

# St. William Catholic Elementary School Council Bylaw

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## **Article 1 - Name**

- 1.1 The name of the school Council *shall* be St. William Catholic School Advisory Council. Herein referred to simply as Council.

## **Article 2 – Mission**

- 2.1 To promote a cooperative relationship between the parents, staff, administration and students of St. William Catholic Elementary School. United by our common goals and in the communion of our Catholic faith, we will work together to enhance the healthy intellectual, physical, emotional & spiritual development of all the members of our community.

## **Article 3 - Roles and Responsibilities of the Catholic School Council and Council Members**

Refer to Sections 6 & 7 of SC:01, Appendix 'B'

## **Article 4 – Membership and Representation**

- 4.1 The Council *shall* be composed of:
- ◆ parents/guardians of students attending St. William Catholic School
  - ◆ school principal
  - ◆ a minimum of one teacher

Additionally, the Council *may* include the following members;

- ◆ one non-teaching member of the St. William Catholic School staff
  - ◆ one student representative
  - ◆ lay/business representative(s)
- 4.2 Parental membership on Council is defined as any parent/guardian who enrolls a child in our school.
- 4.3 The parish priest of Good Shepherd Parish *shall* be recognized as an advisor to the School Council.
- 4.4 Parents/guardians *may* participate in all deliberations held at regular council meetings.

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- 4.5 An executive member *may* withdraw from Council by notifying, in writing, the Chair and the Principal, and if the withdrawing member is in the Chair position, by notice in writing to the Principal.
- 4.6 Vacancies which *may* occur during the school year *may* be filled at the discretion of the Council.

### **Article 5 – Election and Appointment Procedures**

- 5.1 Executive positions will be effective from September 30<sup>th</sup> of each year, or the date of the election if prior, and will remain effective for one year, until the time of the next election.
- 5.2 A nomination call for any open positions will be sent home via the students. All nominations are to be submitted to the Chair by September 15<sup>th</sup>.
- 5.3 An annual vote for the executive of the Council will take place each September.
- 5.4 Executive positions (Chairperson, Vice-Chairperson, Secretary, PIC representative and Treasurer) will be elected annually during the September Meeting with positions being filled from the general membership of parents.
- 5.5 To become Chair, preference will be given first to a person who had previously sat on council for a minimum of one year. If there are no nominated members with a minimum of one year of experience then Council will elect a new member.

### **Article 6 – Duties of Officers**

- 6.1 The **Chair** of the Council is responsible for:
  - ◆ presiding over all meetings and providing leadership to the Council;
  - ◆ general supervision of council activities;
  - ◆ Overseeing the review, approval and disbursement of meeting minutes
  - ◆ Working, in cooperation with the Principal, to select appointments to temporary and/or standing committees, as needed, and serving as an ex-officio member of all committees.
- 6.2 The **Vice-Chair** of the Council is responsible for:
  - ◆ assisting the Chair as needed and exercising all the functions of the Chair in their absence;

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- ◆ maintaining and/or upholding the responsibilities of Officers unable to perform their duties

### 6.3 The **Secretary** of the Council is responsible for:

- ◆ keeping a full and accurate account of all proceedings and transactions of all Council meetings;
- ◆ providing a copy of the minutes to the Chair for review, and subsequent approval & distribution among the Principal and Council members and posting for the school community at large;
- ◆ maintaining a Council file in an appropriate location in the school which contains copies of all minutes, correspondence, current bylaws and reports;
- ◆ maintaining an up-to-date Council membership list displaying addresses, telephone numbers and email addresses.

### 6.4 The **Principal** of the Council is responsible for:

- ◆ planning programs and providing materials to assist the Council in fulfilling its responsibilities;
- ◆ assisting, advising, supporting, cooperating and consulting with the Council regarding their roles;
- ◆ providing administrative assistance to and clerical/secretarial support for Council activities;
- ◆ attending meetings of the Council and publicizing its activities through newsletters, etc.;
- ◆ cooperatively setting the agenda for the Council meetings;
- ◆ signing authority on all accounts as required per Board Funding Policy.

### 6.5 The **Treasurer** of the Council is responsible for:

- ensuring that funds received are for the purpose of bettering the education experience of the St. William Catholic School children;
- ◆ ensuring said funds be held in the bank account of the St. William Catholic School Council until disbursement details are finalized;
- ◆ assist ad hoc committees on an as-needed basis;
- ◆ submitting to the Chair and Principal all financial records for submission to the Board as required by Board Policy yearly;

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- ◆ reporting on expenditures and revenue to the Council at each Council meeting;
- ◆ ensuring that the signing authority, including cheques, will include the Chair and/or Treasurer, Principal (or designate) – Board Policy 1999;
- ◆ ensuring that financial records will be reviewed in the presence of the Treasurer, the Principal and the Council Chair and/or Vice-Chair.

6.5 The **Parent Involvement Committee (PIC)** representative of the Council is responsible for:

- ◆ reporting a full and accurate account of all PIC meetings;
- ◆ participate as an active liaison between the PIC and the School Council

6.6 The **Ontario Association of Parents in Catholic Education (OAPCE)** of the Council is responsible for:

- ◆ reporting a full and accurate account of all parish business which pertains to the school community;
- ◆ participate as an active liaison between the school's parish and the school Council

6.7 The **Voting Councillors** of the Council may include up to eight (8) members from the eligible school community.

### **Article 7 – Committees**

7.1 The Council *may* establish committees made up of teachers, students, parents, businesses and community leaders, and other citizens. All committees are under the direction of the School Council and *may* have a chair. The Council Chair will be on all committees as the “ex-officio” Chair. The Treasurer will also be a resource person for these committees.

### **Article 8 – Meetings**

8.1 The Council *shall* meet regularly, on dates scheduled, to provide fairness and convenience to its members. Dates could be changed with proper notice to

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parents/guardians. Council meeting dates and times will be displayed on the school web calendar.

- 8.2 Council meetings *may* be held as required, with a minimum of four scheduled meetings each school year.
- 8.3 Extra meetings of the Council *may* be held providing proper notice of the time and date that has been circulated to all members, parents and staff.
- 8.4 A simple majority (one-half plus one) of the Council members at the meeting *shall* constitute a quorum. At least two of the four Executive Council members must be present to constitute a quorum. Following is a general recommended list of agenda items for typical Council meetings:
- opening prayer
  - review of minutes from the previous meeting
  - a financial report
  - issues/new business, and *may* be included and should be submitted to the Chair and Principal two weeks prior to the meeting
  - Committee Reports
  - Principal's Reports
  - Chair's Reports
  - closing prayer
- 8.5 Requests to address the Council must be given in writing to the Chair on Friday before the scheduled meetings and will be allotted ten minutes on the agenda. Requests that do not meet this advance notice requirement will be considered only at the discretion of the Principal and Chair.
- 8.6 Council will operate in a manner that is respectful and non-judgmental. Council must assure that specific students, parents and teachers are not discussed under any circumstances
- 8.7 Membership of executive positions and voting member positions will terminate when a member:
- No longer has a child enrolled in the school
  - No longer employed at the school
  - Misses three (3) meetings during the school year
  - Ceases to meet the criteria for representing the council

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## **Article 9 – Fundraising**

*Shall* be governed by Board Policy SC:02 Fundraising; Appendix 'C'

## **Article 10 – By-Laws**

- 10.1 If listed on the current meeting's agenda, this by-law *may* be amended on the June Council meeting. Such amendment *shall* require a two-thirds majority vote of the Council. Specific amendments must be introduced at a previous meeting.
- 10.2 A copy of this By-law will be available to all families, teachers and staff of St. William School upon request.
- 10.3 A copy of this By-law will be posted in the office of the school and/or be made available online.
- 10.4 This By-law or amendments to this By-law *shall* come into force when approved by a majority of the Council who vote at a meeting of the Council called for that purpose.

## **Article 11 – Miscellaneous**

- 11.1 Any one Officer (treasurer, chair, principal) appointed by the School Council is authorized to sign cheques or execute agreements and the School Council *may* appoint any additional signing authorities.
- 11.2 Subject to the provisions of the School Act and policy of the School Board, the School Council *shall* maintain records of its minutes and proceedings available for inspection by concerned participants of the school community, upon request.
- 11.3 The Council Chair will have the discretion to spend up to \$250.00 without the approval of the full Council and Executive membership up to a maximum of two (2) times per school year.
- 11.4 A yearly audit will be held by an outside company and submitted to the Board as required by the School Council Regulation 612/00 and Gaming Commission. (Bingo and/or Municipality with jurisdiction)

## **Article 12 – Internal School Council Disputes**

Refer to Section 4 of SC:01, Appendix 'B'

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## **Article 13 – Board/Community Protocol**

- 13.1 The Principal *shall* be the spokesperson for school-related issues.
- 13.2 The Council Chairperson *shall* be the spokesperson for matters outlined in the School Council legislation and/or Regulations *shall* be the designated to represent parental concerns to both the school Principal and Board, as necessary.
- 13.3 At all times, the consultation process *shall* be facilitated through a consensus-building partnership, at the school level between the Principal and the Council Chairperson. The consultative process must reflect strategies that encompass the whole school community (surveys, special meetings, etc.).
- 13.4 The Council Chairperson, in consultation with the Principal, *shall* facilitate the operation of the Council.
- 13.5 Council recommendations/advice *shall* be referred by the Chairperson to the principal or to the Board for further action if need be. Referrals to the Board should be done in writing and delivered to the Secretary of the Board.

## **Article 14 – Conflict of Interest**

- 14.1 A conflict of interest *may* be actual, perceived or potential.
- 14.2 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.

These By-laws are certified to be in force effective the 15<sup>th</sup> day of September, the following school year.

## **ST. WILLIAM CATHOLIC SCHOOL COUNCIL**

### **Appendix 'A' – Supplemental Rules**

1. All expenditures in excess of \$250.00 must be approved in advance by a majority vote of the School Council. Votes can be taken at Council meetings or via email.
2. All requests for funds from the School Council *shall* be either in a written request and/or verbal request brought forward at a Council meeting.

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3. All requests for funds made by the School Council in excess of \$250.00 will be reviewed and voted upon by Council, with a decision announced by the Chair to the Principal during a Council meeting or via email, in a timely manner.
4. Attendance *shall* be taken at each Council meeting and *shall* form part of the meeting minutes.
5. As it has been agreed that the payment of the Agendas will be the responsibility of the Council, a minimum carryover of no less than \$500 should be maintained in the Council bank account at all times for this future expense. Any surplus can be distributed by the Council for other expenses.
6. There will be no carry-over issues of fund requests. All requests for funds made in prior years will be required to be re-evaluated as a new request each September.
7. If any school Council position becomes vacant because of resignation, the inability of a member to fulfil his or her roles and responsibilities, or other causes, the remaining members *shall* constitute the Council, unless the parent/guardian majority is not maintained. If the majority of parents on the Council is not maintained, the Council *shall* instruct its nominating committee to send home nomination forms for the vacant position(s) for parents on the Council and to hold an election for the purpose of filling the vacancy. Vacant positions, other than for parent representatives, *may* be filled by appointment of the Council for the remaining term of office, from among the members of the school community who meet the requirements set for the vacant positions.

**Appendix 'B' – WECD SB Catholic Schools Council – Policy SC:01 (attached)**

**Appendix 'C' – WECD SB Fundraising Policy SC:02 (attached)**