

**Toronto Catholic District School Board
St. Pius X Catholic School Parent Council
Constitution and By-laws**

Article I Name of the organization

The name shall be *St. Pius X Catholic School Parent Council* herein referred to as the “Council”.

Article II Purpose of the Organization

In the spirit of the Mission and Vision Statements of the Toronto Catholic District School Board, the Council shall function in an advisory role to enrich, enhance and improve student education and achievement. As well, the Council will enhance the accountability of the education system to parents by making recommendations to the Principal working in consultation with the Principal,¹ and where appropriate, the Board on any matter in accordance with the *Education Act* and the Policies, Guidelines and Operating Procedures of the Board.

Article III Definitions

For the purposes of this Constitution and By-laws the following definitions shall apply:

“**AGM**” shall refer to the Annual General Meeting.

“**Board**” shall refer to the Toronto Catholic District School Board.

“**Ex Officio**” shall refer to non-voting members.

“**Parent**” means a natural or adoptive parent and includes a legal guardian who has lawful custody of a child.

“**Principal**” means the then current principal of the School.

“**School**” shall refer to St. Pius X Catholic School.

“**Council**” or “**CSPC**” shall refer to the elected, appointed and Ex Officio members of the Catholic School Parent Council of the School.

“**The Catholic School Community**” shall include the following:

- The Parents of students enrolled in the School;
- The School staff, including teaching and non-teaching personnel;
- The Pastor and/or the Parish designate;

¹ In consultation with the Principal means that the CSPC will consult with the Principal on CSPC business keeping the Principal abreast of activities and ensuring that Board protocol is followed.

The School trustee;
The students;
All Separate School ratepayers within the area serviced by the School; and
Any business and/or community organizations, which the Council may recognize for specific purposes.

“**Quorum**” shall refer to the minimum number of voting members present for a meeting to be official. That number would consist of the majority of voting members.

Article IV Membership

All members of the Council shall be elected or appointed by The Catholic School Community, in accordance with the elections procedures in this document. The Council shall endeavor to have its membership reflect the diversity of the School community.

Article V Composition of the Council

The elected or appointed members shall carry out the business of the Council on behalf of The Catholic School Community.

5.1 *Elected Voting Members*

- Parents of students enrolled in the School will elect up to fifteen (15) Parent members to form the majority of the Council. The term of office is set out in Article VIII for all Voting Members and Executive Members.
- A teaching staff representative, elected by the teaching staff. This could include rotating representation from the teaching staff.
- Non-teaching staff representative, elected by the members of the non-teaching staff.

5.2 *Appointed Non-Voting Members*

- Ex Officio members of the Council.
- The Principal or Vice Principal of the School.
- The Pastor or Parish designate.

5.3 *Community Representatives*

Council shall appoint one or more community representatives to represent segments of The Catholic School Community not represented. A community representative is also a voting member.

5.4 Ontario Association of Parents in Catholic Educational

- One Parent appointed by the Council to act as liaison with the Ontario Association of Parents in Catholic Education (OAPSE/TAPSE). Within TCDSB, all schools are members by virtue of Board membership.

Article VI Election Procedures

6.1 Procedures

- a. Elections shall occur within the first thirty (30) days of the start of each school year.
- b. Each Parent seeking election as a Parent member must be self-nominated or nominated in writing or nominated from the floor of the AGM, must have a child registered at the School, and must declare if he or she is employed by the TCDSB.
- c. Each Parent of a student enrolled in the School shall be entitled to one vote for each vacant Parent membership position on the Council.
- d. In consultation with the Principal, a School Council Election Committee shall be struck by the Council in May to plan the election process and will gather the nominations and run the elections in the following autumn. No one standing for election, or the spouse of anyone standing for election, shall be a member of the School Council Election Committee. The School Council Election Committee can have representation from Parents, teaching staff, and non-teaching staff.
- e. The Election Planning Committee shall:
 - Provide self-nomination forms and nomination forms to the Principal to send home with the students;
 - Ensure that the School community is notified of the AGM & election procedures and election date(s), location, and time at least fourteen (14) days in advance of the election;
 - Request a profile from all candidates and make these available to the electorate at least one week before the election;
 - The planning committee may meet without the presence of the existing Council during the summer and/or prior to the first meeting of the new school year;
 - Conduct Parent member elections by secret ballot, if required;
 - Count the ballots;
 - Help the Principal notify all candidates of the results; and
 - Keep all results and related information confidential.
- f. If the number of candidates is less than or equal to the number of Parent member positions, the candidates shall be acclaimed.
- g. The order of candidates' names on the ballot shall be decided by lot.
- h. Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot.
- i. If there is a tie for the final position for a representative on the School Council, the winner shall be decided by lot.

j. Appeals related to the Council election process or results shall be resolved by the Election Planning Committee. If the situation is not resolved, the Principal and the chair of the outgoing Council shall jointly make a ruling.

Article VII Election Procedures Continued

7.1 Election of the teaching staff representative:

The Principal, in consultation with the Election Planning Committee, will make the necessary arrangements for the teaching staff representative to be elected.

Anyone assigned to the teaching staff of the School (full- or part-time), other than the Principal or a Vice-Principal, may be a candidate.

In lieu of one teaching staff representative, the staff may elect to send rotating representation, as long as the names of the monthly teaching staff representatives are provided to the Principal in advance.

The teaching staff representative can be elected only by the teaching staff. CSPP and the Principal may not veto the choice of the teaching staff.

7.2 Election of the non-teaching staff representative:

The Principal, in consultation with the Election Planning Committee, will make the necessary arrangements for the non-teaching staff representative to be elected.

Anyone assigned to the non-teaching staff of the School (full- or part-time) may be a candidate.

7.3 Selection of community representatives:

The appointment of a community representative(s) to the Council are to be by majority vote at the meeting of the newly elected CSPP.

7.4 All individuals standing for election shall be notified of the results before the results are released to the School community, and a list of successful candidates will be published.

7.5 The Council shall help the Principal ensure that the names of new members are publicized to the School community as soon as possible following the election.

7.6 At the first meeting of the new Council, the Council shall determine the number of meetings, set dates, times and locations for its meetings throughout the year and ensure that these are communicated to the community.

7.7 Employees of the Board, who work at the School where their children attend, cannot be a Parent member or a community representative on the Council. Employees of the Board who do not work at the School must have disclosed their employment on their Parent member nomination form or informed the Council of their employment before being elected as a Parent member or appointed as a community representative.

Article VIII Term of Office, Vacancies, Attendance

8.1 Term

The term of an elected or appointed member of the Council is the period starting from the AGM at which they are elected until the next year's AGM. The term is renewable by re-election or re-appointment by the eligible electorate when the said term is up.

8.2 Vacancies

A vacancy in the membership of the CSPC does not prevent the Council from exercising its authority.

Vacancies on the membership of the Council shall be filled by election or appointment. In the case of a vacancy, the Election Committee will be requested to review its election records and make a recommendation to fill the vacancy. The recommendation of the Election Committee should be presented no later than the next regular meeting of the Council.

The Council may fill a vacancy without asking for a vote from the entire community, but the community must be advised of this. The community can be advised by publishing in the monthly school letter and the CSPC newsletter.

If there is no suitable candidate for an elected position, the Election Committee may conduct a By-Election of the constituent group in order to fill the vacancy.

In the case of an appointed member, the Election Committee would make a recommendation to the Council to fill the vacancy.

If there is no Quorum due to vacancies, a Quorum will then consist of a simple majority of the remaining membership until such time as the vacancy or vacancies may be filled.

8.3 Attendance

The Council may ask a member, who misses more than two (2) consecutive meetings, to forfeit his/her position within the Council. This request may occur if the member's missed attendance seriously affects the present year CSPC business.

8.3 Consultation

The Council shall communicate regularly with Parents and other members within The Catholic School Community to seek the views and opinions on matters being addressed by the Council so that the advice and recommendation provided to the Principal and the Board is representative of the whole school community.

8.4 Discipline of Members

The Council shall have the authority to suspend or expel any Elected Voting Member or Appointed Voting Member from the Council for any one or more of the following grounds:

- i) Violating any provision of the articles, by-laws, or written policies of the Council or of the TCDSB.
- ii) Carrying out any conduct that may be detrimental to the Council as determined by the Council in its sole discretion.
- iii) Improper conduct at a meeting, seriously disrupting a meeting of the Council, refusing to comply with the policies of the Council or the TCDSB, using offensive language, disobeying the decisions of the Chair or Co- Chair of the Council on points of order, or for making any disorderly noise or disturbance.
- iv) Serious misconduct or dishonesty.
- v) For any other reason that the Council in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Council.

Only on the affirmative vote of two-thirds (2/3) of all then current Council members, including the impugned member, may an Elected Voting Member or Appointed Voting Member be suspended or expelled.

In the event that the Council determines that an Elected Voting Member or Appointed Voting Member should be expelled or suspended from membership in the Council, the Chair, or such other officer as may be designated by the Council, shall provide twenty (20) days' notice of suspension or expulsion to the Elected Voting Member or Appointed Voting Member and shall provide reasons for the proposed suspension or expulsion. The Elected Voting Member or Appointed Voting Member may make written submissions to the Chair, or such other officer as may be designated by the Council, in response to the notice received within ten (10) days of receipt of said notice. In the event that no written submissions are received by the Chair, the Chair, or such other officer as may be designated by the Council, may proceed to notify the Elected Voting Member or Appointed Voting Member that the member is suspended or expelled from membership in the Council. If written submissions are received in accordance with this section, the Council will consider such submissions in arriving at a final decision and shall notify the Elected Voting Member or Appointed Voting Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions.

On appeal by a suspended or expelled member, the suspension or expulsion may be altered or rescinded only on a two-thirds (2/3) vote of all then current Council members, excluding the suspended or expelled member.

The Council's decision shall be final and binding on the Elected Voting Member or Appointed Voting Member, without any further right of appeal.

Article IX Executive Officers

The officers of the Council may be Chair, Vice-Chair, Secretary and Treasurer. However, Council may choose to have two Co-Chairs to replace the Chair position for ease of administration. The Executive Officers shall be elected annually by the elected members of the Council. The Executive Officers shall be voting members of the Council. Members may only sit for two (2) consecutive terms in the same executive office position, with the exception if there is a rotating Co-Chair structure.

9.1 Chair/Co-Chairs

It is the responsibility of the Chair/Co-Chairs, in collaboration with the Principal, to provide Catholic leadership and direction to the Council and Executive Officers to ensure that goals, priorities and procedures of the Council promote Catholic faith and gospel values consistent with the Mission and Vision of the Board.

The Chair/Co-Chairs of the Council shall:

- Call council meetings in consultation with the Principal.
- Prepare the Agenda for Council meetings based on input from the CSPC and in consultation with the Principal.
- Chair the Council meetings.
- Ensure that the minutes of Council meetings are recorded and properly maintained.
- Ensure that the collection of records of all meetings and financial transactions are kept for a minimum of four (4) years and made available at the School for examination without charge to any person from The Catholic School Community.
- Participate in Board sponsored information, training sessions and share information with CSPC.
- Communicate regularly with the Principal in an effort to work cooperatively to provide enrichment opportunities and improve student achievement.
- Ensure that there is regular communication with The Catholic School Community.
- Work collaboratively with the members of the Council to prepare and submit an annual written report on the activities of the Council, including fundraising, to the Principal and the Board.
- Upon request, provide the local trustee with copies of the minutes of the meetings.
- In addition, the Chair/Co-Chairs may act or appoint a spokesperson for the Council to carry out other duties as shall be required from time to time.

9.2 Vice-Chair

The Vice-Chair shall assist the Chair in the discharge of his/her duties and perform such other duties as may be required by the Council or the Executive Officers.

In the absence of the Chair/Co-Chairs or in the event of the Chair/Co-Chairs inability to serve, the Vice-Chair shall assume the duties of the Chair.

In the event that there are two Co-Chairs during a term, the position of Vice-Chair may be forfeited.

9.3 Secretary

The Secretary shall keep a record of all meetings of the Council and the Executive Officers and shall deal with all correspondence or communications directed or required of the Council and the Executive.

In addition, the Secretary shall collaborate with the Chair/Co-Chairs to ensure that all minutes and records of the Council are available at the School for examination by any person from The Catholic School Community.

The Secretary shall perform such other duties as may be required by the Council or the Executive Officers.

In the absence of the Chair/Co-Chairs or in the event of their inability, the Secretary shall assume the duties of the Chair/Co-Chairs or such other duties as may be required by the Council or the Executive Officers.

9.4 Treasurer

The Treasurer shall keep full and accurate accounts for all receipts and disbursements of the Council in accordance with generally accepted accounting principles and shall be guided by Board Policy SM.04 Fund Raising in Schools in regard to banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.

The Treasurer shall provide at regular meetings of the Council an account of all transactions of the Council, including the financial position.

Prepare a full Financial Statement for submission to the Internal Audit Committee of the Council at least two weeks prior to the Annual General Meeting (AGM) in September.

The Treasurer shall perform such other duties as may be required by the Council or the Executive Officers of the Council.

In the absence of the Chair/Co-Chairs, or Vice-Chair and Secretary, or in the event of their inability to serve, the Treasurer shall assume the duties of the Chair/Co-Chairs.

Article X Conflict of Interest

Anytime the Council is doing business with a member of the Council or with a member of any committee of the Council, whether with the member directly or with a business enterprise with which the member is directly or indirectly associated, the member shall declare a conflict of interest and shall not deliberate or vote on any such resolutions.

Article XI Conflict Resolution

The Board's Conflict Resolution Policy Regulation and guideline shall govern conflict resolution between staff and the community and among members of the community at large.

The resolution of disagreements between members of the Council on any issue, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Roberts Rules of Order (21st Century Roberts Rules of Order, 1995). The Council may also contact the Conflict Resolution Dept. at the TCDSB.

Article XII Meetings

The Council shall conduct its business at meetings held at the School. Meetings shall be accessible and open to all members of The Catholic School Community.

12.1 Annual General Meeting (AGM)

The AGM of the Council shall be held within the first thirty days of the school year, preferably before the end of September. The following business shall be conducted:

- Annual Report of Chair/Co-Chairs to members and the Community at large.
- Financial Reports
- Resolutions
- Amendments to the Constitution & By-laws
- Election of Parents to the Council

The election of Parent members and election of teaching and non-teaching members to the Council shall be held in accordance with the procedures set out in Articles VI and VII of this document.

12.2 Council Meetings

The elected members of the Council shall meet not less than four (4) times annually in addition to the AGM.

At the first meeting of the Council, which must occur within thirty (30) days following the election meeting, the Executive Officers of the Council shall be elected for the current year. In addition, the Council shall make the following appointments:

- 1) A member to act as parish designate, in consultation with the pastor, if one has not been appointed.
- 2) A member to act as liaison with the Ontario Association of Parents in Catholic Education (OAPCE) through Board membership affiliation.
- 3) A member to act as liaison with the Special Education Advisory Committee (SEAC) of the Board.
- 4) The selection of community representative(s) shall be made following the election of the Council Executive. The decision will be a majority vote of the Council.

The calendar of meetings for the year shall be established at the first meeting of the elected Council. The Principal, as an agent of the Board, shall not vote in the election of Executive Officers nor on any matter for which a vote is taken. Employees of the Board may not be Chair or Co-Chair of the Council. Employees of the Board who do not work at the School must have disclosed their employment on their nomination form. Employees of the Board who work at the School may not be a community representative.

Each member of the Council shall have the right to cast a single ballot on all matters properly arising at meetings of the Council.

The Principal, on behalf of the Council, shall give written notice of the date and location of meetings of the Council to every Parent of pupils enrolled in the School on the date the notice is given. The notice may be given to the Parent's child for delivery to the Parent or delivered by electronic communication.

The calendar of meeting dates established at the first meeting after the election shall be distributed to The Catholic School Community and posted in the School in a place accessible to Parents and /or by electronic communication.

12.3 Rules of Order

The Council shall determine the rules of order used at all meetings of the Council at the first meeting. Failing consensus, Robert's Rules of Order shall apply.

12.4 Quorum

A Quorum shall be established in advance of each meeting by requesting members to inform the Chair/Co-Chairs of attendance. Quorum is established by:

A majority of voting Council members are present.

A majority of the members present are Parent members.

No business may be conducted at any meeting of the Council other than to set a date and time for the next meeting if a Quorum is not present. The Ex Officio members should not be counted to establish a Quorum.

12.5 Voting

At meetings of the Council where election to the Council is required, voting shall be presided over by the School Council Election Committee in accordance with Articles VI and VII. The results will be kept by the committee for reference when vacancies occur.

On all other matters and during regular Council meetings, voting shall be by show of hands unless a member requests a secret ballot.

Each voting member of the Council shall have one vote. Ex Officio members and the Principal of the School are non-voting members.

A declaration by the Chair/Co-Chairs with regard to the outcome of all voting shall be entered into the minutes of the meeting. It should be the objective of the Council and Principal to strive for consensus decision-making wherever possible, in order to foster collaborative decision-making and team-building.

In the event of an equality of votes on any issue, the matter is lost.

12.6 Attendance

All members of The Catholic School Community are eligible to attend all meetings of the Council and participate fully; however, they do not have a vote.

Article XI Committees

11.1 Standing Committees

The following suggested Standing Committees may be created to make recommendations to the Council on matters under study by the Council in the current school year:

1. Academic Affairs
2. Community Relations
3. Fund Raising
4. Elections/By-laws
5. Finance
6. Parent Class Representatives
7. Communications
8. Internal Audit Committee
9. Others as determined by the Council

The Council may appoint the Chair/Co-Chairs of each Standing Committee who shall be a Parent member(s). Members of the Standing Committees may be recruited and appointed by the Standing Committee Chair. A person not a member of the Council may be a member of a Standing Committee. Each committee must have at least one Parent member of the Council. The work of the committee shall be governed by Council by-laws. The Chair/Co-Chairs of each Committee shall report on the progress of the committee at each meeting of the Council. The Chair/Co-Chairs of the Council and the Principal shall be Ex Officio members of each Standing Committee.

11.2 Special Committees

The Council may strike Special Committees from time to time to meet specific objectives and to make recommendation to the Council. The Council may appoint a Parent member as the Chair/Co-Chairs of each Special Committee. Members of the committee may be recruited and appointed by the Committee Chair subject to the approval of the Council. At least one member of the Special Committee must be a Parent member of the Council. A person not a member of the Council may be a member of the Special Committee. Special Committees shall cease to exist when they have achieved their mandate or on a decision from the Council.

11.3 Attendance at Meetings

All members of the Council and The Catholic School Community are entitled to attend Standing or Special Committee meetings and to participate to the extent permitted by the Chair/Co-Chairs of the Standing or Special Committee.

Article XII Financial Matters

12.1 Remuneration

Members of the Council and members of Standing or Special Committees of the Council shall receive no remuneration for execution of their duties to the Council. Reimbursement for expenses incurred in the normal course of duty as a member of Council shall be made in accordance with Board policy when such policy is established.

12.2 Signing Authority

The following shall be authorized to sign cheques (one person from each of group (a) and (b) shall sign each cheque) in accordance with Policy S.M. 04 Fund Raising in Schools.

- a. Two Parents on the Executive Committee of the Catholic School Parent Council, usually the Treasurer and the Chair/Co-Chairs
- b. Two staff representatives from the School, namely the Principal and designate.

Article XIV Recommendations to the Principal and the Board

The Council may make recommendations to the Principal and, where appropriate, to the Board on any matter.

When, after consideration and study of the issue, the Council determines it wishes to make a formal recommendation, it shall do so in writing using a format provided by the Board for this purpose or one of its own design. It is the expectation of the Council that they will receive a written response in a timely manner indicating the action taken in response to the recommendation.

Article XV Consultation with the Council

Where the Board or the Principal are required to seek the views of Council in developing and revising policies, the Council may establish and refer the matter to the appropriate Standing Committee for study and recommendations. In situations where there is no appropriate Standing Committee of the Council, a Special Committee shall be established for the purpose of study and recommendations.

In order to consult with The Catholic School Community effectively, reasonable time and means must be given to allow for communication and consultation at the local level in order to provide a response, which is representative of the views of the community.

Article XVI Amendments to the Constitution and By-laws

The Constitution and By-laws may only be amended at the AGM of the Council held each year. The proposed amendments may be placed on the agenda of the AGM provided notice in writing of the proposed amendment(s) shall have reached the Secretary or the Chair/Co-Chairs of the Council 20 days before the AGM. Amendments must be approved by the majority of the members constituting Quorum and the majority of the members constituting the Quorum must be Parent members. Copies of amendments shall be distributed to The Catholic School Community at least ten (10) days before the AGM. Defeated amendments may not be re-proposed for one year from the date of the meeting.

Article XVII Incorporation

The Catholic School Parent Council shall not incorporate.

Article XVIII Repeal and Dissolution

18.1 Repeal

All previous By-laws of the Council are hereby repealed and replaced by this By-law and any amendments thereto.

18.2 Dissolution

The Council shall be dissolved and cease to exist in the event that St. Pius X Catholic School ceases to operate as a School.

In the event of dissolution of the Council, the disposal of funds and assets will be in accordance with the direction of members in attendance at a Special General Meeting of the Council called for the purpose of dissolution. Written notice of the purpose of such meeting shall include disclosure of the amounts and assets to be dispersed at such meeting. The notice shall have been sent to all members of The Catholic School Community at least fourteen (14) days prior to the date of the Special General Meeting.