



St. Cyril Catholic School

St Cyril Catholic School Parent Council ("CSPC") Bylaws

Prepared by CSPC Bylaw Committee
Approved by CSPC
Version 11

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CSPC Bylaws

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Purpose

From “Catholic School Parent Council: Resource Handbook” (© Toronto Catholic District School Board, 2006, updated 2016):

“The Toronto Catholic District School Board believes:

- That schools must foster the spiritual, physical, intellectual, social and emotional development of all students by using the various resources of the community of which they are a part;
- That schools must draw on the vast knowledge and expertise available in the community and involve its many resources, especially the family and the parish, in the education of children;
- That working together collaboratively is a way of living which is deeply rooted in God’s Word;
- That the principal of the school is responsible and is in charge of the instruction and the discipline of students and for the organization and management of the school;
- That the purpose of Catholic School Parent Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents;

Therefore, a Catholic School Parent Council shall function in an advisory role to the principal and shall achieve its purpose by making recommendations to the school principal and, where appropriate, to the Board on any matter in accordance with the Education Act and TCDSB Policies, Guidelines and Operating Procedures.”

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Change Log

| Version | Date | Summary |
|--------------|--------------------|--|
| Version 1.0 | June, 2002 | Initial Creation |
| Version 2.0 | Feb 12, 2003 | Added Budget and Fund Distribution Section |
| Version 3.0 | June 7, 2004 | Added bylaw adjustment section and changes to calendar |
| | | Removed involvement in High School Open House |
| Version 4.0 | May 17, 2005 | Adjustments to calendar – especially the fine-tuning of CSAC’s involvement in the local action plan. |
| Version 5.0 | Nov 22, 2005 | Adjusted bylaws to reflect that the school calendar should be started in May and reviewed as the annual general meeting in June. The final is presented at the first meeting with highlights of any deviations from normal planning. |
| Version 6.0 | June, 2006 | Includes revisions to the calendar as approved at the June, 2006 CSAC Annual General Meeting. This includes: renaming of the “Local Action Plan” to a “School Learning Plan” and a review of the Pupil Placement Policy |
| Version 7.0 | Nov 7, 2006 | Changed at General Election Meeting. |
| | | Include clause for absence of CSAC members. By-Law 39. |
| Version 8.0 | June 12, 2007 | Changed the Election procedures, and consistently represented CSAC by CSAC (replacing references to Council and C.S.A.C). |
| Version 9.0 | September 27, 2011 | Bylaw 49 amended re: surplus fund. Bylaw 51 amended re: amendments to bylaws |
| Version 10.0 | June 5, 2012 | Motioned and passed at September 2012 AGM |
| Version 11.0 | September 19, 2017 | Changes to nomination procedures, number of parent members, election procedures, term limits for Executive |

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Definitions

1. CSPC

CSPC means the Catholic School Parent Council for St. Cyril Catholic School.

2. CSPC Member (“Member”)

CSPC member means anyone holding a position on CSPC.

3. Parent

A parent means a parent of a pupil who is enrolled at St. Cyril Catholic School, and includes a guardian as defined in the *Education Act*, O.Reg 612/00, as amended (the “Act”).

4. Parent Member

A parent member means a member of CSPC who is elected to CSPC in accordance with these bylaws as a parent or who fills a vacancy created by a parent member ceasing to hold office.

5. School

School means St. Cyril Catholic School.

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Composition of CSPC

Bylaw 1.

- (1) CSPC shall be composed of the following people:
 - (a) The number of Parent Members as determined by these bylaws.
 - (b) The principal of the School.
 - (c) One teacher who is employed at the School, other than the principal or vice-principal, elected in accordance with the Act.
 - (d) One person who is employed at the School, other than the principal, vice-principal or any other teacher, elected in accordance with the Act.
 - (e) One pupil enrolled in the School who is appointed by the principal of the School, if the principal determines, after consulting the other members of CSPC, that CSPC should include a pupil.
 - (f) One or more community representative(s) appointed by the Members.
 - (g) Any other persons as required by the Education Act.
- (2) Parent Members must constitute the majority of Members.
- (3) If after reasonable efforts CSPC is not able to find people willing and qualified to serve in all of the roles identified in paragraph (1) above, CSPC shall be composed of those people who are willing and able to serve under the provisions of this Section, subject to the proviso that CSPC must be composed of at least the Parent Members and Principal.
- (4) A person who is employed by the Toronto Catholic District School Board (“TCDSB”) cannot be appointed as a community representative on CSPC unless,
 - (a) he or she is not employed at the School; and
 - (b) the other members of CSPC are informed of the person’s employment before the appointment.

Election of Parent Members

Bylaw 2.

- (1) A person is qualified to be a Parent Member of CSPC if he or she is a parent or guardian of a pupil who is enrolled in the School, other than in the situations listed in subsection (2) below.
- (2) A person is not qualified to be a Parent Member of CSPC if:
 - (i) he or she is employed at the School; or
 - (ii) he or she is not employed at the School but is employed elsewhere by the TCDSB, unless he or she takes reasonable steps to inform people qualified to vote in the election of Parent Members of that employment.
- (3) A person is qualified to vote in an election of Parent Members if he or she is a parent or guardian of a pupil who is enrolled in the School.
- (4) An election of Parent Members shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of CSPC after consulting with the principal of the School.

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(5) The principal of the School shall, at least 14 days before the date of the election of Parent Members, on behalf of CSPC, give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the School.

(6) The notice required by subsection (5) may be given by:

- (a) giving the notice to the parent's child for delivery to his or her parent;
and
- (b) posting the notice in the School in a location that is accessible to parents.

Bylaw 3. (1) The election of Parent Members shall be by secret ballot, by show of hands, or such other method as the Nominations Committee and Principal determine to be appropriate.

(2) If a prospective Parent Member requests a secret ballot by contacting either the the Nominations Committee or Principal at least 1 school day before the AGM and election, a secret ballot shall be held.

Bylaw 4. (1) Each parent or guardian of a student enrolled in the School shall be entitled to one vote for each Parent Member position on CSPC.

(2) Each parent or guardian seeking election as a Parent Member:

- (a) must be nominated or self-nominated in writing or nominated from the floor of the annual election;
- (b) must have a child registered at the School;
- (c) must declare if he or she is employed by TCDSB on his / her nomination form or at the annual election; and
- (d) will be given the option of speaking for a maximum of 30 seconds at the annual election prior to the distribution of ballots. Speeches will be conducted in order of names on the ballot or as determined by the chair of the nomination committee.

(3) If a nominee for Parent Membership is not present in person at the election, he or she must confirm to the Nominating Committee at or before the first meeting of the newly-elected CSPC that he or she intends to serve as a Parent Member. If no such confirmation is received, the nomination will be considered to have been received in error and that person will no longer be a Parent Member.

Bylaw 5. Employees of the TCDSB, who also work at the School and have children attending the School cannot be Parent Members of CSPC but can participate as a Member as a teaching staff representative.

Bylaw 6. The maximum number of Parent Members will be 15.

Bylaw 7. (1) An election will be deemed necessary if Parent Member nominations exceed 15.

(2) If the number of nominations is less than or equal to 15, the candidates shall be acclaimed.

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- Bylaw 8.**
- (1) Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot.
 - (2) Nominees will be ranked by number of votes. The nominees with the most votes will become the elected members of CSPC until the maximum number is reached.
 - (3) If there is a tie for the last Parent Member position(s), a subsequent ballot will be held consisting of all those who tied for the last Parent Member position(s) on the original ballot. If a tie occurs in this 2nd vote, all tying members in the 2nd vote will be declared Parent Members even if that results in the total number of members exceeding the maximum established in by these bylaws.
 - (4) Appeals related to the CSPC election process or results shall be resolved by the principal.

Election of Non-Parent Members

- Bylaw 9.**
- (1) Election of the teaching staff representative:
 - (a) The principal will make the necessary arrangements for the teaching staff representative to be elected or appointed.
 - (b) Anyone assigned to the teaching staff of the school (full or part-time) other than the principal or the vice-principal(s) may be a candidate.
 - (2) Election of the non-teaching staff representative:
 - (a) The principal will make the necessary arrangements for the non-teaching staff representative to be elected or appointed.
 - (b) Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.
 - (3) Election of the student representative:
 - (a) The principal will make the necessary arrangements for the student representative to be elected or appointed.
 - (4) Selection of community representatives:
 - (a) The appointment of community representative(s) to CSPC is to be done by majority vote at the first CSPC meeting of the newly elected CSPC following the annual election. Eligible voters for this vote will include Parent Members, and Staff Members.

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- (b) Employees of the TCDSB who work at the School may not be a community representative.
- (c) No more than two (2) community members can be appointed to CSPC.

Bylaw 10. The principal must notify all individuals standing for election of the results before the results are published to the School community. The principal must publish a list of successful candidates to the St. Cyril Community within five (5) days of the election.

Nomination Committee

Bylaw 11. Role of the Nomination Committee:

- (1) In preparation for the annual election, CSPC shall appoint a chair of the Nomination Committee (“Nomination Committee”) and such committee may be comprised of a minimum of 1 person or a maximum of 5 people. The establishment of the Nomination Committee should happen before the end of May prior to the annual election.
- (2) The Nomination Committee shall gather nominations for CSPC membership for the upcoming school year and encourage membership. The first call for nominations should be made before the end of the school year prior to the annual election. A second call for nominations should be made during the first week of school and at least 15 days prior to the election date to facilitate the inclusion of all parents of the School community.
- (3) No one on the Nomination Committee may be a Member of CSPC for the year in which they are gathering nominations.
- (4) The Nomination Committee shall:
 - (a) Provide nomination forms to the principal for distribution to the community prior to the end of the school year before the annual election and in September before the annual election;
 - (b) Provide flyers to the principal for distribution to the community notifying them of the Annual General Meeting as well as the procedures, date(s), location and time of the annual election;
 - (c) Conduct the elections of Parent Members by secret ballot within 30 business days of the school year;
 - (d) Count, tabulate, and report on the ballots in the presence of a designated Toronto Catholic District School Board (“TCDSB”) representative such as the principal; and
 - (e) Destroy all ballots following a resolution from the newly-elected CSPC to destroy the ballots.

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Term of Office

- Bylaw 12.** (1) A person elected or appointed as a Member holds office from the later of:
- (a) the date he or she is elected or appointed; and
 - (b) the date of the first meeting of CSPC after the elections or appointment, until the date of the first meeting of CSPC after the elections held in the next school year.
- (2) A member of CSPC may be re-elected or reappointed, unless otherwise provided by these bylaws.

Bylaw 13. A Parent Member will be deemed no longer to be a Member of CSPC if he/she has not attended two consecutive scheduled regular monthly CSPC meetings without prior notification and consent of CSPC. The Chair of CSPC shall notify this Parent Member in writing within 21 days after missing the second consecutive scheduled regular monthly CSPC meeting. The Parent Member may appeal this by addressing the CSPC at the next scheduled regular monthly CSPC meeting, and allowing the entire CSPC, excluding the member in dispute, to vote, with a simple majority, on whether the member will be reinstated to CSPC. Absent such an appeal, the Parent Member will be removed as a Member of CSPC at the CSPC meeting following the date the notification is sent to the Parent Member.

Vacancies

Bylaw 14. If any CSPC positions become vacant because of resignation, inability of a Member to fulfill his or her roles and responsibilities as defined by CSPC in each school year, or other cause, the remaining Members shall constitute CSPC, unless the Parent Member majority is not maintained. If the majority of Parent Members on CSPC is not maintained, CSPC may appoint a replacement Member to fill the vacancy or may hold an election to fill the vacancy.

Bylaw 15. Vacant positions may be filled by appointment or by election. Elections should follow the procedures set out in these bylaws. Alternatively, if the majority of Members agree to fill the vacant position by appointment, such appointment will be affirmed by a vote on a motion for the appointment at the next CSPC meeting at which quorum is met

Bylaw 16. A vacancy in the membership of CSPC does not prevent CSPC from exercising its authority.

Officers

Bylaw 17. (1) Following the election of Parent Members at the annual election, CSPC shall elect its Executive Officers. It is recommended that the Chair of CSPC have at least one year's experience on the School's CSPC. The Executive

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Officers will include a chair, vice-chair, secretary, and treasurer and can include co-chairs instead of a chair and vice-chair. The principal, as an agent of the TCDSB, shall not vote in the election of the Executive Officers nor on any matter for which a vote is taken.

(2) The CSPC chair must be a Parent Member of CSPC, and shall be elected by the Members of CSPC.

(3) A person who is employed by the TCDSB cannot be the chair or co-chair of CSPC.

(4) Vacancies in the office of chair, co-chair or any other officer of CSPC shall be filled by majority vote of the Members.

(5) A Member can only hold on Executive Officer position on CSPC in any one school year at the same time.

(6) Each Executive Officer shall not serve more than three consecutive terms, unless the fourth term would be served in a year in which a new or temporary Principal would be appointed, in which case for continuity purposes a fourth term would be permitted.

Committees

Bylaw 18. A parent or parents can ask that an issue be considered by CSPC. Where further exploration of the issue is required, a committee can be established at the direction of CSPC.

Bylaw 19. The committee will be assigned a committee chair and must include at least one Parent Member of CSPC.

Bylaw 20. Committee business can be conducted outside of CSPC meetings.

Bylaw 21. The Parent Member or the committee chair will report back to CSPC for approval on position statements or direction setting.

Voting

Bylaw 22. Each Member of CSPC, other than the principal is entitled to one vote in votes taken by CSPC.

Bylaw 23. Each Member of a committee of CSPC, other than the principal is entitled to one vote in votes taken by that committee.

Bylaw 24. Motions at CSPC meetings shall be passed by a simple majority vote unless otherwise prescribed by these bylaws.

Conflict Resolution Procedures

Bylaw 25. (1) Members are elected to serve the school community and will demonstrate respect for their colleagues on CSPC and any and all guests in attendance at all times.

(2) If a Member or members become disruptive during a meeting, the chair shall ask for order.

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- (a) If all efforts to restore order fail or the unbecoming behaviour continues, the chair may direct the individual Member(s) to leave the meeting, citing the reasons for the request.
- (b) The removal of a member for one meeting does not prevent that Member from participating in future meetings of CSPC.
- (c) The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.
- (d) When the chair has requested the removal of a Member(s) from a meeting, the chair shall request that the disputing members of CSPC participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting and shall not be construed as a meeting of CSPC.
- (e) The chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.
- (f) Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties in the dispute and read into the minutes of the next meeting by the CSPC chair.

(3) Conflicts between Members and/or administration, which occur outside the context of meetings, are the sole responsibility of the parties involved.

Remuneration

Bylaw 26. A person shall not receive any remuneration for serving as a Member, executive officer or committee member of CSPC.

Meetings

Bylaw 27. CSPC shall meet at least four times during the school year.

Bylaw 28. CSPC shall meet within the first 35 calendar days of the school year, after the annual election on a date fixed by the principal of the school.

Bylaw 29. A meeting of CSPC cannot be held unless quorum is met. Quorum shall be met if:

- (a) a majority of the current Members of CSPC are present at the meeting; and
- (b) a majority of the Members of CSPC who are present at the meeting are Parent Members.

Bylaw 30. All meetings of CSPC shall be open to the public.

Bylaw 31. CSPC is entitled to hold its meetings at the School.

Bylaw 32. All meetings of CSPC shall be held at a location that is accessible to the public.

Bylaw 33. CSPC shall request that the principal of the School, on behalf of CSPC, give written notice of the dates, times and locations of the meetings of CSPC to every parent or guardian of a pupil who, on the date the notice is given, is enrolled in the School.

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- Bylaw 34.** The notice required for meetings by these bylaws may be given by:
- (a) giving the notice to the parent's child for delivery to his or her parent; and
 - (b) posting the notice in the school in a location that is accessible to parents.

Minutes and Financial Records

- Bylaw 35.** CSPC shall keep minutes of all of its meetings and records of all of its financial transactions.
- Bylaw 36.** The minutes and records shall be made available at the School for examination without charge by any person upon reasonable notice.

CSPC Code of Ethics

- Bylaw 37.** A Member shall consider the best interests of all students.
- Bylaw 38.** A Member shall endeavor at all times to be mindful of the views of the community which he or she is representing through his or her position on CSPC.
- Bylaw 39.** A Member will be mindful of the need to welcome and accommodate parents and members of the community to CSPC and subcommittee meetings.
- Bylaw 40.** A Member shall be guided by the mission statements of both the School and the TCDSB.
- Bylaw 41.** A Member shall act within the limits of the roles and responsibilities of CSPC as identified by the School, the TCDSB and the Ontario Ministry of Education (Ministry).
- Bylaw 42.** A Member shall become familiar with the School's policies and operating practices of the School, the TCDSB and the Ministry and act in accordance with them.
- Bylaw 43.** A Member shall maintain the highest standards of integrity.
- Bylaw 44.** A Member shall recognize and respect the personal integrity of each member of the school community.
- Bylaw 45.** A Member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- Bylaw 46.** A Member shall encourage a positive environment in which individual contributions are encouraged and valued.
- Bylaw 47.** A Member shall acknowledge democratic principles and accept the consensus of CSPC.
- Bylaw 48.** A Member shall respect the confidential nature of some school business and respect limitations this may place on the operation of CSPC.
- Bylaw 49.** A Member shall limit discussion at CSPC meetings to matters of concern to the school community as a whole.

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Bylaw 50. A Member shall use established communication channels when questions or concerns arise.

Bylaw 51. A Member shall declare any conflict of interest as set out in in these bylaws.

Bylaw 52. A Member shall not accept any payment or benefit financially through CSPC involvement.

Conflict of Interest

Bylaw 53. Each Member shall avoid situations that could result in an inconsistency between the overall goals and vision of CSPC and a personal or vested interest, that arise in connection with his or her duties as a Member.

Bylaw 54. Should an issue or agenda item arise during a CSPC meeting where a Member is in a conflict of interest situation he or she shall declare conflict of interest immediately and decline from the discussion and resolution.

Consultation with School Community

Bylaw 55. Members represent the St. Cyril parent community. As elected representatives to the community, they must vote in the best interest of the community.

Bylaw 56. When the impact of a plan or policy will directly effect the entire School population, surveys of each household may be done to ensure CSPC's decision accurately represents the views of the whole community.

Bylaw 57. To most effectively and consistently represent community views, active participation of parents from the School is needed. To maximize parent involvement, at the first meeting of each school year, CSPC should determine the most effective means of communicating to the community for that school year.

Budget and Distribution of Funds

Bylaw 58. CSPC, in performing its mandate, will require an approved budget to manage funds donated and distributed and the following should be used to guide the management and distribution of those funds.

Bylaw 59. A request for family donation will be made as soon as possible after the first day of school.

Bylaw 60. CSPC fundraising will be limited to the request for a family donation, unless otherwise approved by CSPC.

Bylaw 61. A draft budget will be established as soon as possible following the annual election. If the draft budget is not approved at the first CSPC meeting of the

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year, best efforts should be made to approve a final budget as soon as possible following the first meeting of the newly established CSPC. It will be acceptable to approve the budget based on a general allocation with specific items to be determined at a later date.

- Bylaw 62.** Prior to approval, new disbursements will be limited to:
1. Pizza funds;
 2. Milk funds;
 3. Agendas;
 4. Start of year BBQ; and
 5. No more than \$1000 for emergency requirements.

- Bylaw 63.** In the budget,
- (a) Agendas will be funded by CSPC for each child in the School.
 - (b) An amount not less than \$2000 must be carried over to the next year for beginning of year expenses.
 - (c) The budget must include accommodation for:
 - Special Events;
 - Sacraments; and
 - Graduation.
 - (d) Some of the budget will be disbursed to teachers for sundry classroom expenses. The amount to be distributed will be at least equal to net proceeds from at least 80% of pizza lunches.

Bylaw 64. Should deviation from Budget be required due to an increase or decrease in proceeds, the following table governs tolerances for recommendation/approval of the deviation.

| Variance from Budget | Recommendation By | Approval By |
|-----------------------------|---|---|
| < \$50.00 | Treasurer | Treasurer (Informal by Principal in Cheque Signing) |
| \$50.01 - \$150.00 | Treasurer | Principal |
| \$150.01 - \$500.00 | Joint by any CSPC Executive member + Treasurer | Treasurer + Principal |
| \$500.01 - \$1000.00 | CSPC Executive joint recommendation | Chair + Principal |
| \$1000.01 - \$2000.00 | CSPC joint recommendation | CSPC + Principal |
| > \$2000.00 | CSPC approval at a CSPC meeting where community is invited to attend. | CSPC + Principal |

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Bylaw Adjustments

- Bylaw 65.** An adjustment to a bylaw must be made as a motion at an Annual General Meeting.
- Bylaw 66** To the extent that these bylaws do not comply with: requirements set by the Board for parent councils; the *Education Act*; or where the bylaws are silent with respect to Board requirements or where the Board determines that a deviation from the bylaws is necessary or required, the Board's requirements or the *Education Act*, as applicable, will take precedence.