

**QUEEN OF HEAVEN  
CATHOLIC SCHOOL COUNCIL  
BY-LAWS**

**(Approved March 10, 2015)**

## **HALTON CATHOLIC DISTRICT SCHOOL BOARD MISSION STATEMENT**

“The Halton Catholic District School Board, in partnership with the home and church, is dedicated to providing excellence in education by developing Faith-centered individuals able to contribute to society.”

### **GOVERNING VALUES**

The Queen of Heaven Catholic School Council supports and is dedicated to promoting the Governing Values of the Halton Catholic District School Board which states:

We know that:

- Our school community exists to foster and exemplify Catholic values
- The education of our students is a necessary investment in society
- Education is a lifelong process that fosters the worth of the individual
- Education is a process involving a partnership with students, home, school, Church and community
- The education of everyone toward their fullest potential creates a better future
- An effective learning environment fosters in each student a sense of unique value, self-esteem and importance to society
- Dedicated teachers and staff ensures a positive and caring learning environment enabling students to reach their full potential
- The ability to understand, manage and direct change is essential to success
- We are accountable to our community for the effective management of our resources

### **GOALS**

The Queen of Heaven Catholic School Council recognizes that there are goals inherent in the Mission Statement and Governing Values of the HCDSB, and will collaborate with the Principal or Designate and the HCDSB to achieve these by:

1. Assisting in the building of a visible Catholic community working together in the interest of Catholic education.
2. Providing for meaningful opportunities for parent involvement in the education of their children.
3. Developing annual objectives for the School Council and evaluating their success.
4. Providing a means for transmitting parental ideas, recommendations and concerns to the Principal and/or School Board.
5. Promoting and encouraging communication among home, school, parish and the community.
6. Being informed on current educational issues and practices.
7. Serving as a vital link between all stakeholders and the HCDSB.

## **ARTICLE 1 – NAME AND PURPOSE**

- 1.1 The organization shall be known as the “Queen of Heaven Catholic School Council” (hereinafter the “School Council”).
- 1.2 The School Council shall operate in a manner consistent with the Mission Statement of the HCDSB and in accordance with the articles of these By-Laws for the benefit of the students, families, teachers, and administrators of the Queen of Heaven Catholic School (hereinafter the “School Community”).

## **ARTICLE 2 – NOT-FOR-PROFIT ORGANIZATION**

- 2.1 The School Council shall operate without financial gain either for itself or for any of its members. Any profit to The School Council shall only be used for the express purpose of enhancing the educational needs and well being of the students of Queen of Heaven Catholic School.

## **ARTICLE 3 – OBJECTIVES**

- 3.1 The School Council will adhere to the guidelines as established by the Ministry of Education and the Halton Catholic District School Board (hereinafter the “School Board”) as may be adapted from time to time. In so doing will create a list of annual objectives of the School Council and strategies for implementation of these objectives. These will be reviewed each scholastic year during the September/October meeting, and shall be communicated to the School Community.

## **ARTICLE 4 – ANNUAL REPORT**

- 4.1 In May of each year, the School Council shall undertake a review and evaluation of the steps taken to meet the Objectives established in accordance with Article 3, above, and whether or not those Objectives have been fulfilled.
- 4.2 Upon completion of the review and evaluation, the School Council shall prepare and communicate a summary report to the School Community prior to the last week of June.
- 4.3 The report prepared by School Council may include recommendations, which while not binding, may be adopted by subsequent School Councils.

## **ARTICLE 5 – MEMBERSHIP ON SCHOOL COUNCIL**

- 5.1 The School Council shall be comprised of appointed members in accordance with the policy governing School Councils as adopted from time to time by the Halton Catholic District School Board (hereinafter “Members of School Council”).
- 5.2 Parent candidates may be self nominated or nominated by another parent or guardian to a maximum of one representative per household.
- 5.3 The Principal will request for nominations of parent members which will be accepted up to and including the first School Council Meeting of the year.
- 5.4 All nominated parent members will become official members of School Council for a one-year term.
- 5.5 The Principal and Vice-Principal of the Queen of Heaven Catholic School shall be the only permanent Members of the School Council.

## **ARTICLE 6 – SCHOOL COUNCIL POSITIONS**

- 6.1 The Queen of Heaven School Council shall include the following Members:
  - Parent members as per section 5.4 above.
  - Up to two (2) Teaching staff members elected by the teaching staff
  - One (1) Non-teaching staff member elected by the non-teaching staff
  - One (1) appointed Community Representative
  - One (1) appointed Parish Representative
  - One (1) appointed OAPCE (Ontario Association of Parents for Catholic Education) Representative
- 6.2 At the first regular meeting of the School Council in each scholastic year, the following positions shall be filled by the Members of School Council (hereinafter the “School Council Executive”)
  - (a) Chairperson (or Co-Chairpersons)
  - (b) Vice Chairperson (if no Co-Chairperson)
  - (c) Secretary
- 6.4 The roles of each School Council Position and School Council Executive are listed in the attached Appendices.
- 6.5 The Chairperson of the School Council must be Roman Catholic and elected by the parent members.
- 6.6 School Council Executive Positions shall be filled by either submissions or nominations among the Members of School Council. Where more than one

Member of School Council has been nominated and has accepted a nomination for an Executive Position, the position shall be filled by a majority vote among the Members of School Council.

- 6.7 All votes shall be taken by way of secret ballot.
- 6.8 For the purpose of the first regular meeting of the School Council in any scholastic year, the Principal shall act as Provisional Chair until such time as a Chairperson has been elected by the School Council.
- 6.9 In the event that the Chair is unable to attend any meeting of School Council, the Co Chair/Vice Chair shall act as Provisional Chair in his or her place for the purpose of that meeting. Should the Vice Chair also be unable to attend, the Principal shall act as Provisional Chair in his or her place for the purpose of that meeting
- 6.10 The Chair, Vice-Chair, and Secretary shall be appointed by the voting members of School Council – in the case of absences, substitutes to those positions shall also be appointed by School Council.
- 6.11 Any member of School Council has the right to withdraw from his/her position by presenting School Council with a written resignation addressed to the Chair and Principal.
- 6.12 In the case of the teaching staff member and non-teaching staff member wishing to withdraw from School Council, no prior written letter to School Council is necessary; the teaching staff and non-teaching staff will select a replacement.
- 6.13 In the case of the withdrawal of the Community or Parish representative positions, School Council shall reappoint and consult with the Parish priest for a new Parish representative.
- 6.14 In the case that a School Council member may be required to resign, as per the Education Act and Regulations, that member must be given prior notice before the next School Council meeting. A 2/3 recorded vote to remove must be taken by members of School Council.

## **ARTICLE 7 – MEETINGS**

### **7.1 Regular Meetings**

- 7.1.1 There will be a minimum of four (4) meetings of School Council in each scholastic year. The dates of each meeting will be published in the school monthly newsletter which will be made available to the School Community.

- 7.1.2 Meetings of School Council shall be scheduled to commence no later than 6:30 pm and shall be concluded by no later than 8:30 pm, unless an extension of the meeting is approved by a majority vote of the members of School Council present.
- 7.1.3 Notice of all School Council meetings will be publicized well in advance and shall be open to all members of the School Community. No meetings or any portion thereof may be held "In Camera".
- 7.1.4 Only School Council members will have the right to vote.

## **7.2 Quorum**

- 7.2.1 No meeting of School Council may proceed unless a quorum of Members of School Council is present. A quorum will consist of 50% plus one of the Members of School Council where the parent representatives form the majority and the Principal or his/her designate is in attendance. If at the scheduled time for the commencement of the meeting, a quorum does not exist, a ten (10) minute waiting period will ensure to determine if a quorum can be established. If after the ten (10) minute waiting period a quorum still does not exist, the meeting may go on for information purposes only but no formal decision may be made by School Council in the absence of a quorum.
- 7.2.2 In the event that a meeting is conducted for information purposes as provided for in Section 7.2.1, a Special Meeting may be called as provided for in Section 7.3.1 in order to allow School Council to vote on any matters that it is required to deal with prior to the next Regular Meeting.

## **7.3 Special and Emergency Meetings**

- 7.3.1 A Special Meeting may be called as follows:
  - (a) By the Chair providing ten (10) calendar days notice is provided to all members of the School Community;
  - (b) If four (4) Members of The School Council request a meeting to be held and ten (10) calendar days notice is provided to all Members of School Council and the School Community; or,
  - (c) If ten (10) parents of children attending Queen of Heaven Catholic School request a meeting in writing, and ten (10) calendar days notice is provided to all Members of School Council and the School Community.

- 7.3.2 An Emergency Meeting may be called by the Chair at the request of the Principal. No advance notice is required provided that all reasonable steps have been taken to try to notify the Members of School Council and School Community.
- 7.3.3 Request for a Special Meeting or an Emergency Meeting must be made in writing and addressed to the Chairperson. The request and any subsequent notice must state the purpose or intent of the meeting and include an agenda of items to be discussed, as well as the text of any proposed resolution to be adopted by School Council.
- 7.3.4 No matters, other than those listed in any notice of a Special or Emergency Meeting may be dealt with at said meeting.
- 7.3.5 Any notice required to be given to the School Community must be provided in a written or electronic format (i.e. a special newsletter). This newsletter is to be delivered home at least ten (10) calendar days prior to the date set for the scheduled Special Meeting.

#### **ARTICLE 8 – ATTENDANCE AT MEETINGS**

- 8.1 Unless the Chair or Principal has been notified in advance, the missing of three (3) regular meetings by any Member of School Council will result in that member no longer being permitted to continue as a Member of School Council.
- 8.2 In the event of a vacancy created by virtue of Section 8.1 or for any other reason, the vacancy shall be filled in accordance as specified in Article 5.

#### **ARTICLE 9 – COMMITTEES**

- 9.1 There will be two types of committees as established by these By-Laws (hereinafter “Committees of School Council”):
  - (a) Standing Committees – Permanent committees that will continue to function beyond the term of any ad hoc School Council.
  - (b) Ad Hoc Committees – Special purpose committees established for a particular purpose and which shall be dissolved once their stated purposes has been accomplished.
- 9.2 Each Committee shall be headed by a Committee Chairperson, who shall be selected by School Council from volunteer submissions and will invite participation of the School Community. Each Committee may be comprised of

current Members of School Council and members of the School Community and/or staff members as deemed appropriate.

- 9.3 Each Committee of School Council will present a report as required at least once each scholastic year. The Committee Chairperson may at his or her request, or the request of the Chair, make a formal presentation to School Council at any regularly scheduled meeting.
- 9.4 The School Council may establish and dissolve committees for specific or general purposes or events as deemed necessary by the School Council. These committees include but are not limited to: Spirituality Committee, Christmas Wish Tree, Fundraising, Communication, Danceathon, Kiss and Ride, Pizza Day, Milk Program, Pita Day, Safety, and Family Fun Night.

<b>Committee</b>	<b>Responsibilities</b>
Spirituality Committee	<ul style="list-style-type: none"><li>• coordinates faith based activities as School Council deems necessary</li><li>• supports school sacramental activities (First Reconciliation, First Communion, Confirmation)</li></ul>
Welcome Back BBQ	<ul style="list-style-type: none"><li>• coordinates and plans the school community social and BBQ to be held during the second week of September.</li></ul>
Christmas Wish Tree	<ul style="list-style-type: none"><li>• coordinates activities related to the organization of the charitable Christmas Wish Tree to support needy families in the community with presents at Christmas time.</li></ul>
Fundraising	<ul style="list-style-type: none"><li>• coordinates fundraising activities for School Council as necessary.</li></ul>
Communication	<ul style="list-style-type: none"><li>• public relations for School Council sanctioned activities and events</li><li>• informs local media of special school events.</li><li>• makes submissions for the School's Newsletter as per School Administration's established deadlines</li><li>• all communication must be approved by the School's Administration</li></ul>
Danceathon	<ul style="list-style-type: none"><li>• coordinates all activities for the annual Danceathon fundraiser</li></ul>
Kiss and Ride	<ul style="list-style-type: none"><li>• coordinates volunteers and their respective duty schedules</li></ul>
Pizza Day	<ul style="list-style-type: none"><li>• coordinates all activities for weekly Pizza Days</li></ul>
Milk Program	<ul style="list-style-type: none"><li>• coordinates all activities for the daily milk program</li></ul>
Pita Day	<ul style="list-style-type: none"><li>• coordinates all activities for weekly Pita Days</li></ul>
Safety	<ul style="list-style-type: none"><li>• work in collaboration with the Principal to support and resolve any relevant safety issues</li></ul>
Family Fun Night	<ul style="list-style-type: none"><li>• coordinates all activities for annual Family Fun Night</li></ul>

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



- 9.6 Committees may only act in accordance with the authority provided to them by the School Council. Committees shall make consensus-based decisions and report them to School Council.
- 9.7 All volunteers to committees must have an approved criminal reference check and an annual declaration form on file in the main office as per Board Policy.

#### **ARTICLE 10 – THE RUNNING OF SCHOOL COUNCIL MEETINGS**

- 10.1 The Chairperson shall be responsible for the preparation of the agenda for each meeting of School Council seven days prior to the meeting. The draft agenda will be approved by the Principal then distributed to all School Council Members and also posted on to the school website.
- 10.2 The agenda shall be prepared in a standard format whenever possible and where possible shall provide background information on each subject.
- 10.3 Each member of School Council is encouraged to partake in the School Council discussions. Prior to any Member of School Council or the School Community addressing School Council, he or she will be recognized by the Chair prior to speaking. The Chair shall maintain a list of all persons who wish to address School Council.
- 10.4 All Members of School Council and the School Community who wish to address School Council shall be afforded the opportunity to do so. No person shall speak to a subject twice before all other persons wishing to do so have spoken once.
- 10.5 For order and timeliness a motion may be amended once. If an amendment is proposed it must not counteract the intent of the original motion. All motions and amendments must be seconded prior to being placed before School Council for a vote.
- 10.6 Each item on the agenda will be allowed a maximum time limit of fifteen (15) minutes. If required, and approved by a simple majority of School Council, an additional fifteen (15) minutes may be allotted to an item. If the total time allotted, including any extension has elapsed, there will be no further discussion of the item until the next regularly scheduled School Council meeting.
- 10.7 The School Council shall adopt a consensus based decision making model. However, when a vote is required, all Members of School Council shall be entitled to vote on any matter before School Council.
- 10.8 Unless otherwise provided for in these By-Laws all votes by School Council must be approved by a simple majority of those present and entitled to vote.

## **ARTICLE 11 – MINUTES OF MEETINGS**

- 11.1 The Secretary shall take minutes of each meeting of School Council which will be approved by the Principal and School Council members. The complete record of agendas and minutes is to be posted on the school website.
- 11.2 These will be considered the unofficial minutes until they are formally approved at the beginning of the next School Council meeting.

## **ARTICLE 12 – TERM OF OFFICE**

- 12.1 The term of office for any Member of School Council shall coincide with the school scholastic year.

## **ARTICLE 13 – AMENDMENTS**

- 13.1 Any proposed amendments to these By-Laws must be submitted in writing to the Chair.
- 13.2 Notice of any proposed amendments to these By-Laws shall be provided in writing to the School Community and shall provide for at least at least fourteen (14) days notice, to coincide with the next regular School Council meeting and shall thereafter be placed on the agenda by the Chair.
- 13.3 No amendments to these By-Laws shall be permitted unless made in the form of a motion, seconded by at least one Member of School Council and passed by a two-thirds majority of the Members of School Council.

## **ARTICLE 14 – CONFLICT RESOLUTION**

- 14.1 School Council members are elected/appointed to serve the school community and will demonstrate respect for their colleagues on School Council at all times.
- 14.2 Any dispute between members of the 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.

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

- The Chair will have the right to limit discussion on any particular 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 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 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 School Council meetings.

#### **ARTICLE 15 – FUNDRAISING**

15.1 School Council shall be allowed to conduct fundraising events that help to meet the Objectives and are consistent with the Mission Statement and fundraising policies of the School Board.

15.2 All funds raised will be used to:

- (a) Cover the school expenses agreed to by School Council in compliance with Board policy;
- (b) Purchase equipment, provide funds and otherwise be disbursed in accordance with the needs of the School Community as expressed by School Council.

15.3 Funds raised in connection with School Council activities are to be maintained in the School Generated Funds account as per Board policy. Appropriate records shall be maintained by the School Secretary, working in conjunction with the Principal and Vice-Principal, to ensure that all such funds are disbursed by School Council in accordance with the terms of these By-Laws and in accordance with the guidelines established by the School Board.

- 15.4 The School Secretary, working in conjunction with the Principal and Vice Principal shall be responsible for preparing a written summary to the School Community on a regular basis, as may be deemed appropriate by the School Council, of all funds raised through School Council activities, and how such funds have been disbursed.

## **ARTICLE 16 – CONFLICT OF INTEREST**

- 16.1 A conflict of interest is considered any situation in which a decision of School Council will provide a benefit (personal, political, financial) to a member of School Council or a School Council Committee.
- 16.2 A School Council Member who is declared in conflict of interest is not entitled to vote on said issue.

## **APPENDIX**

### **ROLE OF MEMBERS OF SCHOOL COUNCIL**

- Participate in School Council meetings
- Promote and support the School Council's objectives
- Participate in information and training programs
- Ensure the functions of the Secretary are carried out if no secretary is present at a School Council meeting
- Encourage the participation of parents, school staff and of other people in the community
- Act as a link between the school and the community
- Support and promote all decisions reached by School Council
- Be of good will, working for the common good of the school community
- Participate in at least one Committee of the School Council
- Place the collective interests and needs of the students of Queen of Heaven Catholic School above any personal interests

### **ROLE OF CHAIRPERSON**

- Call School Council meetings
- Prepare the agenda for School Council meetings
- Conduct School Council meetings in accordance with these By-Laws
- Ensure that proper minutes of meetings are recorded and maintained
- Participate in information and training sessions for School Council Chairs under the direction of the Board
- Communicate with the School's Principal and/or Vice-Principal

- Attend the HCDSB School Council of Chairs Meetings
- Ensure that regular communication occurs between School Council and the School Community
- Consult with Board staff and trustees as required
- Attend or appoint a member to attend School Board meetings as required
- Have an awareness of the activities of all Committees of School Council

## **ROLE OF VICE CHAIRPERSON**

- To replace Chairperson and their duties should they become unavailable, dismissed or need to be replaced.
- To liaise and assist the Chairperson in their above stated duties.
- To act in accordance with above stated description as for all members of School Council.

## **ROLE OF SCHOOL COUNCIL SECRETARY**

- Record the minutes of each School Council meeting and forward the draft to the Principal for review and posting on to the school website
- Distribute the minutes to Members of School Council prior to the next scheduled meeting
- Liaise with the Chair and Principal and/or Vice-Principal as required

## **ROLE OF COMMUNITY REPRESENTATIVE**

- Advocate for a strong School Council by bringing the community perspective into the discussions and decisions.
- Assist the school with building partnerships with community members.
- Utilize community partnerships to assist School Council and committees in the achievement of their objectives.

## **ROLE OF PARISH REPRESENTATIVE**

- Advocate for a strong School Council by bringing the Parish perspective into the discussions and decisions.
- Encourage parents and the community to become involved in Parish activities
- Communicate information to and from the Parish to the School Council and community as necessary.
- Lead and encourage other School Council members to prepare to read the opening prayer for each meeting.

## **ROLE OF OAPCE (ONTARIO ASSOCIATION OF PARENTS FOR CATHOLIC EDUCATION) REPRESENTATIVE**

- Be an advocate for Catholic Education in Ontario
- Be a liaison between other School Council OAPCE Representatives, CPIC (Catholic Parent Involvement Committee) of the HCDSB, and Provincial OAPCE and communicate this information with our School Council and community as necessary.

## **ROLE OF TEACHER AND NON-TEACHER REPRESENTATIVES**

- Advocate for a strong School Council by bringing the Teacher or non-teaching staff's perspective into the discussions and decisions.
- Encourage parents and the community to become involved in School activities
- Communicate information to and from the Teaching or non-teaching staff to the School Council and community as necessary.

## **SCHOOL 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 School Council, as identified by the school's operating guidelines, the 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 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 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 School Council.
- xi. A member shall not disclose confidential information.
- xii. A member shall limit discussions at School Council meetings to matters of concern to the school community as a whole.
- xiii. A member shall use the established communication channels when questions or concerns arise.
- xiv. A member shall promote high standards of ethical practice within the school community.
- xv. A member shall declare any conflict of interest.
- xvi. A member shall not accept any payment or benefit financially through School Council involvement.