



Holy Family Catholic School Council Constitution

MISSION

The Holy Family Catholic School Council (hereinafter referred to as “Council”) is a partner in Catholic Education. All work and decisions made will support feeding the mind, body, and spirit of our children.

PURPOSE AND ROLE

The purpose of Council is to improve pupil achievement and to enhance the accountability of the education system through the active participation of student families.

The Council is an advisory group comprised of parents, guardians, educators, parish representatives and community members. The Council exists to foster, in partnership, the distinct Catholic character of the school and to provide advice and support to the school principal (and where appropriate to the senior administrative staff and the Board of Trustees) on educational matters. The advice should reflect the views of the school community.

COUNCIL RESPONSIBILITIES

The Council will deal with issues relevant to its community and establish priorities on an annual basis. The Council may make recommendations to the principal or the Board of Trustees on any matter. In addition, the Council shall:

- promote the spiritual life of the school.
- submit an annual written report on its activities, including fundraising activities, to the principal and the Board of Trustees.
- consult with parents/guardians in the school about matters under consideration by Council.
- abide by the responsibilities contained in the Board policy
- provide advice to the principal with respect to:
 - a) The school’s code of conduct.
 - b) The school’s policies respecting appropriate dress for pupils.
 - c) The school’s action plans for improvement based on Education Quality Assessment Office reports (EQAO).
 - d) All initiatives that relate to improvement of student achievement
 - e) School/community communication strategies.
 - f) Extra-curricular activities in the school.

MEMBERSHIP

Parents and guardians of students enrolled at Holy Family School shall form the majority of Council. It is an expectation that each member of the Council be committed to the Board's Mission Statement and uphold the tenets of the Roman Catholic faith.

Council will include but is not limited to; parish priest or designate, parents/guardians of Holy Family students, a community representative, principal (non-voting), a teacher and a non-teaching staff.

If circumstances preclude representation from or election of any of the above groups, the Council will continue to operate but will seek involvement of the non-represented group through outreach strategies. Members acquired in this manner will serve as voting members for the remainder of the term of office.

In order to obtain quorum general members must attend the majority of council meetings. After a member misses two (2) meetings, they will be contacted by the Principal to reconnect about their ability to commit to council. Attending as an Observer is always an option for those unable to fulfill their duties as a General member.

An Observer is welcome to all meetings and proceedings, however, is a non-voting role.

ELECTIONS

General Membership:

- An election of general members shall be held during the first 30 days of each school year.
- Self-Nomination forms are distributed to families in advance of the meeting and returned to the out-going Chair/Co-Chairs and/or Principal.
- The principal shall give written notice of the DATE, TIME and LOCATION of the election to every parent/guardian at least 14 days prior.
- All parents and guardians of pupils enrolled at the school are eligible to vote and must vote in person.
- General membership is established first at the meeting by acclamation unless the number of nominations exceeds the number of positions.

Other Elections:

- Once the general membership is established (members at large), nominations from the floor are requested for Chair (or Co-Chair), Vice Chair (optional), Treasurer and Secretary. These are done using private ballot votes if there is more than one nominee. If only one nominee, the position is considered acclaimed.
- Elections of teacher, non-teacher shall be held during the first 30 days of each school year.

TIMELINE

- Council sits October - September

Orientation

- New members may be matched with an existing council member to better assist them in understanding the function of council and council activities.

DUTIES OF OFFICERS AND COUNCIL MEMBERS

Recommended slate of officers is to include: Chairperson (or Co-Chair), Vice-Chairperson, Secretary and Treasurer.

Parish Priest or Designate: To lend knowledge, support, and experience in promoting and developing the tenets of the Faith in our school. The goal will be to strengthen the fundamental partnership amongst the parish, home, and school.

Chairperson or Co-Chairs:

- Calls the Council meetings and works to keep members informed.
- Prepares an agenda in consultation with the principal.
- Chairs the meetings.
- Retains minutes of all its meetings and keeps records of all its financial matters for 4 years at the school.
- Makes available, the minutes and records, at the school for examination by any person.
- Participates in information and training programs or assigns a designate to do so.
- Communicates with the school principal.
- Ensures there is regular communication with the school community.
- Represents Council, or provides designate to represent Council, on the Regional Catholic Parent Involvement Committee (RCPIC).
- Be a parent/guardian member of the committee but CANNOT be an employee of the Brant Haldimand Norfolk Catholic District School Board.

The Board endeavours to have a Catholic parent in the role of chair of the Catholic School Advisory Council.

Vice-Chair (optional position):

- Shall assist the Chair/Co-Chair in the discharge of their duties and perform such other duties as may be required by Council or the Executive officers.
- Shall assume the duties of the Chair, in the absence of, or in the event of, the Chair's inability to serve.
- Records minutes in the absence of the secretary.

- Reviews bylaws/operating procedures yearly in consultation with the chair and principal.

Secretary:

- Keeps a record of all meetings of the Council and the Executive Officers.
- Shall deal with all correspondence or communications directed to, or required of, Council and the Executive Officers.
- Support the Chair 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.
- Shall assume the duties of the Chair, in the absence of, or in the event of, the Chair and Vice-Chair's inability to serve.
- Perform such other duties as may be required by the Council and the Executive Officers.
- Organize, or assign to a Designate, babysitting services for Council Meetings by holding orientation sessions, providing a schedule for babysitting, recruiting and liaising with Treasurer for payment.

Treasurer:

- Keeps full and accurate accounts for all receipts and disbursements of the Council in accordance with generally accepted accounting principles.
- Shall be guided by the Board Policy for Fundraising in Schools in regards to banking and fund disbursements in accordance with such requirements as may be imposed by the Board or other relevant authority.
- Provide an account of all transactions of the Council, including the financial position. at regular meetings of the Council
- Prepare a full annual Financial Statement for submission to Council.
- Perform such other duties as may be required by the Council or the Executive Officers.
- Assume the duties of the Chair in the absence of the Chair, Vice-Chair and Secretary

Principal

- Attends all Catholic School Advisory Council meetings.
- Supports and promotes Catholic School Advisory Council activities.
- Seeks input from the Council in areas outlined as an advisory responsibility and provide responses to the recommendations.
- Acts as a resource on laws, regulations and Board policies.
- Provides information required by the Council to enable it to make informed decisions.
- Maintains regular communication with the Chair of the Council.
- Assists the Council in communication with the school community.
- Encourages the participation of parents and others within the school community.

- Ensures that copies of the minutes of the Council's meetings are kept at the school.
- Approves all printed materials distributed through the school.

MEETINGS

- Council shall meet at least four (4) times during the school year.
- Council shall meet within thirty-five (35) days following the appointment of the new Executive officers.
- All meetings shall be open to the public and held at a location that is accessible to the public.
- Council is entitled to hold its meetings at school.
- A meeting cannot be held unless a majority of General members of Council are present.
- The principal shall, on behalf of Council, give written notice of the dates, times, and locations of these meetings to every student family.

QUORUM AND DECISION-MAKING PROCESS

A meeting of Council cannot be held without a majority of members present at the meeting and the majority of those present are parent members.

Council members will work toward a consensus model for decision-making. If this is not possible, a simple majority vote will be held. A motion will be considered 'carried' when two thirds the voting representatives in attendance are in favour of the motion. Voting is restricted to members of Council. The principal is not entitled to a vote.

The Council may follow the Roberts Rules of Order as a means of governing Council proceedings.

FINANCIAL PROCEDURES

- Refer to the Board's accounting procedures and fundraising policy.
- The processing of all receipts and request for payments go through the treasurer utilizing the proper paperwork. The treasurer will request payment on behalf of the member from the school secretary and Principal
- Council members shall receive reimbursement for expenses incurred in the normal course of their duties in accordance with Board policy, but shall not receive any remuneration for serving on Council.

This Constitution and the Council Code of Ethics should be reviewed annually at the first meeting of the new council in October.

Revised and Approved by Council on: 14 December 2020