



CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCIL

Procedural ByLaws

(Revised April 2014)



Dufferin-Peel Catholic District School Board

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Parent is used throughout the Terms of Reference to refer to parent(s) and guardian(s).

TERMS OF REFERENCE

Under the Education Act, Ontario Regulation 612/00, School Councils and Parent Involvement Committees require every school board in Ontario to establish a Parent Involvement Committee (PIC).

The name of the Parent Involvement Committee in the Dufferin Catholic District School Board (DPCDSB) shall be the Central Committee for Catholic School Councils (CCCSC).

The mandate of CCCSC

- x to support, encourage, and enhance meaningful parent engagement at the board level to improve student achievement and well-being within the context of the Catholic faith;
- x to provide information and advice to the board on parent engagement in our Catholic school system;
- x to communicate with and support Catholic School Councils and parents;
- x to support the shared responsibility of the education of children in our Catholic schools involving home, school, parish and Catholic community;
- x to develop strategies and initiatives that the Board and the Director could use to communicate with Catholic School Councils and parents;
- x to determine, in consultation with the Director of Education, how ministry funding, if any, for parent engagement initiatives is to be allocated;
- x to work with Catholic School Councils and parents;
- x

Responsibilities of CCCSC:

- x to support Catholic Education in Ontario;
- x to support the shared responsibility of the education of children in our Catholic schools involving home, school, parish and Catholic community;
- x to develop strategies and initiatives that the Board and the Director could use to communicate with Catholic School Councils and parents;
- x to determine, in consultation with the Director of Education, how ministry funding, if any, for parent engagement initiatives is to be allocated;
- x to work with Catholic School Councils and parents;
- x

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CODE OF ETHICS

CCCSC members shall

- x Promote and uphold the teachings and values of the Catholic faith;
- x Be guided by the Gospel Values;
- x Be advocates for Catholic Education;
- x Promote the Catholic Statement of Faith;
- x Focus on the well

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BY-LAWS

By-Law 1: CCCS Composition

- B1.1 The CCCS is comprised of parents, community representatives, trustees and staff members
- B1.2 The majority of CCCS members shall be parent members. Parent members shall be English Separate School electors, or their spouses.

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B1. 9 Board Employee Groups:

Any additional representatives will be ~~non~~ voting members.

- i. There will be two (2) Principal Representatives appointed by the respective Elementary and Secondary Principals' ~~and~~ ~~the~~ ~~W~~ ~~CE~~ ~~]~~ ~~v~~ ~~]~~ ~~%~~ ~~o~~ ~~•~~ ~~[~~ ~~•~~ ~~•~~ ~~}~~ ~~]~~ ~~š~~ ~~]~~ ~~v~~ ~~•~~ ~~X~~
- ii. There will be two (2) Teacher representatives (one Elementary, one Secondary), appointed by the respective OECTA Elementary ~~and~~ ~~Secondary~~ Associations
- iii. There will be one (1) board employee, other than a principal, vice principal, or teacher.

B1. 10 Other Members:

The two (2) elected ~~Board~~ Student Trustees ~~will~~ be invited to participate where appropriate.

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By-Law 2: ParentMembers

B2.1 Parent Members

- i. A parent member must be the parent of a pupil currently enrolled in a school of the PCDSB

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By-Law 4: Board Employee Group and Other Members

B4.1

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By-Law 5: Offices

B5.1 Chair:

A chair shall be elected from the parent representatives at the first meeting of the new CCCSC each school year for a two-year term provided that the member continues to be a parent who is a chairperson, and/or a person of good standing on a Catholic School Council, and who continues to have a child enrolled in a school in the DPCDSB. An individual cannot serve more than two consecutive terms in this office.

B5.2 ViceChair:

A vicechair shall be elected from the parent representatives at the first meeting of the new Central Committee each school year for a one-year term. An individual cannot serve more than three consecutive terms in this office.

B5.3 Treasurer:

At the first meeting of the school year, or earlier if a vacancy arises, parent members of CCCSC may select a parent member to serve as treasurer. Tf 1 h9()-219ee m.

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- g. attend or appoint a member to attend provincial or regional meetings and functions, as required.
- ii. The ViceChair shall:
 - a. take the place of the Chair when the chair cannot fulfill their responsibilities i.e.: chair meetings, etc.
 - b. chair subcommittees as agreed upon by the Chair and designated Superintendent.

B5.7 Failure to Fulfill the Role and Responsibilities of Officer

- i. If an officer of CCCSC is absent for three (3) consecutive meetings of the CCCSC a CCCSC Subcommittee which he or she sits on, or if an officer of CCCSC does not perform his or her duties as outlined in Law B5.6 the Director of Education or the designated Superintendent shall look into the matter.

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By-Law 6: Sub-Committees

B6.1 Subcommittees work under the auspices of CCCSC. Actions and decisions of committees are subject to the approval of CCCSC.

- i. Establishment of any subcommittee requires CCCSC approval.
- ii. There shall be at least one CCCSC parent member on every subcommittee.
- iii. Sub

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By-Law 7: Conflict of Interest

B7.1 Purpose:

CCCSC members must be independent and impartial in carrying out their duties. Each member of CCCSC shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and mission of CCCSC and a personal or pecuniary interest of that CCCSC member. This by-law applies to all permanent and alternate members of CCCSC.

B7.2 Definition:

A conflict of interest for a CCCSC member is any situation where a member's private interests may be incompatible or in conflict with their CCCSC responsibility. A conflict of interest may be actual, perceived or potential:

Actual: When a CCCSC member has a private interest that is sufficiently related to his or her duties and responsibilities as a council member that it influences the exercise of these duties and responsibilities.

Perceived: When reasonably well-informed persons could reasonably believe that a CCCSC member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential: Where a CCCSC member has a private interest that could affect his or her decision about matters proposed for discussion.

B7.3 Responsibility:

- i. A member of CCCSC shall declare a conflict of interest in matters where he or she, friends, members of his or her family, or business entities in which he or she may have an interest, could possibly benefit (either directly or indirectly) from decisions of CCCSC.
- ii. A member shall not participate in a discussion which is a result of a personal or pecuniary interest:
 - a. CCCSC may be jeopardized, or seen to be jeopardized, as a result of his or her personal or pecuniary interest;
 - b. the member, his or her relatives or friends, or a business entity in which the member may have an interest, may gain or benefit (either directly or indirectly) as a result of actions that may be taken by CCCSC or the board in response to information or advice that CCCSC provides to the board;
 - c. the member might be in a position, or be perceived to be in a position, to give preferential treatment to his or her family, friends, or business entities.

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B7.4 Disciplinary Action:

Any member who fails to act in accordance with the provisions of this law will be subject to appropriate disciplinary action, including removal from their position on CCCSC

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By-Law 8: Conflict Resolution

B8.1 Purpose:

To provide a guideline to prevent and resolve conflicts which may arise during the course of a meeting.

B8.2 Responsibility:

- i. This method of conflict resolution must be conducted in the spirit of Gospel values with a goal to continue the valuable work of CCCSC.
- ii. Members of

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PROCEDURES:

Meetings:

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Volunteer of the Year Award:

Volunteers play a very important role in our schools and in our communities helping to build vibrant, caring, inclusive, faith school communities. This award will recognize one individual who exemplifies volunteerism in Dufferin-Peel. This annual award has been developed to acknowledge the