

The Catholic School Community Council Constitution

1. Name

The name of the Council is Archbishop M.C. O'Neill Catholic School Community Council (O'Neill CSCC)

2. Mission Statement

The O'Neill CSCC provides a strong liaison between Archbishop M.C. O'Neill Catholic High School, the home and community to strengthen the educational process. This is accomplished in part by doing the following to enhance the intellectual, spiritual, emotional, social, and physical education of the students:

- Identifying common goals with the school staff, and facilitating the achievement of those goals,
- Developing a stronger sense of community by providing social functions involving families and staff within the school,
- Aiding in the professional development and educational awareness of the school, the O'Neill CSCC, parents and teachers,
- Developing and amending the "Mission" as required to better reflect the mission of the O'Neill CSCC.

3. Guiding Principles

- Saskatchewan Legislation
- Regina Catholic School Board
- Guidelines identified in the Member Guide provided by the Regina Catholic School Board.

4. Membership

4.1 Elected Members

The Catholic School Community Council will have the following positions (parent and/or Catholic community members) elected at the Annual General Meeting (parents must be the majority):

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

4.2 Appointed Members

The Catholic School Community Council will have the following Appointed Members:

- School Administration
- 1 Student SRC representatives
- Staff Liaison
- Other parent/community representatives in the role of Director

4.3 Composition of Membership

- Every effort will be made to attempt to have the membership of council be reflective of the demographics of the student population

4.4 Terms of Office

- The chairperson and all other officers of the council shall hold office from the first general meeting of the current academic year until the first general meeting of the following academic year.
- Each elected member has the option of remaining a second term without re-election
- No elected member shall hold the same office for more than 2 consecutive years, unless extenuating circumstances prevail.
- No elected member or other member of the executive committee shall hold more than one office at the same time.
- Should a vacancy occur in any office, the Executive Committee shall have the power to appoint a member of the Catholic School Community Council membership at Large to fill the office for the unexpired term.
- Elected member of the CSCC unable to attend any meeting must notify the Secretary and/or Chairperson of their absence for recording in meeting minutes.

4.5 Removal from Office

A Catholic School Community Council member shall vacate his or her office as a member of the CSCC if the member:

- Is convicted of an indictable offence;
- Is absent from 3 or more consecutive meetings of the CSCC without the authorization of the CSCC; or
- Ceases to be eligible for election as a member pursuant to the *Education Act and Regulations or policies* of the Regina Catholic School Board.

5. Executive Structure

5.1 The Executive structure will consist of the following positions:

- Chairperson (elected)
- Vice-Chairperson (elected)
- Secretary (elected)
- Treasurer (elected)
- Directors (appointed)

5.2 The Council may include additional sub committees comprised of Members at large;

6. Meetings

6.1 The Annual General Meeting/elections will be held in May of each year.

6.2 The Catholic School Community Council will meet 5-6 times per year.

6.3 Model of Governance

- The Archbishop M.C. O'Neill CSCC will use a Town Hall model of governance.

The Town Hall Model – In this model, members are elected to the Catholic School Community Council but regular meetings are open to the entire school community. Any member of the school community can participate in the meeting and be involved in the decision-making process of matters brought before the CSCC.

6.4 Voting

- Voting will be determined in accordance with the decision making model adopted by the council

6.5 Quorum

- A quorum of the Catholic School Community Council will be fifty percent (50%) of the entire Executive elected provided that the following members are in attendance:
 - The chairperson or vice-chairperson of the Executive
 - A member of O'Neill School Administration or a staff representative.
 - A quorum of the general assembly shall consist of those present, provided that prior notice of such meeting is distributed to the general membership at least 1 week in advance of the meeting.
 - All questions shall be decided by a simple majority vote of those Executive members present.

6.6 Special Meeting

- A special meeting of the Catholic School Community Council shall be called by the chair of the CSCC if required to do so by the Board of Education or a request in writing signed by no fewer than 25 persons who have a child attending that school or who are electors in the school's attendance area. Only business pertaining to the roles and responsibilities of Catholic School Community Councils can be considered at a special meeting.

7. Public Consultation and Communication

7.1 The Catholic School Community Council will consult with the school community through the following strategies:

- Syner-voice messaging/Edsby messaging
- School Newsletter
- Email
- O'Neill Website
- Established CSCC meetings
- Annual General meeting (May)

7.2 The Catholic School Community Council will communicate with the Catholic School Board through the following strategies:

- CSCC/Board Fall and Linkage meetings
- Principal's Annual School Review Report (SIP - School Improvement Plan)

8. Code of Conduct

8.1 A School Council Member shall:

- Be guided by the overall vision and purpose of the Catholic School Community Councils;
- Know and work towards the goals of Archbishop M.C. O'Neill Catholic High School;
- Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- Practice the highest standards of honesty, accuracy, and integrity;
- Recognize and respect each member of the school community;
- Encourage a positive atmosphere where individual contributions are encouraged and valued;
- Consider the best interests of all students;
- Respect and maintain the confidentiality of student, parent and community member information;
- Use the appropriate communication channels when questions or concerns arise;
- Declare any conflict of interest
- Accept accountability for the decisions of the School Community Council.

9. Conflict of Interest

- 9.1 A Catholic School Community Council member may occasionally find him/herself in a conflict of interest position in terms of some issue under consideration by the CSCC. When this happens, the Member should declare that he/she is in a conflict of interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

10. Decision-Making Process

- 10.1 The O'Neill CSCC will use the following decision-making processes:

- Type of Decision: Majority Vote Model
- Process Employed (Roberts Rule of Order)
 - Table Item
 - Motion
 - Second Motion
 - Discussion/Amendments
 - Vote

11. Handling Complaints or Concerns

- 11.1 Complaints or Concerns about an Individual Student or Staff Member:
Any matter concerning an individual student or staff member must be directed to the staff member or principal. It is not the responsibility of the Catholic School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Regina Catholic School Board Policy 11110 Parent

and CSCC complaints outline the appropriate procedure to resolve complaints or concerns.

11.2 Complaints or Concerns about CSCC Initiatives or Activities

11.2.1 Informal Complaints or Concerns:

Provided Catholic School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about CSCC initiatives or activities expressed informally to members of the Catholic School Community Council may be addressed immediately by the Member. If a Member is unsure of the appropriate response, he/she should say so but indicate that he/she will check and get back to the individual. If such a commitment is made the Member must follow through. After responding to the complaint or concern the Member should always ask if the response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the Catholic School Community Council in a more formal manner.

11.2.2 Formal Complaints or Concerns:

Concerns or complaints can be brought to the attention of the CSCC by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the Council at an upcoming meeting. The CSCC will provide a written response.

12. Conflict Resolution Process

- 12.1 The CSCC will follow the Conflict Resolution Policies as outlined in Board Policy A7120.1, Violence Prevention and Administrative Applications 11110.1 School Based Procedures for Resolving Parent/Staff Conflict.

13. Committees

- 13.1 O'Neill's CSCC will designate focus groups/committees as required throughout the school year.

14. Amending the Constitution

- 14.1 The Catholic School Community Council may amend its constitution by:
- Tabling the change for discussion at a CSCC meeting
 - Motion
 - Second Motion
 - Discussion/Amendments
 - Vote
 - Submit amendment to the Director of Education for Regina Catholic Schools for approval
- 14.2 Amendments to the Constitution are not considered to be in effect until approved by the Director of Education for Regina Catholic Schools

15. Finance

- 15.1 All government funds allotted to school community councils must be tracked according to guidelines set by Saskatchewan Ministry of Education
- 15.2 An annual statement will be provided to the Board at the end of the school year outlining the use of government funds
- 15.3 An annual statement will be provided to the school community at the end of the school year outlining the use of all funds
- 15.4 All bills must be submitted to the Executive for approval and forward to O'Neill's office manager for payment

CSCC Member Roles and Responsibilities

16. Roles and Responsibilities of Catholic School Community Council Officers

- 16.1 The **Chairperson** will:
 - Conduct meetings of the Catholic School Community Council;
 - Ensure that all members have input to discussion and decisions;
 - Prepare meeting agendas in consultation with the Principal, staff liaison, or other Catholic School Community Council Members;
 - Oversee operations of the Catholic School Community Council;
 - Act as a spokesperson for the Catholic School Community Council.
- 16.2 The **Vice-Chairperson** will:
 - Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
 - Perform responsibilities assigned by the Chairperson.
- 16.3 The **Secretary** will:
 - Take minutes at Catholic School Community Council meetings;
 - Circulate minutes no later than 1 week following the meeting
 - Receive and send correspondence on behalf of the Catholic School Community Council;
 - Take charge of any official records of the Catholic School Community Council; and
 - Ensure that appropriate notice is given for all meetings of the Catholic School Community Council.
- 16.4 In conjunction with the school's office manager the **Treasurer** will:
 - Ensure the accountability for all monies received
 - Ensure that deposits and payments are communicated to O'Neill's office manager in a timely fashion
 - Maintain an up to date ledger
 - Reconcile monthly statements with the ledger
 - Provide a Treasurer's Report at each regular meeting outlining all monies received, spent, outstanding, and year to date budget status

- Provide a report to the School Community at the end of the school year
- Manage the Government Grant provided to the Catholic School Community Council using procedures outlined in the CSCC Guide

16.5 **Directors/Members at Large** will:

- Support and promote O’Neill’s CSCC to achieve their mission statement objectives.

16.6 The **Principal** will:

- Ensure that Board Policy and Procedures are communicated and followed
- Provide guidance and access to appropriate resources
- Facilitate communication within Council and between Council and School Staff and Council and the Board

16.7 **Staff Members** will:

- Attend and support the O’Neill CSCC
- Present information related to Archbishop M.C. O’Neill Catholic High School, the community and students.

16.8 **Student Members** will:

- Provide regular representation at the established O’Neill CSCC meetings
- Report on various student led activities and initiatives
- Provide support for a variety of school activities (dances, awards, events, spirit days, assemblies, etc.)

17. Evaluating Council Operations

17.1 The O’Neill School CSCC will use the following strategies to evaluate its effectiveness:

- Support Council/school goals and objectives at the beginning of each school year, with a follow up in May to review and assess the results as outlined in the CSCC Year End Report.

(Chair Signature)

(Date)

(Administration Signature)

(Date)