

ECCS
CATHOLIC SCHOOL COUNCIL & SAFE SCHOOL COMMITTEE BY-LAWS

ARTICLE 1 *Name of Organization*

1.01 This organization will be the ECCS Catholic School Council & Safe Schools Committee. Hereafter “The Council”.

ARTICLE 2 *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
- 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 3 *Representation and Membership*

3.01 Membership shall include *at least*:

- The school Principal, who shall be the Secretary
- One Teacher of ECCS
- One Support Staff member of ECCS
- One Parish representative if possible
- A fixed number of Parent/Guardian representatives determined by all interested Parents/Guardians returning the “Catholic School Council Invitation Letter” by the annual due date as listed on the letter.

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.

3.03 A position on the Council that becomes vacant can be filled only by a person representing the same group.

Last Bylaw Review: January 11, 2016

ARTICLE 4 *Election and Appointment Procedures*

- 4.01 Elections for Chair and Vice-Chair will take place at the first scheduled meeting of the year, and is organized by the school Principal. A seat may be acclaimed upon singular nomination. Elected officials begin their term immediately after election. Both the Chair and Vice-Chair must be a parent or guardian.
- 4.02 A Teacher representative will be elected by ECCS Teaching Staff.
A seat may be acclaimed upon singular nomination.
- 4.03 A Support Staff representative is elected by support staff of ECCS
A seat may be acclaimed upon singular nomination.
- 4.04 The Parish representative can be suggested by the Pastor of OMPH
- 4.05 A Community representative can be appointed by the Council. A Community representative should be a Catholic school ratepayer.
- 4.06 The names of all Council members will be published in a school newsletter, as well as sent for inclusion in the Parish Bulletin.
- 4.07 The names and addresses of all Council members will be forwarded to the Board Office upon request

ARTICLE 5 *Terms of Office*

- 5.01 All Council members, including the Chair and Vice Chair, will serve for one (1) school year, beginning at the first scheduled meeting of the year until the next year’s first meeting. Vacancies that occur can be filled for the remainder of the term by vote of all Council members. A seat may be acclaimed upon singular nomination.
- 5.02 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)
 - Submits a letter of resignation to the Chair

ARTICLE 6 *Council Procedures*

- 6.01 All Council meetings will be open to the public, however; it may be necessary to move “in camera” when discussing confidential matters.

Last Bylaw Review: January 11, 2016

- 6.02 Decisions will be made by consensus. If agreed upon by the Chair, decisions can be put to a vote. If put to a vote, 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., newsletter. 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 members 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.

ARTICLE 7 *Duties of the Council Officers*

- 7.01 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.
- 7.02 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.
- 7.03 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

Last Bylaw Review: January 11, 2016

- 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 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.

7.04 The Members of the School Council should:

- 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 8 *Meetings*

8.01 The Council will meet at least four (4) times per year on dates scheduled, to provide fairness and convenience to its members.

8.02 A minimum of two parents and a Chair or Vice-Chair, will constitute a quorum.

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

8.04 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.

ARTICLE 9 *Bylaws*

9.01 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.

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

Last Bylaw Review: January 11, 2016

Article 10 *Conflict of Interest*

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

10.02 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.

10.03 Based upon the meeting agenda, a Council 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.

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