



**ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD**

**PARENT INVOLVEMENT COMMITTEE  
BY – LAWS  
FOR THE  
CATHOLIC SCHOOL COUNCIL  
ASSOCIATION**

***Leading and Learning with Faith***

151 Dairy Avenue  
Napane, Ontario  
K7R 4B2

Telephone: (613) 354-2255  
Automated Attendant: (613) 354-6257  
Toll Free Telephone: 1-800-581-1116  
Fax: (613) 354-0549

<http://www.alcdsb.on.ca>

## **Article I: Name of Committee**

The Algonquin and Lakeshore Catholic District School Board (ALCDSB) Parent Involvement Committee will herein be called the Catholic School Council Association (CSCA)

## **Article II: Purpose of the Committee**

In support of the Mission of the ALCDSB, the CSCA shall be a resource, support, communication channel and forum to assist and advise the Director of Education, Board of Trustees and Catholic School Council to achieve their respective mandates. In particular, CSCA's focus will be directed to support student achievement by enhancing parent engagement.

## **Article III: Definitions**

For the purpose of these by-laws the following definitions shall apply:

CSCA	Catholic School Council Association Shall refer to the elected, appointed and ex officio members of the Association.
ALCDSB	Algonquin and Lakeshore Catholic District School Board.
Quorum	shall refer to the minimum number of voting members present for a meeting to be official. That number will be five (5) voting parent members.

## **Article IV: Membership**

All parent voting members of CSCA are elected by their peers from each of the Catholic School Councils (Chair). In addition ex-officio members can be appointed as voting members.

## **Article V: Elected Voting Members**

The elected or appointed members shall carry out the business of CSCA on behalf of the ALCDSB community.

### **V.I Elected Voting Members**

- One (1) parent/guardian from every school in the ALCDSB, who is elected by their peers within their school community (Catholic School Council Chair or Designate). The representative will have at least one student currently registered in the school they represent.

### **V.II Appointed Voting Members**

- Identify two (2) community representatives (one from the western jurisdiction of the Board and one from the eastern jurisdiction of the Board).
- Each Catholic School Council may appoint an ex-officio voting member to take the place of the elected voting member, if the elected voting member is not in attendance.

### V.III Non Voting Members

- One (1) Director of Education of the Board or designate.
- One (1) Trustee (East and West) appointed by the Board.
- One (1) Principal (East and West) who is an active administrator in an elementary or secondary school in the ALCDSB.
- OAPCE Regional Director/Designate

### Article VI: Election Procedures

- The parent/guardian that is elected as School Council Chair within a school of the ALCDSB is a voting member of the CSCA. School Council Chairs are elected annually during the month of September.
- The alternate for each school will be appointed by the by the Catholic School Council in each school annually, during the month of September.

### Article VII: Term of Office

The term of an elected or appointed member of CSCA will be for the length of time a parent/guardian is the chair of their Catholic School Council. The term of the Executive will be one year and elections will take place at the first meeting of each school year. The term of the appointed community member is one (1) year and can be renewed up to one (1) consecutive term.

#### VII.I Vacancies

- Vacancies on the membership of CSCA shall be filled by election or appointment. A vacancy in the membership of the CSCA does not prevent the CSCA from exercising its authority.

#### VII.II Resignations

- Notice of resignation should be submitted to the CSCA co-chair(s) within seventy two (72) hours of the impending resignation.

### Article VIII: Election of Executive Offices

The officers of the CSCA shall be co-chairs (one west and one east) and shall be parent voting members of the CSCA. Co-chairs of CSCA are elected by voting members at the first meeting of each school year.

#### VIII.I Co-Chairs

- It is the responsibility of the CSCA co-chair(s) to ensure that goals, priorities and procedures of the CSCA promote Catholic faith and gospel values consistent with the Mission of the Board.
- The co-chairs of CSCA shall through the office of the Director of Education or designate:
  - ✓ Prepare the agenda for Council meetings based on input from the CSCA
  - ✓ Chair the CSCA meetings.
  - ✓ Ensure that the minutes of the CSCA meetings are recorded, properly maintained and accessible to parents.

## **Article IX: Conflict of Interest**

Anytime CSCA is doing business with a member of CSCA or a member of any sub committee of CSCA, whether with a member directly or with a business enterprise with which the member is directly or indirectly associated, the member shall declare a conflict of interest and shall not deliberate or vote on any such resolutions.

## **Article X: Conflict Resolution**

In the situation that an irresolvable conflict inhibits the activity of the CSCA, the following process will be followed.

- The co-chair will contact the Director of Education or Designate in writing.
- The Director of Education or designate will meet with the co-chair in a timely fashion, to mediate. The Director/Designate may request to meet with the whole Council or with appropriate CSCA members and staff, as deemed necessary.

## **Article XI: Meetings**

### **XI.I Meeting Outline**

- The CSCA shall meet four times in each school year, in October, December, February and May.
- The meeting will occur in the east and west of the Board three (3) times per year and at least jointly once per year at the Board office in Napanee.
- A meeting of the CSCA cannot be held unless:
  - ✓ the majority of members present are parent members.
  - ✓ the Director of Education or designate is present.
  - ✓ the Trustee who sits on the committee or designate is present.
- The Board shall make available to the CSCA the facilities that the board considers necessary for the proper functioning of the committee and shall make reasonable efforts to enable member's to participate fully in meetings of the CSCA by electronic means.
- A member of the CSCA who participated in a meeting through electronic means shall be deemed to be present at the meeting.
- All meetings shall be open to the public and held in a location that is accessible to the public.
- Notice of each meeting shall be provided to all members of the CSCA at least five (5) days before the meeting by:
  - ✓ Delivering a notice to each member by email.
  - ✓ Posting a notice on the board's website.
  - ✓ Sent to school principals

### **XI.II Meeting Proceedings**

- CSCA will strive for consensus in decision making. When consensus cannot be achieved Roberts Rule of Order will apply.
- A meeting shall be called to order at the hour appointed or as soon thereafter as quorum is present.

### XI.III Rules of Order

- The Rules of order used at all meetings of CSCA shall be determined by CSCA at the first meeting. Failing consensus, *Roberts Rules of Order* shall apply.

### XI.IV Presiding Officer

- The co-chair shall preside at all meetings.
- If at any meeting the co-chair is absent those present shall elect amongst themselves, a co-chair pro term, for the meeting or until such time the co-chair is present.

### XI.V Quorum

- Quorum is five (5) parent voting members (East and West) and shall not include non-voting members.

### XI.VI Voting

- Each voting member of CSCA who is present at the meeting shall be entitled to vote.
- Voting shall be by a show of hands
- A motion shall be considered to have passed when approved by a simple majority.
- In the event of any equality of votes on any issue, the matter is lost.

## **Article XII Amendments to By-Laws**

CSCA By-laws may be amended from time to time provided:

- Amendments with Notice
  - ✓ Written notice of the motion proposing the amendment will include the text and a brief statement of purpose will be given at a regular CSCA meeting, or placed on the agenda to be received by CSCA at the next regular meeting.
- Amendment without Notice
  - ✓ At any time, the By-laws may be amended without notice upon the unanimous vote of all CSCA members. This means both east and west sides of the board.

## **Article XIII**

This By-law shall come into force on the first day of the month following the adoption of this By-law by CSCA.