians and others within school community;
- j) Ensure that copies of the Councils' minutes are kept at the school and are accessible to everyone;
- k) Assist the Council in communicating with the school community;

- l) Act as liaison between the Council and the Board Administration;
- m) Provide the Chair with access to the Board Policy Manual;
- n) Consult with the Chair prior to the release of communication concerning Council matters;
- o) Maintain his/her authority, responsibility and rights mandated by the Board Policy and the Education Act and Regulation of the Province of Ontario;
- p) Provide from the school's budget, funds to support the work of the Council. Disbursement of these funds will be with Council's consultation;
- q) Delegate any of his/her powers or duties as a member of Council to a Vice-Principal when deemed necessary by the Principal. (R 18.1)

**10.8 Teacher Representative shall:**

- a) Act as liaison between teachers and Council;
- b) Participate in Council meetings.

**10.9 Non-Teaching Representative shall:**

- Act as liaison between non-teaching staff and Council;
- Participate in Council meetings.

**10.10 Parish Representative shall:**

- Act as liaison between the parish and the Council;
- Participate in Council meetings.

**10.11 Community Representative shall:**

- Act as liaison between the community and the Council;
- Participate in Council meetings.

## **11. MEETINGS**

11.1 A school Council shall meet at least four (4) times during the school year. (R12.1) (BP 15.1)

11.2 Council shall meet within the first 30 days of the school year. The election process must be completed as per sections 5 and 6. (R12.2) (BP 15.2)

11.3 All meetings shall be open to members of the school community; the dates of the meetings shall be publicized. (R12.4)

11.4 The Council and their appointed committees are entitled to hold their meetings at the school. (BP 11.4,15.1,15.4)

11.5 A meeting of a school Council cannot be held unless: (R12.3) (BP 15.3)

- a) Principal or a designate is present.
- b) A majority of the current members of the Council are present at the meetings; and
- c) A majority of the members of the Council present at the meeting are parent/guardian members.

11.6 Council members are to maintain their focus on what is considered the best interest of all students. Council meetings should normally not exceed 120 minutes.

11.7 Meetings shall open with a prayer and Council members shall conduct themselves in a Christian manner. (Code of Ethics)

11.8 Non-members of the Council who would like to make a presentation may do so provided the Chair has been notified and has scheduled this request in the agenda.

11.9 All members of the Council must be able to understand and express themselves in the operating language of the school.

## **12. VOTING**

12.1 Each member of a Council is entitled to one vote in votes taken by Council. (R 14.1) (BP 12.1)

12.2 A majority of Council members will be considered a quorum. Parents/guardians must represent a majority of members present. A minimum of 50% plus one vote shall be considered a majority vote. (R3.2.4)

12.3 Each member of a committee of a Council is entitled to one vote in votes taken by the committee. (R14.2)

12.4 The Principal of the school is not entitled to vote in either Council or committee votes. (R14.3) (BP12.3)

### **13. COMMITTEES**

13.1 Council may establish committees to make recommendations to Council. Committee recommendations must be approved by Council before being implemented. (R13.1) (BP 11.1)

13.2 Every committee must include at least one parent/guardian member of council. (R 13.2) (BP 11.2)

13.3 A committee may include non-members of Council. (R13.3) (BP 11.2)

### **14. COUNCIL PROCEDURES**

14.1 At the first meeting of the new Council, members shall elect a Chair, vice-chair, secretary and treasurer. (BP9.1)

14.2 The minutes of the Council meetings will be recorded and made available to anyone upon request. (R16.1) (BP10.1,2)

14.3 Council will operate in a manner that is non-judgemental, based on no fault discussion and uses consensus comprise as the usual method of developing recommendation and plans. (BP 9.4)

14.4 Once a motion as been passed, a two-thirds majority vote is required to reopen the discussion considering the motion.

14.5 A person serving as a Council member shall not receive remuneration, but shall be reimbursed for expense incurred as a member of Council. Expenses must be approved by Council prior to the expenditure being made (R11.1, 11.2)

### **15. CONFLICT OF INTEREST**

15.1 Any member of Council must declare a conflict of interest if the business being considered will result in a financial gain for that member.

15.2 Where a "conflict of interest" is made known, the Council member must refrain from discussion and voting on the issue.

### **16. CONFLICT RESOLUTION**

16.1 In order to avoid unnecessary conflict, Council shall:

- a) adhere to defined roles and responsibilities. (BP 16.1)
- b) Refrain from discussion of students, parents/guardians, staff members, trustees, or other Council members (as Freedom of Information Legislation and Privacy Act).
- c) Have no involvement in selection or evaluation of teaching and or non-teaching staff.

16.2 In the situation than an irresolvable conflict inhibits the activity of the Council, the following process will be followed:

- a) The Chair and/or Principal will contact the Superintendent of the school, in writing. A copy of this correspondence will be forwarded to the Chair and or Principal. (BP 16.2)
- b) The Superintendent will meet with the Chair and the Principal to mediate. The Superintendent may request to meet the whole Council or with the appropriate individuals, as deemed necessary.

**17. INCORPORATION:** The Council shall not be incorporated. (R 17) (BP 9.5)

## **18. ANNUAL REPORT**

18.1 Council shall annually submit a written report on its activities to the Principal of the school and the Board. (R 24.1)

18.2 The Council engages in fundraising activities, the annual report shall include a report on those activities. (R 24.2)

18.3 The Principal shall, on behalf of the Council give a copy of the report to every parent/guardian of a pupil who on the date the copy is given out is enrolled in the school; and/or post it on school website. (R243, 24.4)

18.4 The report shall be written and distributed by the end of June.

## **19. AMMENDMENTS AND ADDITIONS**

Amendments to the constitution shall be put forth to the Council for a review at least one meeting prior to being voted upon. A 75% vote of membership shall constitute a change.

## **20. CONSTITUTION**

This Constitution has been developed in accordance with the regulations 612 under the Education Act and the Algonquin and Lakeshore Catholic District School Board Policy statement and has been forwarded to the Board of Directs of Education.

20.1 This Constitution should be reviewed every three (3) years.

Constitution Revised February 2016

## **APPENDIX "A"(R 13.1)**

A Council is an advisory body and will provide advice to the Principal and, where appropriate, to the Board on any matters listed below which the Council identified as priorities in addition to any other matter:

- a) The spiritual life of the school.
- b) Local school year calendar.
- c) School code of student behaviour.
- d) The responses of the school or school Board to achievement in provincial and Board assessment programs.
- e) Share in school profile.
- f) Selection of Principals by providing to the Board a report on school/community needs and special characteristics required of the Principal.
- g) School budget priorities, including local capital improvements plans.
- h) School-community communication strategies,
- Methods of reporting to parents/guardians and to the community.
- j) Extracurricular activities in the school.
- k) School-based services and community partnerships related to social, health/ recreation, and nutrition programs.
- l) Community use of school facilities.
- m) Local coordination of services for children and youth.
- n) Development, implementation, and review of Board policies at the local level.

In addition to its advisory responsibilities, the Council shall:(BP 612)

- 1) Promote the best interests of Catholic education locally and provincially.
- 2) Establish its goals, priorities and procedures.
- 3) Organize information and training sessions to enable members of the Council to develop their skills as Council members.
- 4) Attend training sessions provided by the Board and the Ministry of Education and Training.



- 5) Hold a minimum of four meetings per year (all meetings shall be open to members of the school community).
- 6) Communicate regularly with parents/guardians and other members of the community to seek their views and preferences with regard to matters being addressed by Council, and to report on the activities of the Council to the school community.
- 7) Fundraise according to Board Policy; ensure that the funds raised are used in accordance with any applicable policies established by the Board.
- 8) Share a report of its activities for the current calendar year to be given to the Secretary of the Board by November 30th. That may also contain advice to the Board regarding its role in supporting the effective operation of Councils.
- 9) Establish subcommittees as appropriate, which could include any existing parent-school organizations. Voluntary organizations independent of the Council may continue to exist.
- 10) With the Principal, serve as a link between the school and the community.

#### LEGEND

(R- Ministry Regulation 612)

(BP- Board Policy)

ARCHBISHOP O'SULLIVAN CATHOLIC SCHOOL CODE OF ETHICS -ATTACHED

(Bylaws of the Port Arthur Collegiate School Council, Lakehead Board of Education, Thunder Bay)

# *Archbishop O'Sullivan Catholic School Council Code of Ethics*

- *A member shall* consider the best interest of all students
- *A member shall* be guided by the school's and the school board's mission statements.
- *A member shall* act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- *A member shall* become familiar with the school's policies and operating practices and act in accordance with them.
- *A member shall* maintain the highest standards of integrity.
- *A member shall* recognize and respect the personal integrity of each member of the school community.
- *A member shall* treat all other members with respect and allow for diverse opinions to be shared without interruption.
- *A member shall* encourage a positive environment in which individual contributions are encouraged and valued.
- *A member shall* acknowledge democratic principles and accept the consensus of the council.
- *A member shall* respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- *A member shall* not disclose confidential information.
- *A member shall* limit discussions at school council meeting to matters of concern to the school community as a whole.
- *A member shall* use established communication channels when questions or concerns arise.
- *A member shall* promote high standards of ethical practice within the school community.
- *A member shall* declare any conflict of interest.
- *A member shall* not accept any payment or benefit financially through school council involvement.

(Bylaws of the Port Arthur Collegiate School Council, Lakehead Board of Education, Thunder Bay)