

Catholic School Community Council

Constitution

1. **Name**

The name of the Council is St. Kateri Tekakwitha Catholic School Community Council.

2. **Mission Statement**

To advocate for our students by partnering with staff, families, and the community to build a school where students build confidence and valuable life skills.

3. **Goals**

- Provide support for cultural and educational programs, including Truth and Reconciliation.
- Promote and support Catholic education.
- Promote social activities that build the community and school spirit, encourage family togetherness, and promote humanitarian efforts within our community.
- Grow the volunteer support for programs and events.
- Increase understanding, interest, and involvement in the CSCC and our role in helping students reach their full potential.
- Conduct fundraising to support programs and events at St Kateri Tekakwitha.

4. **Membership**

4.1. **Elected Members**

The Catholic School Community Council will have the following Elected Members who will be elected at the Annual General Meeting:

- Chair
- Vice-Chair
- Treasurer
- Secretary
- Directors (Max of 11)

4.2. **Appointed Members**

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

- Principal
- Teacher Representative (s)
- Community School Coordinator (Community schools)
- Teacher Associate (Community Schools)

- Two secondary student (high schools)
- Parish Representative (appointed through consultation between the Principal and Parish Priest)
- Other(s) (with approval of the CSCC and the Board)

4.3. **Composition of Membership**

- 4.3.1 Every effort will be made to attempt to have the membership of Council be reflective of the demographics of the student population
- 4.3.2 Schools with students in attendance who live on a First Nation Reserve will make provision for representation from the Reserve

4.4. **Terms of Office**

Where possible, the term of office will normally be two years. Members may hold dual roles if sufficient volunteers are not available.

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:

- 4.5.1 Is convicted of an indictable offence;
- 4.5.2 Is absent from three or more consecutive meetings of the CSCC without the authorization of the CSCC; or
- 4.5.3 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
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Up to eleven Directors
- 5.2 The Council may include additional sub committees comprised of Members at large.
- 5.3 Members may choose to move to open positions or trade positions, with approval of the CSCC by vote.

6. **Meetings**

- 6.1 The Annual General Meeting/elections will be held in June of each year.
- 6.2 The Catholic School Community Council will meet 10 times per year.
- 6.3 **Model of Governance**
Catholic School Community Council will use a **Representative** model(s) of governance.
- *The Representative Model* – In this model, the Catholic School Community Council represents the wider school community. Meetings

are open to the public but only members of the Catholic School Community Council may decide upon matters brought before the CSCC. The Catholic School Community Council reports to the school community using a communications strategy, an annual report and the Annual General Meeting.

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

6.5 Quorum of the Catholic School Community Council will be 6 voting members.

6.6 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 via email sent by the school.

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

- CSCC/Board Fall and Spring Forum
- One page annual summary of its initiatives and accomplishments

8. Code of Conduct

All CSCC Members will:

- Act in the best interest of St Kateri Tekakwitha as a whole.
- Act in a responsible manner, including: having the right to be heard and respecting other's opinions; and respecting the committee's decision even if they do not personally agree with it.

9. Conflict of Interest

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 Catholic School Community Council will need to choose a preferred decision-making process. Although some decisions like adopting a constitution will require a motion and a formal vote, not all CSCC business will require this process.

10.2 The CSCC will use the following decision-making processes: **Majority Vote Model.**

There are two common decision-making models:

- **Majority Vote Model** – The issue is discussed and a vote is taken. The majority vote decides the issue.
- **Consensus Building Model** – Consensus does not necessarily mean that all parties agree, but that all can live with a decision for the sake of the group's ability to move forward. It requires that all Members listen to each other's opinions and try to find solutions to problems and differences. Consensus will almost always involve compromise and can release a group to move beyond individual wants to determining and pursuing shared needs. Consensus does not necessarily mean that all parties agree, but that all can live with a decision made for the sake of the group's ability to move forward.

11. Handling Complaints or Concerns

11.1 Complaints or Concern 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. Board of Education Policy 11110 Parent and CSCC Complaints outlines 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.

11.3 Conflict Resolution Process

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.

12. **Committees**

The CSCC will form committees as required for activities planned throughout the year.

13. **Amending the Constitution**

13.1 The Catholic School Community Council may amend its constitution by discussing and voting at the AGM.

13.2 Amendments to the Constitution are not considered to be in effect until approved by the Director of Education or designate for Regina Catholic Schools.

14. **Finance**

14.1 All government funds allotted to school community councils must be tracked according to guidelines set by Saskatchewan Learning.

14.2 An annual statement will be provided to the Board at the end of the school year outlining the use of government funds.

14.3 An annual statement will be provided to the school community at the end of the school year outlining the use of all funds.

14.4 All cheques require two signatures.

14.5 Signing authority for the CSCC bank accounts will be the Treasurer, Secretary, Chair, Vice Chair.

15. **Roles and Responsibilities of Catholic School Community Council Officers**

15.1 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 or other Catholic School Community Council Members;
- Oversee operations of the Catholic School Community Council;
- Establish networks that support the Catholic School Community Council; and,
- Act as a spokesperson for the Catholic School Community Council.

15.2 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.
- 15.3 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.
- 15.4 The Treasurer will:
- Ensure the accountability for all monies received;
 - Ensure that deposits and payments are made in a timely fashion;
 - Maintain an up-to-date ledger;
 - Reconcile monthly statements with the ledger;
 - Provide a financial report at each meeting outlining all monies received, spent, and outstanding, and year to date budget status;
 - Provide the banking institution with required information and arrange for succession procedure following a change in CSCC Executive Members;
 - 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;
 - Comply with reporting procedures surrounding government funds provided to the CSCC.
- 15.5 Directors will:
- Lead or join subcommittees to complete the CSCC activities.
- 15.6 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
- 15.7 Staff Members will:
- Provide staff insight and perspective where applicable.
- 15.8 Student Members will:
- Provide student insight and perspective where applicable.
- 15.9 Parish Representatives will:
- Provide parish insight and perspective where applicable.
 - Or may lead or join subcommittees to complete the CSCC activities.
- 15.10 Other Appointed Members will:
- Provide duties as outlined by the Chair, Vice Chair, or Principal.