



Catholic
School Council

Improving student achievement and school performance.

ND Catholic School Council
Notre Dame Catholic Secondary School
2333 Headon Forest Drive
Burlington, ON, L7M 3X6
ndschoollcouncil@gmail.com

Notre Dame Catholic School Council By-Laws



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Notre Dame Catholic School Council

By-Laws

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Notre Dame Catholic School Council By-Laws

Mission Statement of Notre Dame Catholic Secondary School

Notre Dame Catholic Secondary School is committed to creating, in partnership with home, Church and community, a safe, caring, equitable, and inclusive Catholic learning environment. We are dedicated to academic excellence, the development of each individual's interests and talents, and the nurturing of the Catholic Faith.

ARTICLE I: Name of Organization

The name of this organization shall be the **Notre Dame Catholic School Council (ND CSC)**

ARTICLE II: Purpose and Objectives

The Notre Dame Catholic School Council functions under the Education Act and Regulations enacted under that Act. In compliance with the Education Act, the Catholic School Council will work to improve student achievement and to enhance the accountability of the education system to parents. Furthermore, the Catholic School Council will, in support of the school's mission statement, be the voice of its stakeholders (students, parents, staff, administration, clergy and community) by providing a means for active participation and communication. In carrying out our responsibilities as a Catholic School Council, we will take established procedures and enhance them to reflect our Catholic community.

ARTICLE III: Definitions

- i. **Board** means the Halton Catholic District School Board.
- ii. **Committee** is a committee established by the Catholic School Council for a specific or general purpose.
- iii. **Community Representative** is a person from the community and maybe a parent of a student in the school and who resides in or is employed in the Notre Dame Catholic School catchment area and is appointed by the members of the Catholic School Council.
- iv. **Day** means school day.
- v. **Executive Meeting** means a period when the Catholic School Council members meet to discuss or make decisions within the jurisdiction of school



- vi. **General Meeting** means a period when the Catholic School Council meets in public to discuss or make decisions within the jurisdiction of school councils, but does not include training sessions, events or Executive meetings. General Meetings will occur a minimum of four (4) times per school year.
- vii. **Matter** means a generic or non-personal issue within the jurisdiction of the Catholic School Council.
- viii. **Member** means a member of the Catholic School Council, whether elected or appointed.
- ix. **Non-teaching Staff Member** means a person of the Catholic faith employed at the school who is not a teacher and is elected or appointed by the non-teaching staff.
- x. **Parent** refers to a custodial parent, access parent or guardian, as defined by the Education Act, of a student enrolled in the school.
- xi. **Parish Representative** is a person from St. Paul the Apostle Parish or St. Gabriel's and may be a staff member or parent of a student in the school and is appointed by the members of the Catholic School Council in consultation with the Lay Parish Minister and/or Parish Priest.
- xii. **Policies** means policies, procedures, guidelines, or administrative regulations of the Board and may be amended from time to time.
- xiii. **Principal** means Principal of the School or their designate.
- xiv. **Student** means a student attending the school.
- xv. **School** means Notre Dame Catholic Secondary School.
- xvi. **School Administration** means Principal and Vice-Principal.
- xvii. **Catholic School Council** means the Catholic School Council of Notre Dame Catholic Secondary School operated in accordance with the Education Act and Regulations as well as any applicable Board policies.
- xviii. **Catholic School Council Chair** is a Catholic parent and a voting member of the Catholic School Council. This includes his/her designate where the elected Catholic School Council Chair is unable to attend a meeting. The Catholic School Council Chair shall be elected as chair by the Catholic School Council on an annual basis (as per Regulation 612).
- xix. **School Community** means all staff members, parents, students and community members.

xx. **Teaching Staff Member** means a teacher of the Catholic faith employed at the school who is not the principal or vice-principal and is elected or appointed by the teaching staff as a voting member of the Catholic School Council.

ARTICLE IV: Council and Committee Positions

Council

The Notre Dame Catholic School Council shall include:

- The school Principal or designate (Vice Principal)
- Elected parent members who must make up the majority of the Catholic School Council
- Up to two (2) Teaching staff members
- One (1) Non-teaching staff member
- One (1) Community Representative, appointed by members of the Catholic School Council
- One (1) Parish Representative, appointed in consultation with St. Paul the Apostle Parish
- One (1) person appointed by the Catholic School Council that will serve as the representative for the Ontario Parents in Catholic Education (OAPCE)
- Up to two (2) student members selected by the Principal and/or designate

As per board Procedure VI-84, revised May 31, 2021, in addition to the membership requirements of Ontario Regulation 612/00, the **majority** of members of the Catholic School Council must be Catholic.

Only members of Catholic School Council shall have the right to vote.

The Catholic School Council shall normally have the following positions: Chair, Vice-Chair, and Secretary.

Position	Responsibilities
Chair	<ul style="list-style-type: none"> • must be Catholic • Cannot be employed by the Halton Catholic District School Board • sets meeting agendas in consultation with the Principal • directs meetings ensuring that the discussion and debate are in accordance with the by-laws • attends and reports back on Council of Chairs Meetings • provides any required information to the Secretary for distribution to School Council members prior to a Catholic School Council meeting • is the recognized parent representative of the Catholic School Council. All inquiries or concerns must be forwarded to the Chair in writing
Co-Chair	<ul style="list-style-type: none"> • must be Catholic • Cannot be employed by the Halton Catholic District School Board • acts as Chair in the Chair's absence • assists the Chair with his/her duties
Secretary	<ul style="list-style-type: none"> • records minutes of Catholic School Council meetings • ensures that all records and minutes are kept on in an electronic format and retained with the school for access • forwards the minutes to school administration to be posted on https://secondary.hcdsb.org/notredame/

The Chair, Co-Chair, and Secretary shall be appointed by the voting members of Catholic School Council – in the case of absences, substitutes to those positions shall also be appointed by Council.

The term of office for all Catholic School Council members shall be for one (1) year, in accordance with Ontario Regulation 612/00.

Any member of Catholic School Council has the right to withdraw from their position by presenting Catholic School Council with a written resignation addressed to the Chair and Principal.

- i. In the case of the teaching staff member, non-teaching staff member, or community member, no prior written letter to Council is necessary; the teaching staff and non-teaching staff will select a replacement. The council will attempt to select a new community member.
- ii. In the case of the Parish representative positions, Council shall consult with the Lay Parish Minister and/or Parish Priest for a new Parish representative.

- iii. In the case that a Council member may be required to resign, that member must be given prior notice of no more than 2 weeks before the next Council meeting. Should this requirement remain, a 2/3 recorded vote to remove must be taken by members of Council.

Committees

The Catholic School Council may establish and dissolve committees for specific or general purposes or events as deemed necessary by the Catholic School Council. These committees include but are not limited to: Faith and Spirituality Committee, Volunteer Coordinator, Fundraising, Special Event Committee.

Committee Leaders shall be appointed by the voting members of Catholic School Council and will liaise with the school administration. In the case of absences, substitutes to these positions shall also be appointed by Council. At least one council member should be a member of the committee.

Committees may only act in accordance with the authority provided to them by the Catholic School Council. Committees shall make consensus-based decisions and report them to Catholic School Council. Committees shall report their activities to the Catholic School Council when necessary and shall respond to any questions from the Catholic School Council or parents in attendance at the meeting.

Membership to Catholic School Council Committees and sub-committees shall be open to all members of the school community – committee members excepting Council members do not have the right to vote.

All volunteers to committees must have an approved criminal reference check on file in the main office as per Board Policy.

ARTICLE V: Election Procedures

Election of parent members to the Catholic School Council shall comply with Sections 4 and 5 of the Ontario Regulation 612/00 of the Education Act.

Candidates may be self- nominated or nominated by another parent or guardian.

Nominations for parent members will be accepted from the 1st day of school up until the deadline provided by the principal's guidelines for any given school year. The nominations for parents interested in holding a position on council shall be made on a nomination form approved by Catholic School Council.

The Catholic School Council will meet within 30 school days of the 1st day of school.

If deemed advisable, the Chair may call an "all candidates meeting" open to the school community.

If an election is required, after the close of nominations, ballots shall be available in the school office from 8:30 a.m. to 4:00 p.m. for parents to vote on the date fixed for the election. Each Notre Dame Catholic Secondary School parent has one vote.

The Principal or designate will be responsible for the counting of ballots after the polls are closed and will communicate the results to the school community.

Votes must be tendered in person (no proxy votes). In the event of unforeseen circumstances, votes may need to be tendered via email should a decision be required before the next scheduled Catholic School Council meeting

Positions available will be filled by the person with the greatest number of votes. In the event of a tie for the final parent member position, the tie will be broken after a determination by lot.

If there are positions still vacant, the Principal shall inform the school community of the vacancies and call for further applicants. Applicants who come forward at this time will fill the vacant positions in order of their communication to the Principal until all vacancies have been filled.

All retiring members and new members of the Catholic School Council may attend the first meeting following the election in September to help in the transition to the new Catholic School Council.

The installation of the new members of Catholic School Council shall take place at the first meeting following the election.

All appeals related to Catholic School Council elected positions shall be lodged with and resolved by the Principal. Such appeals must be resolved within 30 days of the election date. Should a resolution not be found, the Superintendent of Schools shall be the final arbitrator.

All ballots will be retained by the Principal for 30 days from the date of the election and then destroyed.

ARTICLE VI: Vacancies

When a vacancy occurs, Catholic School Council will have a “call for nominations”. If there are two or more interested individuals, an election will be held with voting open to the public in attendance at the next Catholic School Council meeting. The successful candidate shall serve out the balance of the term of the member being replaced.

In the event no qualified individual steps forward, the Catholic School Council will appoint a qualified member, staying in compliance with Article III.

ARTICLE VII: Term of Office

Term of Office provisions shall comply with Ontario Regulation 612/00 of the Education Act.

Membership on the Catholic School Council shall terminate when:

- A member ceases to meet the criteria set out in the Regulation. A member misses two scheduled meetings without proper and timely notice to the Chair.
- A member submits a formal letter of resignation to the Chair.
- A member breaches the Council Member Code of Ethics.

ARTICLE VIII: Council Member Code of Ethics

- i. A member shall consider the interests of all students.
- ii. A member shall be guided by the school's and school board's mission statement.
- iii. A member shall act within the limits of the roles and responsibilities of a Catholic school council, as identified by the school's operating guidelines, the Halton Catholic District School Board, and the Ministry of Education.
- iv. A member shall become familiar with the school's policies and operating practices and act in accordance with them.
- v. A member shall maintain the highest standards of integrity.
- vi. A member shall recognize and respect the personal integrity of each member of the Catholic school community.
- vii. A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- viii. A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- ix. A member shall acknowledge democratic principles and accept the consensus of the Catholic School Council.

- x. A member shall respect the confidential nature of some school business and respect the limitations this may place on the operation of the Catholic School Council.
- xi. A member shall not disclose confidential information.
- xii. A member shall limit discussions at Catholic School Council meetings to matters of concern to the Catholic school community. A member shall use the established communication channels when questions or concerns arise.
- xiii. A member shall promote high standards of ethical practice within the Catholic school community.
- xiv. A member shall declare any conflict of interest.
- xv. A member shall not accept any payment or benefit financially through Catholic School Council involvement.

ARTICLE IX: Conflict of Interest

A conflict of interest shall be defined as making profit from a primary or secondary financial interest violating section xvi. of Article VII – Catholic School Council Member Code of Ethics; whether it be directly or indirectly related to the activities of Catholic School Council and its Committees.

- i. Conflicts of Interest must be declared at each Catholic School Council meeting and prior to the discussion of a report.
- ii. Members who declare Conflicts of Interest cannot participate in the related discussion and must abstain from voting.

Members who do not declare a Conflict of Interest and are later found to violate section xvi. of Article IX Council Member Code of Ethics can be required to resign from Catholic School Council.

ARTICLE X: Meetings and Rules of Procedure

A quorum of 50% of members, plus one (1) must be present at all Catholic School Council meetings with the number of parents greater than the number of teaching and non-teaching staff combined.

At the first Catholic School Council meeting of the year, all retiring members and new members may attend. At this meeting, Catholic School Council shall:

- induct all new members

- elect Chair, Vice-Chair, and Secretary
- appoint Community, Parish and OAPCE Representatives
- determine dates for future meetings of which there must be a minimum of four (4)
- establish Committees and Sub-Committees (if so desired) and determine membership on same

Agendas, minutes and reports will normally be provided to all members at least one week prior to the scheduled Catholic School Council meeting. Members shall present to Catholic School Council through the Chair, written submissions and additions to the agenda no less than one week prior to the scheduled Catholic School Council meeting.

Catholic School Council meetings may proceed in the following manner:

- i. Prayer and Land Acknowledgment
- ii. Motion to accept the minutes
- iii. Principal and Vice Principal Reports
- iv. Chair’s Report
- v. Teacher Rep Report
- vi. Student Report
- vii. Finance Report
- viii. Committee Reports

Members of the Catholic school community may make a formal presentation to the Catholic School Council in person or in writing. A request for presentation detailing the scope of the matter to be discussed must be submitted to the Chair no later than ten (10) days prior to the meeting at which the presentation will be made. Written requests may be left in the Chair’s mailbox in the school office. Approval of this request rests with the Chair and the Principal. If the request is denied, a written response detailing reasons will be provided to the person making such a request.

Formal presentations at meetings time permitting. The order of presentation will be on a first come, first served basis, for people attending the meeting. The Catholic School Council has the right to limit the number of presentations at any meeting.

After each Committee report, the Chair must allow members of the school community to speak to the issue.

The Chair may limit the public discussion to ten (10) minutes in total.

To close the Committee report, the Chair shall limit discussion only to Catholic School Council members:

- each member of Catholic School Council will be given 1 – 2 minutes to speak to the issue, if so desired.

- members may request amendments to the report.
- the Chair will call for a motion to accept the report recommendations with or without amendments.
- Catholic School Council, always, must encourage consensus in closing a report. If consensus cannot be reached, a formal recorded vote must be taken.

At the Catholic School Council's discretion, members of the school community may be allowed to provide additional input and or engage in debate on the matters before the Catholic School Council during the meeting.

Attendance of Catholic School Council members and interested parents will be taken at each meeting.

The Chair must close each meeting by declaring the date of the next meeting.

Catholic School Council meetings usually run one and one half-hours and should not exceed two hours. If the need arises to extend a meeting, it will be done through a vote on Catholic School Council. A vote of one more than half of the Catholic School Council members in attendance will be required to extend the meeting. The vote can be done by a show of hands. The motion to extend the meeting can be granted.

ARTICLE XI: Amendments

These By-Laws may be amended. A proposed amendment shall be submitted in writing at any general meeting of the Catholic School Council. The amendment shall be read aloud, discussed, and voted on following the procedure below. The Chair shall be advised in writing five days in advance of the meeting that a proposed amendment will be discussed.

The amendment shall become part of the By-Laws **if**, at the next general meeting of the Catholic School Council, it is approved by two-thirds of the voting members present. Notwithstanding the above, amendments may be mandated by the Halton Catholic District School Board or by the Ministry of Education.

Proposed amendments will be published prior to any votes being taken on these.

By-law amendments will be reported to the Catholic school community shortly after being approved.

ARTICLE XII: Recommendations by the Catholic School Council

The Catholic School Council will endeavour to reach consensus in order to make recommendations to the Board or to the Principal on any matter within the jurisdiction of the Catholic School Council.

- The Catholic School Council recognizes that it has jurisdiction to discuss and review only general issues.
- The Catholic School Council recognizes that personal issues shall not be discussed or reviewed by the Catholic School Council and that the Catholic School Council cannot submit recommendations to the Board or the Principal regarding personal issues.

Any member of the Catholic School Council may propose that the Catholic School Council review a matter for the purpose of making a recommendation to either the Board or the Principal.

- A majority of voting members of the Catholic School Council must approve the matter to be reviewed prior to the review being undertaken by the Catholic School Council or a Committee of the Catholic School Council.

The Catholic School Council or Committee appointed by the Catholic School Council shall conduct a review of an approved matter to determine an appropriate recommendation to be made to the Principal or Board as a result of the findings of the Catholic School Council or Committee.

The Catholic School Council shall submit a report approved by 2/3 of the voting members of the Catholic School Council to the Principal or Board for consideration and response.

- The Catholic School Council shall make copies of the report and the response of the Board or Principal available to all parents who request a copy of the Board or Principal response to the matter and recommendation submitted for consideration.

ARTICLE XIII: Conflict Resolution

Catholic School Council members are elected/appointed to serve the school community and will always demonstrate respect for their colleagues on Catholic School Council.

Any dispute between members of the Catholic School Council, including parent members, staff members and the Principal, which cannot be resolved by the parties, shall be referred to the appropriate Superintendent of Schools for review and direction. If the Superintendent of Schools is unable to resolve the outstanding dispute, the Board, in its sole discretion, expense and direction, will appoint a single third independent mediator to resolve the outstanding dispute in accordance with the Board timelines and policies.

The following procedure will be followed in the event of a conflict during a Catholic School Council meeting:

- The Chair will have the right to limit discussion on any topic.
- The Chair will ask the speaker/presenter(s) to bring to conclusion his/her



presentation within one minute of the allotted time. This will be made clear in advance of all presenters.

- If the speaker/presenter(s) continues, the Chair shall request the speaker/presenter to immediately stop and stand down.
- If the speaker/presenter(s) continues, the Chair shall call an immediate recess of the Catholic School Council members for five (5) minutes and request an immediate sidebar with the speaker/presenter(s) and the Principal in private. The Chair will offer the following two options to the speaker/presenter(s):
 - i. Resume the meeting and stand down.
 - ii. Resume the meeting and ask the speaker/presenter(s) to depart the premises.
- When the meeting continues, if the speaker/presenter(s) behaviour is not appropriate the Principal shall intercede and request the speaker/presenter(s) to voluntarily leave the premises. If the speaker/presenter(s) refuses to desist and depart, the meeting will be suspended until such time as the speaker/presenter(s) leaves and the meeting may have to be deferred to another time.
- A meeting must be held with the Superintendent of Schools or designate to resolve the matter and determine future access to Catholic School Council meetings.

ARTICLE XIV: Minutes, Financial Records and Annual Report

The Catholic School Council shall keep minutes of all meetings.

- The Secretary of the Catholic School Council is responsible for keeping minutes of all meetings.
- The minutes shall record all topics discussed and all issues voted upon and the results of all votes taken. The minutes shall be kept at the school in the care of the Principal for four (4) years.
- The minutes will be posted on the school website.

The School Financial Secretary shall keep records of all fundraising financial transactions in accordance with the policies of the Board.

- The School Financial Secretary shall ensure that the Catholic School Council fundraising financial records are up-to-date and available for review upon request by any parent or Board employee.
- The financial records of the Catholic School Council shall be kept at the school and stored by the Principal for four (4) years.
- Two of the following must sign all cheques, and withdrawal receipts: Principal, Vice-Principal, School Financial Secretary.

The Catholic School Council shall submit an annual report to the Principal and Board each year before June 1.

- The annual report shall describe all matters reviewed and all recommendations made to the Principal or the Board,

- The annual report may also include:
 - i. the opening balance of all Catholic School Council fundraising totals;
 - ii. all money raised;
 - iii. the purposes for which money was raised;
 - iv. how money was raised for each identified purpose;
 - v. on what the Catholic School Council money was spent and for what purpose;
 - vi. how much money remains in the Catholic School Council account as of June 1;
 - vii. the projected expenditures for the period June 1 to September 1, if any.

ARTICLE XV: Fundraising

All fundraising events will adhere to the Halton Catholic District School Board Fundraising Policy. All funds raised on behalf of Notre Dame Catholic Secondary School are considered “School Generated Funds” and will be used to:

- i. Purchase program materials, provide funds and otherwise be disbursed to support the School Improvement Plan and the Annual School Generated Funds Plan submitted by the school for approval by the board
- ii. The Catholic School Council may fundraise for the purposes identified by the School or Board and in accordance with Board policies.

The Catholic School Council must disclose the purpose of all fundraising activities to all students, parents and members of the public providing funds, resources or effort for the purpose or benefit of the fundraising activity. The school Financial Secretary will provide a report that details regarding the School Generated Funds Account at each council meeting.