



## **Holy Name of Mary Catholic Secondary School**

### **By-laws of the Catholic School Council**

***“Challenge, aspire and achieve all things with God”***

#### **Mission Statement**

**“The Christian community of Holy Name of Mary Catholic Secondary School aspires to *act justly* in its transactions within the school and with the entire global community; *love tenderly* in order to nurture academic, emotional, spiritual, physical, artistic and moral growth; and *to walk humbly* with our *God* in learning and finding joy in the ways of creation.”**

HNM School Council By-Laws

Approved: June 9, 2004

Amended: May 20, 2009

**The Holy Name of Mary Catholic Secondary School was formed in accordance with the Ministry of Education, Government of Ontario, Policy Memorandum 122, and in addition, the Education Act, Section 265, R.S.O. 1990. Holy Name of Mary Catholic Secondary School Council operates under the auspices of the Dufferin Peel Catholic District School Board. Holy Name of Mary Catholic Secondary School operates under and adheres to Regulations 612/00 and 613/00.**

**For the purposes of these bylaws:**

- “Board”** refers to the Dufferin Peel Catholic District School Board
- “DPCDSB”** refers to the Dufferin Peel Catholic District School Board
- “HNM”** refers to Holy Name of Mary Catholic Secondary School
- “Meeting”** does not include a training session or other event where a school council does not discuss or decide matters that it has the authority to decide on
- “Parent”** includes a guardian as defined in section 1 of Regulation 612/00 (i.e. a person who has lawful custody of a child, other than the parent of the child)
- “Parent Member”** means a member of the Holy Name of Mary Catholic Secondary School Council who is elected to the council in accordance with section 4 of Regulation 612/00 or who fills a vacancy when a parent member ceases to hold office

**BY-LAW 1 – NAME:**

**The organization shall be known as;**

***“Holy Name of Mary Catholic Secondary School Council”***

### **BY-LAW 2 – PURPOSE:**

**In adherence with the DPCDSB Policies & Regulations for Catholic School Councils -**

**The purpose of the Holy Name of Mary Catholic Secondary School Council is, through the active participation of members, to improve pupil achievement and to enhance the accountability of the education system to parents. The council's primary means of achieving its purpose is by making recommendations in accordance with policy and regulation to the current Principal of the school and the Board that established the council.**

### **BY-LAW 3 – AIMS AND OBJECTIVES:**

**The aims and objectives of the HNM Catholic School Council are as follows:**

- a) To enhance the lines of communication among parents, administrators, teachers and students in the HNM school community.**
- b) To provide a forum for input into educational matters for members of the school community.**
- c) To provide advice, opinions and direction to the administration of the school, the Trustees, the Board and the Ministry of Education.**
- d) To complete the duties and responsibilities as outlined in Ontario Regulation 612/00.**
- e) To promote the best interests of the Catholic school community.**
- f) To endeavour to provide the resources required offering quality education to the students of HNM.**

**The Catholic School Council may set goals and objectives at the beginning of each school year if so desired and then work throughout the year to achieving those goals and objectives.**

### **BY-LAW 4 – ROLES AND RESPONSIBILITIES:**

**There are two primary functions of the Catholic School Council:**

- a) To promote the vision, values, sacramental life and Catholic practices of the Board.**
- b) To advise the current Principal and the Board.**

**School councils are advisory bodies. A school council will provide advice to the school principal and where appropriate, to the school Board on matters that the council has identified as priorities. These may include but are not limited to of the following:**

- **Faith development of the school community**
- **Local school year calendar**
- **School code of behaviour, including uniform policy**
- **Curriculum and program goals and priorities**
- **The responses of the school or school board to achievement in provincial and Board assessment programs**
- **Matters related to student learning and school improvement**
- **Preparation of the school profile**
- **Process and criteria applicable to the selection and placement of principals and vice-principals in a manner prescribed by the Board**
- **School community communication strategies**
- **Methods of reporting to parents and the community**
- **Extracurricular activities in the School**
- **School based services and community partnerships related to social, health, recreational and nutrition programs**
- **Development, implementation and review of board policies at the local level**

**Additional Responsibilities:**

**The Holy Name of Mary Catholic School Council shall:**

- 1) **Create by-laws that:**
  - a) **Govern election procedures and the filling of vacancies in the membership of the school council.**
  - b) **Establish rules respecting participation at school council proceedings in cases of conflict of interest.**
  - c) **Establish a process for resolving internal school council disputes in accordance with Board policy.**
- 2) **Keep minutes of all school council meetings and records of all of its financial transactions for a period of four years. The minutes and records shall be available at the school for examination by a parent who currently has a daughter attending HNM as a student.**
- 3) **Submit a written report on its activities to the Principal of the school and to the Board in June of each school year. The annual report shall include a report on any fundraising activities that the council has engaged in. This report will be in**

conjunction with the school secretary as of September 2008 since all financial transactions are now handled by the school.

- 4) Establish any goals, priorities and procedures.
- 5) Hold a minimum of four meetings per school year. All meetings shall be held in a place accessible to all members of the school community. The school council is entitled to hold its meetings at the school. A meeting of a school council cannot be held unless a majority of current school council members are present and the parent members form a majority.
- 6) Communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the council and to report on the activities of the council to the parent community.
- 7) Promote the best interests of the Catholic school community.
- 8) Consult with parents of students currently enrolled in the school about matters under its consideration.
- 9) Ensure that funds raised, if any, are raised and used in accordance with Board policies and for purposes approved by the Board.
- 10) Assist the administration when required with the election procedures for the Catholic School Council.

#### **BY-LAW 5 – COMPOSITION:**

All members of Council are deemed to be volunteers following the mission statements of the Council and the Board.

Parents/Guardians of HNM students must hold a majority of the council positions.

The Holy Name of Mary Catholic Secondary School Council shall consist of a maximum of 8 (Eight) parents or guardians of currently enrolled students attending HNM, 1 Principal, 1 Teacher Representative, 1 Non-Teaching Representative, 1 Parish Representative, and a minimum of 1 student to a maximum of 2 students. An OAPACE representative and or a Community Representative may be added at the discretion of the newly elected council members each September.

#### **BY-LAW 6 – ELECTION PROCESS:**

**Guidelines:**

- a) Elections must take place within the first 30 days of each school year. Parent members may be acclaimed to the Holy Name of Mary Catholic Secondary School Council if there are 8 (Eight) or fewer parent candidates.

- b) **The Principal of the school shall give every parent of a student at least 14 days written notice of an election to be held for School Council.**
- c) **Candidates must complete a nomination document that must be signed by an appointed official in the administration office. All nominations will be closed prior to the elections. Nominations require the consent of this nominated member.**
- d) **Election of parent members shall be by secret ballot.**
- e) **A written report will be submitted containing the number of votes and the people elected with their corresponding votes to the Chairperson and Principal.**
- f) **Parents or guardians shall be elected by parent and guardians of students currently enrolled in the school. Voting parents and guardians must be present at the meeting to be elected. No proxy votes will be allowed.**
- g) **If an election was needed and after all the votes have been counted, the newly elected School Council parent members will then elect their officer positions as their first order of business. In order to be elected Chairperson, Vice-Chairperson or Co-Chairs the elected parent must have served on the parent council that had just been dissolved prior to the election evening. The Treasurer and Secretary positions can be filled from any of the newly elected parents. Once the election of the School Council positions has been completed, the newly elected council members will then hold their first council meeting.**

#### **Membership:**

- a) **Parent representatives shall be elected by parents of students currently enrolled in the school. A parent is not qualified to be a parent member of the school council if;**
  - i. **He/she is employed at Holy Name of Mary Catholic Secondary School, or**
  - ii. **He/she is employed elsewhere by the Board and fails to take reasonable steps to inform voters of that employment.**
- b) **A person who is employed by the Board that established the Council cannot hold the Chairperson or Co-Chair positions on Council.**
- c) **The Principal shall be a designated member and is not eligible to vote. The Principal may delegate any of his/her powers or duties as a member of the School Council to a Vice-Principal of the school.**
- d) **The teacher representative shall be elected by the teaching staff, other than the Principal or Vice-Principal.**
- e) **The non-teaching representative shall be elected by the non-teaching staff.**
- f) **The student representative shall be elected by the students.**
- g) **The Parish Representative shall be appointed by the local Parish Pastor (St. Anthony of Padua) in conjunction with the school council.**
- h) **A member of the Board cannot be a member of the School Council.**
- i) **All council positions become vacant on the evening of the elections.**

- j) There will be no honorarium paid to members of the school council.
- k) A vacancy in the membership of the school council shall be filled by an election or appointment as deemed necessary by the members of the school council. A vacancy in the membership of the school council does not prevent the school council from exercising its authority.
- l) The parent council has the right to vote to remove any council members who miss three consecutive council meetings. If an officer resigns or is removed, parent council members can appoint a parent council member as a replacement.
- m) The election will be run by an election committee which will be comprised of administration representatives and/or parents not standing for election who currently have students attending HNM.
- n) In the event of a tie, votes will be recast until a winner is declared.
- o) A candidate must be a Catholic School tax supporter and currently has a daughter enrolled at Holy Name of Mary Catholic Secondary School.

**Term of Office:**

A person elected or appointed as a member of the School Council shall hold office for a term of one year and may run for re-election.

**BY-LAW 7 – OFFICERS AND DUTIES:**

Officers of the school council shall be the Chairperson, Vice Chairperson (or Co-Chairs if desired by the newly elected members of the School Council) Treasurer and Secretary. The remaining parent members of the School Council will chair various sub-committees deemed necessary by each School Council elected. An example of this would be fundraising. Other sub-committees can be elected on from time to time as per the needs and requirements of that particular School Council.

**BY-LAW 8 – MEETINGS:**

The Holy Name of Mary Catholic Secondary School Council shall hold no less than 4 (Four) meetings per school year. Dates, times and locations of the meetings will be advised to all parents by way of notice in the School Student Agenda, school newsletter and school web-site. All meetings shall be open to the school community and be held in a location that is accessible to all.

**A School Council meeting cannot be held unless:**

- a) A majority of current members of the School Council are present.
- b) A majority of the School Council members who are present are parent members.

- c) The Principal or his/her designated representative are present.

The School Council Chairperson or Co-Chairs may call a meeting of parent council members at any time necessary to carry out School Council business.

**BY – LAW 9 – VOTING:**

- Each member of the School Council is entitled to one vote in votes taken by the School Council.
- Each member of a School Council Committee is entitled to one vote in votes taken by a committee. A committee member is an elected parent, teacher representative, non-teacher representative or parish representative of HNM.
- The Principal (or his/her designated representative) to the School Council is not entitled to a vote on the School Council or any of its committees.

**BY-LAW 10 – CONFLICT OF INTEREST:**

A member of the School Council must declare a conflict of interest and abstain from voting in areas where that member's conflict of interest may pertain.

**BY –LAW 11 – FUNDRAISING:**

- All fundraising done by the School Council shall be in accordance with federal, provincial and local laws.
- All fundraising done by the School Council shall be in accordance with the policies of the Dufferin-Peel Catholic District School Board and the school itself.
- The School Council and its fundraising committees will operate fundraising activities without financial gain for its members.
- All fundraising is done on behalf of the school. All persons and its activities should be conducted with professionalism and with HNM's reputation in mind.
- All support and marketing materials must be in good taste and follow the spirit and respect of the school and must be approved by the Principal.

**Amount of Fundraising:**

The amount of fundraising taken on by the School Council in a given year will be based on the economic needs of the school taking into account the School Council's budget, the requests of teachers, feedback from the parent community, directions from the school and the

### **Type of Fundraising Activities:**

All fundraising activities undertaken by the School Council and School Council committees are to be done always for the benefit of the student body. All funds from all fundraising activities are to be turned over to the School Council for distribution. The School Council and the Principal must approve all fundraising activities conducted by School Council fundraising committees.

### **Distribution of Fundraising Funds:**

Fundraising profits will be applied to programs or purchases which will be of direct benefit to the students or to a designated and approved charity. The School Council in conjunction with the Principal, taking into account teachers requests and parent feedback will make determination of the distribution of funds. Parents can submit their views to the School Council at any time.

### **BY-LAW 12 – DISTRIBUTION OF FUNDS:**

Signing officers of the School Council are the Principal and either the Chairperson (Co-Chair) or the Treasurer. Disbursements will follow those outlined in a School Council finance report which is approved by the School Council members and presented to the parent community at Council meetings. An amount of no less than one hundred dollars (\$100.00) shall be kept in reserve in order to have funds available to begin a new school year.

### **BY-LAW 13 – COMMITTEES:**

The School Council may establish committees to help achieve the annual goals and objectives set out by the newly elected school council.

- Each committee must include at least one parent member of the School Council.
- A committee of the School Council may include parents who are not members of the school council.
- Meetings of these committees may be held at the school and are open to all parents.

### **BY-LAW 14 – LIABILITY:**

The contribution of the School Council to the school community and to the Board is recognized by and covered within the Board's liability insurance which extends coverage to

members of School Councils who act within the scope of their duties on behalf of the Board. Members of the School Council may be personally liable if they go beyond the role of the School Council or do not follow Ministry or Board policies.

**BY-LAW 15 – AMENDMENTS:**

The By-laws may be reviewed and revised annually if the newly elected council members deem is necessary. Discussion regarding by-law changes must be discussed at a council meeting and then voted on by Council members at the following meeting. In order to pass the amendment changes the motion must receive a majority of votes by School Council members. Changes made by the Board to the DPCDSB Policy and Regulations for catholic School Councils will be tabled at a School Council meeting. The appropriate section(s) of the by-laws will be promptly updated following the meeting.

**BY-LAW 16 – ANNUAL REPORT:**

The School Council shall submit an annual written report on its activities to the Principal of the school as well to the Board by the end of the school year. The annual report shall also include a report on all fundraising activities.

The Principal shall give a copy of the annual report to every parent of a student who on the date the copy is given is currently enrolled at Holy Name of Mary Catholic Secondary School.

