



**St James Major  
Catholic  
School**

**School Council Constitution**

**Draft:** February, 2019  
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# **St James Major Catholic School Council Constitution**

## **ARTICLE 1      NAME AND MISSION STATEMENT**

### **Section 1.01      NAME**

St James Major Catholic School Council herein referred to as the Council.

### **Section 1.02      INTRODUCTION**

We are a Catholic School Community which embraces its responsibility for the education and development of faithful, hopeful and socially responsible students who will demonstrate the values, knowledge and skills that enable them to lead fulfilling lives.

### **Section 1.03      MISSION STATEMENT**

We, the School Council of St James Major Catholic School, are united by our Catholic faith, family, community, and values. We seek to impart and empower our children with these, our values, beliefs, and goals which reflect the revered teachings of Our Lord, Jesus Christ.

As the first teachers of our children, we entrust and share this responsibility with the teaching staff and administration of our academic community. Collectively, we strive for excellence in the spiritual, academic, social and physical growth of our children as unique individuals through the enhancement of their education and environment at St James Major Catholic School.

It is our mission, as the School Council Community, to guide and support in a cooperative manner, those with whom we share this challenge of instilling and nurturing love, respect, honesty, integrity, self-worth, compassion, enthusiasm, uniqueness, and excellence in all facets of our children's development for our community of the future.

## **ARTICLE 2      MANDATE AND FUNCTION**

**If you have knowledge, let others light their candles at it.  
Thomas Fuller**

With the belief that Catholic education is a shared partnership among home, school, parish and community, the primary goal of the Algonquin & Lakeshore Catholic District School Board is the achievement of the highest quality Catholic education possible for all students within its jurisdiction. In this new paradigm of education, the establishment of Catholic School Councils within each school will ensure that those issues which are relevant to each school will be addressed in a timely and

- Section 3.04** The Community Representatives shall be appointed by the Council and cannot be employed at the school.
- Section 3.05** A member of the School Board cannot be a member of Council.
- Section 3.06** The Parish Representative will be the pastor or appointee in consultation with the principal.
- Section 3.07** The school principal and vice-principal shall be designated members.
- Section 3.08** The teacher representative shall be elected by the members of the teaching staff.
- Section 3.09** The non-teaching staff member shall be elected by members of the non-teaching staff.

**ARTICLE 4** **TERM OF OFFICE.**

- Section 4.01** The term of office for elected and appointed positions shall be one year.
- Section 4.02** Elected and appointed members may seek additional terms of office.
- Section 4.03** If a vacancy occurs during a term, the Council should be advised first and then a new representative shall complete but not exceed the original term of office of the vacating member.
- Section 4.04** No honorarium will be paid to members of the Council.

**ARTICLE 5** **ELECTIONS**

- Section 5.01** Voting for each member of the Council shall be carried out using secret ballots. The results of the elections shall be announced, but the actual vote counts shall not be disclosed. Voters must appear in person to exercise this right.
- Section 5.02** The parents/guardians shall be elected by the parent/guardian community. The teacher representative shall be elected by the teaching staff in the school. The non-teaching staff shall be elected by the non-teaching staff in the school. These elections shall be held during the first 30 days of each school year.
- Section 5.03** All vacancies pertaining to parent representation on Council shall be filled by first advising parents/guardians of such vacancies and inviting their

- (h) Follow appropriate channels of communication when gathering information;
- (i) Focus meeting discussions on matters of concern to the school community;
- (j) Honour the privacy of members of the committee as well as members of the school community;
- (k) Respect and apply the principles of confidentiality and privacy.

## **ARTICLE 7      ROLES AND RESPONSIBILITIES**

### **Section 7.01      THE PARENT'S/GUARDIAN'S ROLE**

- ensure that emphasis is placed on our Catholic identity and focus;
- participate in Council meetings;
- participate in information and training programs;
- act as a link between the Council and the community;
- encourage the participation of parents from all groups and of other people within the school community;
- take an active role in one or more Council activities.

### **Section 7.02      THE PRINCIPAL/VICE PRINCIPAL ROLE**

- ensure that emphasis is placed on our Catholic identity and focus;
- facilitate the establishment of the Council and assist in its operation;
- support and promote the Council's activities;
- seek input from the Council in areas for which it has been assigned advisory responsibility;
- act as a resource on laws, regulations, board policies, and collective agreements;
- obtain and provide information required by the Council to enable it to make informed decisions;
- communicate with the Chair/Co-chairs of the Council, as required;

### **Section 7.03      THE TEACHER'S ROLE**

- ensure that emphasis is placed on our Catholic identity and focus;
- seek assistance and ideas from teaching staff;
- support actions and decisions of the Council;
- ensure a teacher's voice is expressed in all decisions that affect teaching and learning;
- communicate information back to fellow teachers.

### **Section 7.04      THE NON-TEACHING STAFF MEMBERS ROLE**

- ensure that emphasis is placed on our Catholic identity and focus
- seek assistance and ideas from the non-teaching staff;
- ensure that the non-teaching staff's members' voice is expressed, heard and valued;
- communicate information back to colleagues.

## **Section 8.02            VICE-CHAIR OF THE COUNCIL**

The Vice-Chair shall:

- assume the duties held by the Chair/Co-chairs upon his/her absence;
- assist the Chair/Co-chairs in his/her duties at all times;
- attend to other matters and issues and designated by the Chair/Co-chairs.

## **Section 8.03            TREASURER**

The Treasurer shall:

- develop budget proposals necessary for the operation of the Council;
- oversee accurate financial records of the Council;
- present statements of accounts at each Council meeting;
- assume other duties and responsibilities as assigned;
- adhere to board policy re: non-board funds.

## **Section 8.04            SECRETARY**

The Secretary shall:

- keep accurate minutes of all Council meetings and provide copies to each member of the Council and post a final copy in the school;
- respond to correspondence directed by the Chair/Co-chairs;
- maintain an up-to-date listing of the members of the Council (i.e. phone numbers, e-mail addresses);
- assume other duties and responsibilities as assigned by the Chair/Co-chairs.

## **ARTICLE 9            COMMITTEES**

**Section 9.01**            The Council may establish committees to carry out specific functions related to the operation of the school and shall seek widespread participation in school and Council activities.

**Section 9.02**            Each committee shall include a parent member of Council.

**Section 9.03**            Members, including non-Council members, may be added to each committee by the committee Chair/Co-chairs person.

## **ARTICLE 10          MEETINGS**

- 1)            Council shall meet within the first 35 days of the school year. The election process must be completed.

**Section 12.04** Once a motion is made and seconded, the Chair/Co-chairs states the question so everyone is clear on what is being proposed. From this point, until the motion receives consensus, all discussion must focus on the motion.

**Section 12.05** The Chair/Co-chairs will open discussion on the motion, each member may speak to the question twice, but no one may speak the second time until everyone has had an opportunity to speak once.

**Section 12.06** Consensus is needed to pass the motion; if this is not possible, the motion will be put to a majority vote.

**Section 12.07** Non-members of the Council who would like to make a presentation may do so provided the Chair/Co-chairs has been notified and has scheduled this request in the agenda.

**ARTICLE 13**      **FINANCES**

**Section 13.01** All Council fundraising initiatives will request payment by cheque, thus limiting the amount of cash in the school.

**Section 13.02** Reimbursement for all expenses must be supported by receipts.

**Section 13.03** All expenditures over \$50.00 must have prior Council approval.

**Section 13.04** There will be no honorarium paid to members of the Council.

**ARTICLE 14**      **ANNUAL REPORT**

- i      Council shall annually submit a written report on its activities to the principal of the school and to the board.
- ii     If Council engages in fundraising activities, the annual report shall include a report on those activities.
- iii    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, is enrolled in the school.
- iv     The report shall be written before the end June and submitted in September.

**ARTICLE 15**      **INCORPORATION**

The Council shall not be incorporated.