

# **ST. THERESA OF LISIEUX CATHOLIC HIGH SCHOOL**

## **ADVISORY COUNCIL**

### **GENERAL BY-LAW**

This General By-Law is hereby enacted as a by-law of the St. Theresa of Lisieux Catholic High School Advisory Council (the “Catholic School Council”).

#### **SECTION 1 - REPEAL**

- 1.0** The Constitution and all of the existing by-laws of the Catholic High School Council are repealed and replaced by this General By-Law as of the coming into force of this By-law, provided that such repeal shall not affect the previous operation of the Constitution or By-laws so repealed or affect the validity of any act done by the Catholic School Council prior to the repeal.

#### **SECTION 2 - INTERPRETATION**

##### **2.0 Definitions**

In this By-law, unless the context otherwise specifies or requires, the following terms shall apply:

- (a) “Board” means the York Catholic District School Board.
- (b) “Catholic School Community” means the students, the parent/guardians of students enrolled in the School, the School staff members, the pastor(s) or designate, the School trustee(s) and all School ratepayers within the area serviced by the School.
- (c) “Catholic School Council” or “Council” means the St. Theresa of Lisieux Catholic High School Advisory Council.
- (d) “Chair” means the Chair or Co-Chair of the Catholic School Council.
- (e) “Committee” means a committee of the Catholic School Council.
- (g) “Parent Member” means a parent or guardian who has a child enrolled in the School.
- (h) “School” means St. Theresa of Lisieux Catholic High School.

##### **2.1 Interpretation**

This By-Law is prepared in accordance with and is subject to Ontario Regulations 612/00 and 613/00 of the Education Act (the “Regulations”). In the event of a conflict between this By-law and the Regulations, the Regulations shall take precedence.

The Catholic School Council shall have the power to enforce this By-Law. In all cases where the interpretation shall be called into question, the determination will be made by a quorum of Catholic School Council members.

### **SECTION 3 - NAME**

- 3.0** The name of this organization is the “St. Theresa of Lisieux Catholic High School Advisory Council”.

### **SECTION 4 - PURPOSE**

- 4.0** The primary purpose of the Catholic School Council is, through the active participation of Parent Members, to improve pupil achievement and enhance the accountability of the education system to parents. The Catholic School Council shall operate as an advisory council and will assist the School in developing positive communication links with home, church and the School Community.

The Catholic School Council shall at all times promote the best interests of the Catholic School Community. In fulfilling its purpose, the Catholic School Council shall be guided by and shall promote the most current versions of the Mission Statement, Vision Statement, Values, Goals and Code of Ethics of St. Theresa of Lisieux Catholic High School and the Catholic School Council and the Mission Statement of the York District Catholic School Board.

### **SECTION 5 - MEMBERS**

#### **5.0 Membership of the Catholic School Council**

The Catholic School Council shall be comprised of not more than 26 members and shall include, but not be limited to, the following members:

- (a) A majority of Parent Members. A Parent Member must not be employed at the School. A Parent Member employed elsewhere by the Board must inform people qualified to vote in the election of the Parent Members of such employment.
- (b) The Principal and/or Vice-Principal of the School.
- (c) One teacher employed at the School, other than the Principal or Vice-Principal elected by members of the School’s teaching staff.
- (d) One student council representative appointed by the student council.
- (e) One non-teaching staff employed by the School, elected by members of the non-teaching staff.
- (f) One Catholic School Community representative appointed by the other members of the Catholic School Council. Such representative must not be employed by the Board unless he/she is not employed at the School and the other members of the Catholic School Council are informed of the person’s employment before the appointment.
- (g) Pastor(s) and/or parish representative(s) shall be ex-officio members.

#### **5.1 Elections**

Each year at the final meeting in June, the Catholic School Council shall set a deadline for the receipt of nominations to the Catholic School Council for the next School Year and shall form an Election Committee in accordance with Appendix “A” – Procedure for Election of Parent Members.

## **5.2 Vacancies**

If a position on the Catholic School Council or the Executive becomes vacant, the Catholic School Council may fill the vacancy by appointment or election.

## **SECTION 6 – DUTIES OF CATHOLIC SCHOOL COUNCIL MEMBERS**

- 6.0** Members of the Catholic School Council shall establish goals, priorities and procedures for the Catholic School Council that enable it to fulfill its purpose, which is described in Section 4 of this General By-law.

## **SECTION 7 - EXECUTIVE**

### **7.0 Officers**

The members of the Catholic School Council shall elect from among themselves the Executive of the Catholic School Council at its first Council meeting. The Executive of the Catholic School Council shall consist of a Chair, Co-Chairs, a Vice-Chair, a Secretary, a Treasurer and such other officers as the Catholic School Council deems are necessary to carry out the activities of the Catholic School Council.

All members of the Executive shall be Parent Members. Persons employed by the Board may not be members of the Executive. No person shall hold more than one office in any given School Year.

Members of the retiring Executive shall hand over all papers, documents financial reports, or any other pertinent information relating to the business and affairs of the Catholic School Council to the incoming Executive member. Electronic records, computer software, hardware and other property of the Catholic School Council or School shall be returned to the Principal of the School upon retirement of any such Executive.

### **7.1 Duties of Officers**

#### **7.1.1 Chair**

The Chair of the Catholic School Council shall:

- (a) Have a minimum of one year's experience on the Catholic School Council.
- (b) Represent the Catholic School Council as its official spokesperson.
- (c) Lead the Catholic School Council in its business and affairs.
- (d) Regularly communicate with the School Principal.
- (e) Chair all meetings of the Catholic School Council and special meetings of the Catholic School Community.

In consultation with the Principal, the Chair shall:

- (f) Call the Catholic School Council meetings.

- (g) Prepare the Agenda for Catholic School Council meetings.
- (h) Set the dates for meetings during the School Year.
- (i) Prepare the Annual Report to the Principal of the Catholic School Council and to the Board.
- (j) Ensure that the minutes of the Catholic School Council meetings are recorded and maintained.
- (k) Participate in information and training programs.
- (l) Ensure there is regular communication with the Catholic School Community.
- (m) Consult with Board staff and trustees as required.
- (n) Be an ex-officio member of all committees of the Catholic School Council.
- (o) Remain neutral and impartial.

### **7.1.2 Vice-Chair**

- (a) In the absence or inability of the Chair, the Vice-Chair shall carry out the duties and responsibilities of the Chair.
- (b) The Vice-Chair shall assist the Chair at all times in the discharge of his/her duties.

### **7.1.3 Secretary**

The Secretary of the Catholic School Council shall:

- (a) Record minutes of the proceedings of the meetings.
- (b) Provide draft minutes of meetings to all members of the Catholic School Council.
- (c) Ensure that minutes and records of the Catholic School Council are available for examination.
- (d) Attend to all official correspondence and communication, posting of notices and filing of records as directed by the Catholic School Council.
- (e) Perform such other duties as may from time-to-time be determined by the Catholic School Council.
- (f) Provide a copy of the constating documents of the Catholic School Council to all new members.
- (g) Ensure that this General By-law is reviewed a minimum of every four years.
- (h) In the absence of both the Chair and the Vice-Chair, the Secretary shall call the meeting to order and preside until the Catholic School Council elects an acting Chair for that meeting.

### **7.1.4 Treasurer**

The Treasurer of the Catholic School Council shall:

- (a) Keep full and accurate accounts of all receipts and disbursements of the Catholic School Council in proper books of accounts.
- (b) Present books of accounts and relevant documentation for the annual audit by the Board.
- (c) Be guided by the York Catholic District School Board Policy 212 – Fund Raising in School, in regard to banking and funds disbursements.

- (d) At regular meetings of the Catholic School Council or when required, provide a written account of all transactions of the Catholic School Council and of its financial position.
- (e) Prepare a full Financial Statement to the Chair for inclusion in the Annual Report.
- (f) Perform such other duties as may from time-to-time be determined by the Catholic School Council.

## **SECTION 8 - MEETINGS**

### **8.0 Meetings**

The Catholic School Council shall meet monthly during the School Year. Each year at the first meeting, the newly elected Catholic School Council shall establish a schedule of meeting dates for the School Year.

### **8.1 First Meeting**

The first meeting of the Catholic School Council shall be held within thirty-five (35) days of the School Year. The Principal will chair this meeting. At this meeting, the first item on the Agenda will be the election of the Executive. When the Executive has been elected, the Chair will chair the remainder of the meeting.

### **8.2 Quorum**

The quorum for the transaction of business at any meeting of the Catholic School Council shall be a majority of the Catholic School Council members, present in person.

### **8.3 Right to Attend Meetings**

All members of the Catholic School Community have the right to attend Catholic School Council meetings.

### **8.4 Voting**

Each Member of the Catholic School Council, with the exception of the Principal, shall be entitled to one vote on all matters brought before the Catholic School Council. The Catholic School Council shall use the voting and motion procedures set out in as Appendix "B", as its procedural guidelines for the voting and nomination process at meetings.

### **8.5 Minutes of Meetings**

The minutes and records shall be retained in the Library of the School for a period of at least four (4) years.

## **SECTION 9 - COMMITTEES**

**9.0** The Catholic School Council shall make appointments to such Standing Committees (committees which exist year after year and meet regularly) and Ad Hoc Committees (committees appointed to deal with a specific issue, report on it and then are disbanded) as may be required to carry on the activities of the Catholic School Council.

Committee membership shall be drawn from the members of the Catholic School Community. The Chair and the Principal or designate shall be ex-officio members of each Standing and Ad Hoc Committee. All members must sit on at least one Committee. All committees must be comprised of at least one member of the Catholic School Council.

The following committees are the Standing Committees of the Catholic School Council:

- Faith Committee
- Finance Committee
- Community Relations Committee
- Social Committee

The Charters of the Standing Committees adopted by the Catholic School Council shall govern the above committees.

All committees must submit recommendations to the Catholic School Council to obtain final approval.

## **SECTION 10 - FUNDS**

**10.0** The York Catholic District School Board Policy 212 – Fund Raising in School, shall govern cheque signing and issuing. There will be four (4) signing officers, with two of the following four to sign cheques: Chair, Treasurer, Principal and Vice-Principal. Signing authority must include one signature from either the Chair or the Treasurer and one signature from either the Principal or designated Vice-Principal.

All funds disbursed must be in accordance with the current Board policy.

By motion, where necessary and appropriate, funds raised by the Catholic School Council shall be used for school related activities and to pay for the general expense of carrying out the business of the Catholic School Council within the current year.

The year-end balance of the Catholic School Council bank account shall be kept to a minimum of One Thousand, Five Hundred Dollars (\$1,500.00) to provide for sufficient operating funds to initiate Council activities in the following year.

The Catholic School Council shall not operate in a deficit.

Approval is required by a quorum of Catholic School Council members before funds can be spent with the following exception; the Chair and Treasurer may authorize Catholic

School Council expenditures of up to two hundred dollars (\$200.00) without first having been approved by the Catholic School Council.

Receipts must be furnished for all expenditures and reimbursements prior to or at the following Catholic School Council meeting.

General count of money shall be done by a minimum of three people.

## **SECTION 11 - CONFLICTS**

### **11.0 Conflict of Interest**

A Conflict of interest may be actual, perceived or potential.

Members of the Catholic School Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Catholic School Council.

A member shall exclude himself or herself from discussions in which:

- (a) A conflict of interest is likely to result.
- (b) The member's ability to carry out his or her duties and responsibilities as a member of the Catholic School Council may be jeopardized.
- (c) The Catholic School Council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Principal or Board in response to advice that the Catholic School Council provides to the Principal or to the Board.

A member shall not accept gifts, favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the School.

### **11.1 Conflict Resolution**

- (a) Every Catholic School Council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- (b) Speakers to an issue will maintain a calm and respectful tone at all times.
- (c) Speakers will be allowed to speak without interruption.
- (d) The Chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- (e) If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
- (f) If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of the Principal, the Superintendent of High Schools and/or other senior administrator of the Board to facilitate a resolution to the conflict.

For the resolution of disagreements between members of the Catholic School Council on any issue whatsoever and in all matters of a disciplinary nature for which no specific provision is made in this By-law, the Catholic School Council shall be governed by the rules and practices of Robert's Rules of Order.

### **SECTION 12 - DISSOLUTION**

- 12.0** The Catholic School Council shall be dissolved when and if the School ceases to operate. In the event of dissolution of the Catholic School Council, the disposal of funds in the Catholic School Council accounts shall be voted upon at the final meeting. Notice in writing containing the amount of funds in the Treasury and the intent to dispose of the funds shall be sent to the members of the Catholic School Community, together with the notice of the final meeting.

### **SECTION 13 - AMENDMENTS**

- 13.0** Proposed amendments shall be sent to the Catholic School Council Chair for inclusion as a 'Notice of Motion' at the next Catholic School Council Meeting, for distribution only and not discussion.

All written amendments must be received by the Catholic School Council Chair fifteen (15) days prior to the following Catholic School Council Meeting. At the next, subsequent Catholic School Council Meeting, each Notice of Motion, being the said amendment(s), will be discussed and brought to a vote and resolution.

All amendments must be approved by a majority of the members constituting a quorum.

Amendments that do not receive approval may not be re-proposed before one year has elapsed.

A review of this By-law may take place at the discretion of the Catholic School Council, but in any event must take place within a period of four years of the date of the last review.

### **SECTION 14 - EFFECTIVE DATE**

- 14.0** This By-Law shall be in force and effect from the date passed by the Catholic School Council.

Adopted by the Catholic School Council this 6th day of May, 2008.

## **APPENDIX “A”**

### **Procedure for Election of Parent Members**

1. Elections shall occur within the first thirty (30) days of the start of each School Year.
2. Each Parent Member seeking election 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 Board.
3. Each Parent Member shall be entitled to one vote for each vacant Parent Member position on the Catholic School Council.
4. Each year at the final meeting in June, the Catholic School Council shall form an Election Committee to assist the Principal in planning the election process, gathering nominations and running the election. No one standing for election or the spouse of anyone standing for election shall take part in the counting of ballots. The Election Committee may use the schedule of events as outlined in the Ministry Guide for Members under Section 7.3 to execute planning for the election.
5. In association with the Principal, the Election Committee shall:
  - (a) Provide nomination forms.
  - (b) Ensure that the School Community is notified of election procedures and election date(s), location and time a minimum of fourteen (14) days in advance of the election.
  - (c) Request a profile from all candidates and make these available to the electorate.
  - (d) Conduct the election by secret ballot, in the event there are more than 21 nomination forms received by the deadline.
  - (e) Count the ballots.
  - (f) Notify all candidates of the results of the election. Notice shall be given in accordance with paragraph 4(7) of the Regulation 612/00.
  - (g) Keep all results and related information confidential.
  - (h) Help procure names of appointed Catholic School Council positions.
6. A list of candidates and the vote results will be kept on file for use in the event that a vacancy on the Catholic School Council occurs.
7. All individuals standing for election shall be notified of the results before the results are released to the Catholic School Community.
8. The Catholic School Council shall help the Principal ensure that the names of new members are publicized to the Catholic School Community within thirty (30) days of the election.

## **APPENDIX “B”**

### **Voting Procedure at Meetings**

#### **Voting**

At all meetings of the Catholic School Council, decisions reached by voting, shall be made by a formal majority vote. The following simplified rules of order shall be followed.

#### **Making a Motion**

1. An individual must be recognized by the Chair before “obtaining the floor” to make a motion. This means that the Chair must let a person know that it is his or her turn before that person can speak to the Council and formally propose a course of action.
2. Once an individual has the floor, he or she may make a formal proposal, or motion, beginning with the statement “I move that ...”.
3. Before the motion can be considered, another individual must second the motion by saying “I second the motion”. This does not necessarily indicate that he or she agrees with the proposal, only that he or she believes that it is worthy of discussion.
4. Once a motion has been made and seconded, the Chair restates the motion (“states the question”) so that everyone clearly understands what is being proposed. From this point on, until the motion is voted on, all discussion must focus solely on the question.
5. If members of the group wish to discuss the motion, the Chair opens debate. Each participant may speak to the question twice, but no one may speak a second time until everyone has had the chance to speak once.
6. If no one wants to speak further to the issue, the Chair may ask the council if it is ready for “the question” (ready to vote on the proposal). The Chair then repeats the motion and conducts the vote by asking for those in favour and those opposed. (The vote may be conducted by a show of hands, by standing, or by secret ballot).
7. A majority of Parent Members of the Council is required to pass a motion. In case of a tie, the motion is defeated.

#### **Amending a motion**

Until the Chair states the question (repeats the motion) for a final vote, the person who made the motion may change it, although the original seconder may wish to withdraw,

requiring another seconder. Once the question has been stated, however, the motion can be amended in one of the following ways:

1. The person making the motion may ask to change the original wording. The Chair will ask if anyone objects. If no one objects, the wording of the motion is changed. Debate continues on the motion as amended.
2. If someone does object, the question of whether to allow a change in the wording or the motion is put to a vote. If the group consents to the change, debate continues on the motion as amended.
3. Someone else may move to amend the motion by saying, "I move to amend the motion by ...". If so, the normal process for a motion, as outlined above in the "Making a Motion" section, is followed.
4. An amendment to the amendment may also be proposed, but a third amendment is out of order.
5. If the amendment has been defeated, discussion returns to the original motion.

### **Withdrawing a motion**

1. At any time before a vote, the person making the original motion may ask to withdraw it (the maker of the motion owns it before the Chair states it). The motion to withdraw does not require a seconder. Once the question is withdrawn, it is as if it never existed.
2. If the Chair has already stated the question, the motion is owned by the Council. If the maker of the motion wants to withdraw it, he/she must request permission of Council to do so. The Chair then asks if there is any objection. If there is none, the motion is withdrawn. If someone objects, the request to withdraw the motion is put to a vote.

### **Tabling a Motion**

In order to set aside a motion for discussion at another time so that more pressing business can be discussed or more information about the issues can be obtained, the term to be used shall be: "I move to lay the question on the table". There can be no debate on a motion to table.

### **Motions that are null and void**

No motion is in order that contradicts provincial laws and regulations, local policy, or school council bylaws, even if voted on and passed by a majority vote.