

**HOLY FAMILY
CATHOLIC SCHOOL COUNCIL & SAFE SCHOOL COMMITTEE BY-LAWS**

ARTICLE I *Name of Organization*

1.01 This organization will be the Holy Family Catholic School Council & Safe School Committee. Hereafter "The Council".

ARTICLE II *Mandates of the Council*

2.01 Working within the mission statement and goals of Board Policies and regulations, the Council will:

- Provide opportunities for parents to be more involved in the education of their children
- Develop a mission statement and annual goals for the school and evaluate its success in achieving those goals
- Provide advice to the Principal on school budgets, school operations and management
- Address the social environment of the school
- Be a voice for Catholic education and foster good relations among parents, staff, local community and related groups
- Respond to referrals from the Board and report on activities if requested by the Board.

2.02 The Council's roles and duties are outlined in the Ministry of Education document: "School Councils: A Guide for Members 2001 (Revised 2002), and in Board Policy.

ARTICLE III *Representation and Membership*

3.01 Members of the Council will represent an equitable distribution among the constituent groups of the school community. Membership shall include *at least*:

- The school Principal, who shall be the Secretary
- One Teacher of Holy Family School
- One Support Staff member of Holy Family School
- One Parish representative
- A maximum of ten (10) parents/guardians of students attending Holy Family School

3.02 The Council may add one other member from the community selected by the elected council, providing that one parent/guardian is also added to maintain the majority of parents and guardians if required.

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3.03 A position on the Council that becomes vacant or that is not filled during the meeting to form the Council can be filled only by a person representing the same group.

ARTICLE IV *Election and Appointment Procedures*

4.01 Elections will take place at the first scheduled meeting of the year. Elections are organized by the retiring Council and the school Principal, with elected officials beginning their term immediately after their election at the first meeting of the school year.

4.02 Should the number of Parents/Guardians wishing to be voting members exceed the total listed in Article 3.01, parent/guardian representatives will be elected according to the following process:

- Information about the upcoming election of parent representatives, along with ballots, will be distributed to each family.
- Ballots will be returned to the school within three (3) days. Voting can occur in person or by delivering the ballot with the student. The ballots will be counted by the Principal and two independent scrutineers. Ballots will be destroyed at the direction of the Council.
- Seats may be acclaimed upon singular nomination.

4.03 A Teacher representative will be elected by Holy Family School Teaching Staff.

A seat may be acclaimed upon singular nomination.

4.04 A Support Staff representative is elected by support staff of Holy Family School.

A seat may be acclaimed upon singular nomination.

4.05 The Parish representative will be suggested by the Council in consultation with the Pastor and the Pastoral Council of the Parish related to Holy Family School.

4.06 A Community representative can be appointed by the Council. A Community representative should be a Catholic school ratepayer.

4.07 The names of all Council members will be published in a school newsletter, as well as in the Parish Bulletin.

4.08 The names and addresses of all Council members will be forwarded to the Board Office, within thirty (30) days following elections.

ARTICLE V *Terms of Office*

5.01 Council members, except the Principal, are elected or appointed to their respective term. Elected Council members will serve one school year.

5.02 The Council may establish committees made up of teachers, parents, business leaders, and other citizens. Committees carry out specific functions to study specific issues and make recommendations to the Council. Council will seek widespread participation in these activities.

5.03 Membership on the Council may terminate when a member:

- Ceases to hold the criteria for representing a constituency
- No longer has a child enrolled in the school (parent)
- No longer is employed at the school (employee)
- Has missed three consecutive scheduled meetings
- Submits a letter of resignation to the chairperson.

5.04 Vacancies that occur during the year will be filled for the remainder of the term by vote of all Council members. Nominations may be made by any Council member.

ARTICLE VI *Council Procedures*

6.01 All Council and committee meetings will be open to school staff and parents, however; it may be necessary to move the meeting “in camera” when discussing confidential matters.

6.02 Decisions will be made in accordance with a majority vote following the moving and seconding of a formal motion. Any council member may request a private ballot and a decision on that request will be made at the discretion of the Chair.

6.03 The Council has the responsibility to regularly inform the general school and parent community of their activities, i.e., “Council Update”. Minutes are to be displayed publicly for easy perusal.

6.04 The Principal may use email contact to disseminate information and to solicit the opinions of Council on various issues throughout the school year. If possible, all voting members of the Council should provide a working email address at the first meeting of the year.

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ARTICLE VII *Officers - Council Members*

7.01 Officers, with voting privileges, will be all elected and appointed Council members as defined in Article 2.01. All others are advisors to the Council.

7.02 At the first meeting of the school year, the elected members of the Council will elect a parent/guardian member of the Council, to serve as Chair for the Council. They will then elect a Vice Chair who must also be a parent/guardian member.

ARTICLE VIII *Duties of the Council Officers*

8.01 The role of the Chair is to:

- Call Council meetings
- Prepare the agenda for Council meetings
- Chair Council meetings
- Ensure that the minutes of Council meetings are recorded and maintained
- Participate in information and training programs
- Communicate with the Principal
- Ensure that there is regular communication with the school community
- Consult with Senior Board staff and trustees, as required.

8.02 The Vice Chair of the Council is responsible for:

- Assisting the Chair as needed and exercising all functions of the Chair in the absence of the Chair.

8.03 The Principal's role is to:

- Keep a full and accurate account of all proceedings and transactions of all Council meetings
- Maintain a Council file in the school administrative office containing copies of all minutes, correspondence, current bylaws and reports
- Maintain an up-to-date council membership list displaying addresses and telephone numbers.
- Facilitate the establishment of the Council 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

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- 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 of the Council, as required
- Ensure that copies of the minutes of the Council's meetings are kept at the school
- Assist the Council in communicating with the school community
- Encourage the participation of parents from all groups and of other people within the school community.

8.04 The Members of the School Council will:

- 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.

ARTICLE IX *Meetings*

9.01 The Council will meet regularly, on dates scheduled, to provide fairness and convenience to its members.

9.02 A simple majority of the Council membership, which will include a minimum of two parents with a Chair or Vice Chair, will constitute a quorum.

9.03 General questions from the council shall occur during the "New Business & Questions" portion of the agenda. Questions shall be directed through the Chairperson of the Council

9.04 Persons who may wish to make a presentation to Council must notify the School Principal of the nature of the presentation no later than the day before the scheduled Council meeting.

9.05 Presentations must be no more than fifteen minutes in duration. At the end of said presentation, Council members shall be given an opportunity to ask questions or make comments. A formal response to the presenter will be forthcoming.

ARTICLE X *Bylaws*

10.01 If listed on the current meeting's agenda, bylaws may be amended at any regularly scheduled meeting of Council by a simple majority vote of those present.

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10.02 A copy of the bylaws will be available at the school office.

Article XI *Conflict of Interest*

11.01 A conflict of interest may be actual, perceived, or potential.

11.02 Members of the 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 council.

11.03 A member shall exclude him or herself from discussions and voting in which:

- A conflict of interest is likely to result;
- The member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;
- The 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 council provides to the principal or to the board.

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