

Assumption Catholic Secondary School

Council By-Laws

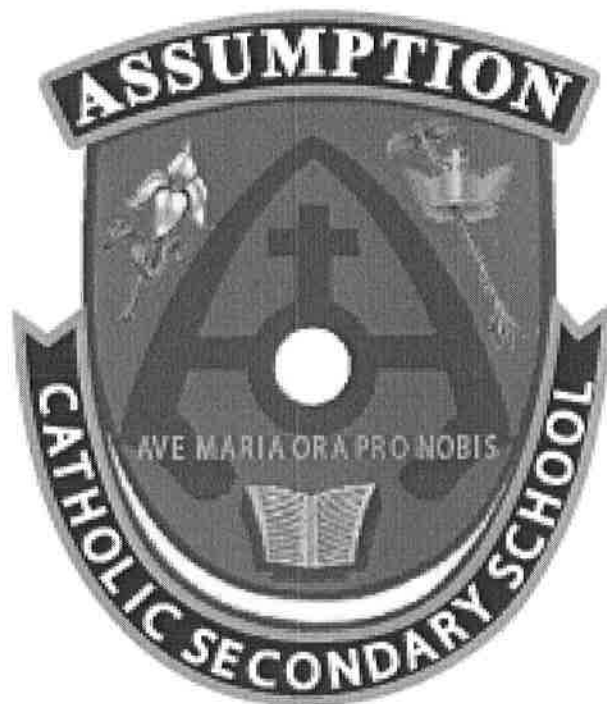


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Article 1 Name of Organization

The name of this organization shall be Assumption Catholic Secondary School council, hereafter referred to in this document as 'council'. Assumption Catholic Secondary School council is not, no will it be in the future, incorporated.

Article 2 School Council Purpose

To improve pupil achievement and to enhance the accountability of the educational system to parents, through the active participation of parents.

Council will achieve this purpose by making recommendations to the principal or to Halton Catholic District School Board, hereafter referred to as HCDSB, on any matter. Council is the official advisory group to the school principal and/or HCDSB.

A. Specifically, HCDSB will seek advice from council on the following:

1. Establishment/amendment of HCDSB policies/guidelines
 - Conduct of persons in schools
 - Appropriate dress for pupils
 - Allocation of funding by HCDSB to school councils
 - Fundraising activities of school councils
 - Conflict resolution processes for internal school council disputes
 - Reimbursement by HCDSB of expenses incurred by members and officers of school councils
2. Development of implementation plans for HCDSB policies/guidelines
 - Conduct of person in schools
 - Appropriate dress for pupils
3. HCDSB action plans for improvement, based on Education Quality and Accountability Office's reports on the results of test of pupils, and the communication of those plans to the public
4. The process and criteria applicable to the selection and placement of principals and vice-principals

B. Specifically, the principal will seek advice form council on the following:

1. Code of conduct governing the behaviour of all persons in the school and implementation plans for same.

2. School policies/guidelines related to HCDSB policies/guidelines regarding appropriate dress for pupils in schools and implementation plans for same.
3. School action plans for improvement, based on Education Quality and Accountability Office's reports on the results of test of pupils, and the communication of those plans to the public

C. Some matters that council might/should consider for possible advice to the principal or HCDSB, based on need in the school, in addition to the specific items above, are as follows:

- Local school year calendar
- Curriculum and program goals and priorities
- Preparation of the school profile
- School budget priorities, including local capital improvement plans
- School community communication strategies
- Methods of reporting to parents and the community
- Co-Curricular activities in the school
- School based services and community partnerships related to social, health, recreational and nutrition programs
- Community use of school facilities
- Local coordination of services for children and youth

Council shall advance advice using the prescribed form from HCDSB. The school principal and/or HCDSB shall respond in writing, using the prescribed form, to all advice advanced by the council. Council will follow-up to ensure that responses are received for all advice offered to the principal and HCDSB.

Article 3 Fundraising

Council may engage in fundraising, but only if:

- **Conducted** in accordance with HCDSB policies
- Funds are for a **purpose** approved by HCDSB, or authorized by HCDSB policies
- Funds raised by council are **used** in accordance with HCDSB policies

Article 4 Membership

Position	Number	Selection Process	Description
Principal	1	Designated	
Teacher	1	Elected	By teachers, excludes principal and VP's
Non-teaching	1	Elected	By member of non-teaching staff
Student	1	Appointed	By student council
Parish Rep.	1	Selected	By Parish
Community Rep.	2	Appointed	By school council members

Parents/Guardians	15	Elected	By parents/guardians of pupils, by secret ballot
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Note: All positions are mandatory, with the exception of the Association member, which is discretionary. The number of parent members shall constitute a majority of the members of council.

Council reserves the right to appoint 2 or more community representative. Council will determine at appropriate times whether the appointment of additional community representative will continue. The number of parent representative on council will necessarily have to increase as additional community representatives are appointed, in order for parent members on council to continue to be in the majority.

Article 5 Member Qualifications

- a) Parent Member
 - Must be a parent of a pupil enrolled in the school
 - Eligible if employed at HCDSB, but not employed at Assumption, and if parent member voters are informed by the individual of that employment
 - Up to 2 non-Catholic parent/guardians of Catholic children attending Assumption may be elected
- b) Community Representative
 - Eligible if employed at HCDSB, but not employed at Assumption and council members are informed of the person's employment before the appointment
- c) All council positions
 - Not available to any member of HCDSB
 - Must be Catholic

Article 6 Officers

- a) Chair
 - Must be a parent member
 - Elected by council member
 - Must be Catholic
- b) Secretary/Treasurer
 - Appointed
 - Rotate among council members for each meeting, or assigned permanently for the school year.

The chair shall be elected at the first council meeting of each school year. Council may decide to have 2 co-chair positions in any school year, also to be determined at the first council meeting of each school year.

Article 7 Elections

Parent Members

- A person is qualified to vote in an election of parent members of council if he/she is the parent of a pupil who is enrolled at Assumption
- The date of the election of parent members shall be determined by the chair, in consultation with the principal
- The principal shall, at least 14 days before the date of the election of parent member, give written notice of the date, time and location of the election to all parents of pupils enrolled at Assumption
- This written notice from the principal shall also state that an information package is available, upon request, on how to apply to become a parent member of council and the roles and responsibilities of a school council. The information package shall request that council parent member candidates submit a brief (100-200 word) description of who they are and why they wish to be elected to council.
- The parent candidates' descriptions shall be posted at Assumption for viewing by voters on the day of the election
- The election of parent members shall be by secret ballot
- The delivery of the notice from the principal may be achieved by giving the notice to the parent's child for delivery to the parent and by posting the notice in the school in a location accessible to parents

General

- All elections for council positions shall be held during the first 30 days of each school year
- The principal is responsible to count all election ballots
- The principal shall communicate council election results to the community
- Council member applicants may be acclaimed to elected positions if the number of candidate positions is equal to or less than the number of openings
- Positions available on council will be filled by the top vote-getters to the number of positions required

Article 8 Terms of Office

All elected and appointed positions hold office from the later of the date of election/appointment and the date of the first council meeting after the elections until the date of the first school council meeting held the next school year. That is tenure is 1 school year only.

Individuals may stand for re-election/re-appointment annually, provided they continue to meet the same eligibility criteria as was required for their initial election/appointment.

Membership on council and supporting functions/committees shall terminate if:

- Member ceases to hold the criteria for membership
- Member misses 3 scheduled meetings without notifying the chair
- Member submits resignation to the chair of the council or committee

Article 9 Vacancies

If there are positions vacant in council, the principal shall inform the school community and call for further applications

Applicants who come forward at this time will fill the vacant positions in order of their communication to the principal, until all vacancies are filled

A school council shall continue to exercise its authority with a vacancy or vacancies

Article 10 Remuneration

No council member shall receive remuneration for serving as a member or officer of a council.

Members and officers of council shall be reimbursed for expenses they incur as members or officers of council, as per HCDSB policy. The expense must be reported on the appropriate form.

Article 11 Committees

Council may establish standing or ad hoc committees. Standing committees are for normal or continuing matters/priorities that have a lengthy timeline. Ad hoc (special) committees are for specific issues, concerns or requests

Committees will make recommendations to council.

Committees act as forums for planning and enacting projects, brainstorming and developing policy options, all of which is done under the direction of council.

Committee membership:

- Volunteer basis
 - Must include at least 1 parent member of council
 - May include persons who are not members of council
1. All committee meetings shall be open to the public. Interested members of the community are invited to attend.
 2. The principal will communicate committee meeting dates, time and location to all parents of student's enrolled in Assumption. This may be accomplished by giving the notice to the parent's child for delivery to the parent and by posting the notice in the school in a location accessible to parents.
 3. All committees will appoint a chair
 4. The parent member from council on the committee will act as the liaison to report status and dialogue with council
 5. Minutes must be recoded of all committee meetings and a copy provided to council
 6. All committee status reports will be standing agenda item at council meetings

Article 12 Meeting Guidelines

Council shall meet at least 4 times during the school year. The first meeting shall be within 35 days of the start of the school year, after the elections, on a date established by the principal. Remaining council meeting dates will be established by the school council.

The principal will communicate council and committee meeting dates, time and locaotin to all parents of students enrolled in Assumption. This may be accomplished by giving the notice to the parent's child for delivery to the parent and by posting the notice in the school in a location accessible to parents.

All school council meetings cannot be held unless:

- A majority of council members are present
- A majority of the council members who are present at the meeting are parent member
- The principal or vice-principal (delegated by the principal) is present. The principal; must attend all council meetings unless ill or for cause beyond his/her control

Persons interested in making a formal presentation or adding an item to the agenda at a council meeting may request to be placed on the agenda no later than 10 calendar days prior to the meeting. The chair (or co-chair) my allow any party in attendance at a council meeting to briefly state their opinion or concerns in matters before the council. Each council member shall receive a copy of the proposed agenda (and supporting documentation/notes, as applicable) and minutes of the previous council

meeting 1 week in advance of the upcoming meeting. Member will be expected to review prior to the meeting, to be prepared to quickly accept and/or alter these documents at the beginning of each meeting.

Article 13 Minutes and Financial Records

- Minutes shall be taken of all school council meetings. Records shall also be kept of all financial transactions. These shall be kept minimally for 4 years at the school.
- Minutes of the previous council meeting are to be reviewed and accepted as information at every council meeting.
- Minutes shall reflect the discussion of the meeting. Details of decisions are to be recorded (eg. Consensus or vote).
- Meeting minutes shall be posted on the school website once approved and financial transaction records are to be made available for examination by any persons.
- Cheques issued by council will require the signature of the secretary/treasurer and one of the chair, co-chair or principal
- All funds raised by the School Council are deposited in the schools "School Generated Funds" account. A separate "School Council" sub account is located under this umbrella account.
- Council allocates funds for specific initiatives in consultation with the Principal each year.
- Council will advise the Principal on the form and conduct of the major fundraising activities for the school year and on any additional revenue acquired through fundraising.
- The Principal and/or Treasurer of the Council will provide a financial report to Council at each meeting.
- The Principal will publish the Annual Financial Statement that will appear on the school website at the end of June.

Article 14 Communication

Council must consult with parents of pupils enrolled in the school about matters under its consideration.

Council shall submit, annually, a written report on its activities to the principal and HCDSB, including if applicable, a report on fundraising activities.

The principal must give a copy of the council's annual report to all parents of pupils enrolled in the school. This may be accomplished by giving the report to the parent's child for delivery to the parent and by posting the report in the school in a location accessible to parents.

Article 15 Council Procedures

Council and committees will conduct themselves in a manner that is non-judgemental, is based on open discussion and uses consensus and compromise as the usual method for developing recommendations and plans.

The council and committees must reach consensus on substantive matters/issues. Routine matters may be decided by the appropriate majority vote.

Where voting does occur, each member of council or a committee is entitled to 1 vote. The principal is not entitled to vote on council or committees.

For matters that will be decided by a vote, a simple majority of $\frac{1}{2}$ the members plus 1 shall be sufficient.