

St. Veronica Catholic School Council

Constitution & By-Laws

Revised: April 2025

DEFINITIONS

“Ad Hoc Committee/Sub Committee” shall mean committees that are formed for a specified period of time to respond to a need or issue.

“Board” shall mean the Board of Trustees of the Ottawa Catholic School Board.

“Catholic School Council (Council)” shall mean a body of elected and appointed members that serves in an advisory role to the school Principal and, on occasion, to the board. This includes parents/guardians and representatives of the parish, community, and the school itself.

“Community” shall mean the attendance area of the school.

“Community Representative” shall refer to the businesses, community organizations and/or local government agencies geographically located near the school.

“Constitution/By Laws” shall mean the standing rules of the Council for the regulation of its conduct and internal organization. The two terms are interchangeable since some school councils use one term, while the remainder use the other.

“In writing” shall include written correspondences conducted via email.

“Ministry” shall mean the Ontario Provincial Ministry of Education.

“Parent” shall mean the parents or legal guardians of students enrolled at the school.

“Quorum” shall mean the number of members required for an official Council meeting is equal to 50% of the parent members of the Council + 1, and the Principal.

“Regulation 612/00 and 613/00” shall mean the provincial law governing all aspects of School Councils.

IMPORTANT NOTE:

The Constitution & By-Laws are made in accordance with all Ontario Ministry Guidelines and Ottawa Catholic School Board Policies and Procedures.

Any changes to said regulations and policies will supersede this Constitution.

Article 1: Name and Affiliation

The name of this organization is the St. Veronica Catholic School Council, located at St. Veronica Catholic School, 4140 Kelly Farm Drive, Ottawa, ON

Article 2: Mission Statement

- 2.1. St. Veronica Catholic School Council supports the education and well-being of our students by:
 - 2.1.1. Strengthening the connection between school, home, parish, and community;
 - 2.1.2. Creating space for parents to contribute meaningfully to school life;
 - 2.1.3. Fostering a spirit of collaboration grounded in Gospel values and Catholic teachings;
 - 2.1.4. We believe that every parent has a voice — and that good collaboration builds stronger schools.

Article 3: Purpose and Objectives

- 3.1. The Council is an advisory body. We support the school's success by:
 - 3.1.1. Sharing ideas, perspectives, and feedback with school leadership;
 - 3.1.2. Helping shape a school culture that is inclusive, caring, and community-oriented;
 - 3.1.3. Organizing and supporting events that enrich student learning and family engagement.
- 3.2. We aim to:
 - 3.2.1. Build relationships of trust between families, educators, and parish partners;
 - 3.2.2. Encourage broad participation from parents and guardians;
 - 3.2.3. Be creative, flexible, and fair in how we work — always focused on what helps students thrive.

Article 4: Procedures and Operating Guidelines

- 4.1. The St. Veronica Catholic School Council functions as an advisory body to the Principal and to the School Board on any matter as outlined in the Board Policy on School Councils.
- 4.2. The Principal and Board are required to seek advice from each Council in accordance with the appropriate legislation and regulations. The Council may make recommendations to the Principal or the Board on any matter provided that they comply with the Freedom of Information and Protection of Privacy Act, and Human Rights legislation.
- 4.3. Meeting Procedures
 - 4.3.1. Notice of Meetings
 - 4.3.1.1. The Chairperson, in consultation with the Principal, shall provide a minimum of one week's notice for regular meetings.
 - 4.3.1.2. Special meetings may be called with at least 48 hours' notice, provided all members are informed.
 - 4.3.2. Meeting Agenda
 - 4.3.2.1. The agenda shall be prepared by the Chairperson and **circulated at least four days** prior to the meeting.
 - 4.3.2.2. Members may submit agenda items to the Chairperson no later than a day before the meetings.
 - 4.3.2.3. Meetings shall be conducted in accordance with Robert's Rules of Order, or an alternative agreed-upon format.

4.3.2.4. Each meeting will open with a prayer and reflection aligned with Catholic values.

4.3.3. Minutes and Record Keeping

4.3.3.1. The Secretary shall record meeting minutes, which will be distributed within one week of the meeting.

4.3.3.2. Approved minutes will be made available to the school community upon request.

Article 5: Norms of Behaviour and Practice

5.1. The School Council shall develop norms of behaviour at meetings on an annual basis through discussion, activity, and consensus:

5.1.1. Agenda set by members and circulated in advance;

5.1.2. Meetings begin and end on time, not exceeding more than 2 hours;

5.1.3. Consensus decision-making;

5.1.4. All speakers and opinions are respected;

5.1.5. Individual students, parents, and staff are not discussed;

5.1.6. Be open-minded and objective;

5.1.7. Refer parent or student issues to the teacher or Principal.

Article 6: Membership

5.1. Membership of the Council is mandated by:

5.1.1. Ontario Ministry of Education, Regulation 612/00;

5.1.2. Ottawa Catholic School Board policy on Catholic School Councils;

5.1.3. All Parent/Guardian Council Members:

5.1.3.1. Shall be parents / guardians of students enrolled in the school;

5.1.3.2. Participate in information sharing and training programs available through the School, CSPA and / or the Board (ie: CSPA Tip Nights);

5.1.3.3. Abide by the Ministry of Education Code of Ethics for School Council Members and encourage the participation of parents / guardians and other people in the School Community, building partnerships;

5.1.3.4. Provide information and gather feedback (ie: surveys, informal discussions with the School Community) from parents / guardians of students enrolled in the School on issues affecting the School Community;

5.1.3.5. Promote the School and CSC online media for the School Community to obtain pertinent information;

5.1.3.6. Attend and participate in a minimum of 60% of School Council meetings.

5.1.3.7. Notify the Co-Chairs in advance should they not be able to attend a meeting;

5.1.3.8. CSC Members in a previous lead role are encouraged to provide training, education and mentor their successors;

5.1.3.9. Maintain confidential information and shall respect the confidential nature of CSC and School business and the limitations this may place on the operation of the CSC when required;

- 5.1.3.10. Maintain the highest standards of integrity and respect the personal integrity of each CSC Member of the School Community, which includes accepting the consensus of the CSC;
- 5.1.3.11. Conduct themselves in accordance with the Board's Equity and Inclusive Education Policy and Procedure.
- 5.1.4. OCSB Employees:
 - 5.1.4.1. A Parent Member shall not be employed by the Board at the School;
 - 5.1.4.2. A Parent Member may be employed by the Board at another location, providing the parent discloses such employment on declaring interest in joining the CSC.
- 5.1.5. Teacher Representatives:
 - 5.1.5.1. The teacher representative; must be employed at the school, selected by the teaching staff of the school in accordance with school board policy and procedures;
 - 5.1.5.2. This position may be shared by more than one teacher on a rotating basis, maintaining one vote only for the position when multiple teachers are appointed.
- 5.1.6. Support Staff Representatives:
 - 5.1.6.1. The support staff representative; must be employed at the school, selected by the support staff of the school in accordance with school board policy and procedure;
 - 5.1.6.2. This position may be shared by more than one support staff on a rotating basis, maintaining one vote only for the position when multiple support staff are appointed.
- 5.1.7. Ottawa Catholic School Parents' Association (CSPA) Representative:
 - 5.1.7.1. CSPA Representative must be a parent/guardian with a child in the school;
 - 5.1.7.2. CSPA Representative is appointed/elected by the members of the School Council or as determined by the local constitution/by-laws;
 - 5.1.7.3. Parish Representative appointed by the parish or elected/appointed by the School Council as determined by the local constitution/by-laws;
 - 5.1.7.4. Community Representative appointed/elected by the other members of the Council or as determined by the local constitution/by-laws;
 - 5.1.7.5. Principal of the school (non-voting).

Article 7: Absences

- 6.1. If Members continue to have issues attending meetings, the Co-Chairs and / or Principal should discuss the matter with the Member regarding their level of commitment or resignation.
- 6.2. The Chair and or/ Co-Chair who is absent from more than three (3) consecutive monthly meetings shall be considered to have resigned from their position.
- 6.3. Any elected Member, other than the Chair/and or Co-Chair, who is absent from more than three (3) consecutive monthly meetings without valid reason shall be considered to have resigned from the elected position.

Article 8: Elections & Voting

- 7.1. Election Notice

- 7.1.1. Public notice of the annual elections and nomination forms shall be given to the school community by the Principal at least fourteen (14) days before the date of the election.
- 7.1.2. Notice of the annual election shall include date, time, and location of the election.
- 7.1.3. Written notice (paper and/or electronic) shall be given to all parents/guardians of registered students at the school.
- 7.2. Election Procedure for Parent Representatives
 - 7.2.1. Elections take place within the first thirty (30) days of the school year.
 - 7.2.2. Each parent/guardian seeking election should be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
 - 7.2.3. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
 - 7.2.4. All elections, when required, may be by secret ballot.
 - 7.2.5. The school council shall help the Principal ensure that the names of new members are publicized to the school community within thirty days of the election.
 - 7.2.6. In case of appeals related to the school council election process or the results, the school Principal and the chair of the outgoing Council shall review the matter and jointly make a ruling.
 - 7.2.7. Term of Office
 - 7.2.7.1. The term of an elected or appointed member of the Council is one year.
 - 7.2.7.2. A member of a school council may be re-elected or re-appointed in any given year.
 - 7.2.8. Vacancies
 - 7.2.8.1. Should an elected parent/guardian Council position become vacant before the next election, the Council shall fill the vacancy by appointment within the current council or from the non-elected candidates from the previous election.
 - 7.2.8.2. When a vacant spot on Council is filled, the new member's term shall expire at the time of the next election.
 - 7.2.8.3. A vacancy in the membership of a school council does not prevent the Council from exercising its authority.
 - 7.2.9. Remuneration
 - 7.2.9.1. School council members will not be paid for their work on a school council.
 - 7.2.9.2. Members of the Council shall be reimbursed according to Board policies for approved expenses incurred as members or officers of the Council.

Article 9: Members Responsibility

- 8.1. All members of the Council are accountable to the school community they represent and shall:
 - 8.1.1. Participate in information sharing and training programs;
 - 8.1.2. Provide training, education and assistance to their successor as required;
 - 8.1.3. Conduct themselves in accordance with the mandate of the Council, Board Policy, and the Municipal Freedom of Information and Protection of Privacy Act;

- 8.1.4. Abide by the Ministry of Education Code of Ethics for School Council members;
- 8.1.5. Encourage the participation of parents and other people in the school community;
- 8.1.6. Advocate for the principles of Catholic Education and for equity and dignity for all students;
- 8.1.7. Maintain a school wide perspective on issues;
- 8.1.8. Be committed to the improvement of the school;
- 8.1.9. Attend and participate in all Council meetings and all meetings of the subcommittees of which they are members, either physically or through electronic means;
- 8.1.10. Vote on issues as required;
- 8.1.11. Assist with tasks of the Council as required;
- 8.1.12. If a member cannot attend a scheduled meeting, s/he should inform the Chair or Principal in advance;
- 8.1.13. Act as a communication link between Council and the community.

Article 10: General Membership, Roles and Responsibilities

9.1. PARENT AT LARGE

Composition

- a) Maximum fourteen (14) Parent Representatives.

Roles and Responsibilities

- 1) Each Parent at Large (Parent Representative) must chair / serve on at least one committee, initiative or fundraiser.

9.2. PRINCIPAL / VICE-PRINCIPAL Non-Voting

Composition

- a) At least 1 member of the current principal / vice-principal staff.

Roles and Responsibilities

- 1) To facilitate the establishment of the CSC and assist in its operation.
- 2) To support and promote CSC activities as necessary and as deemed appropriate.
- 3) To seek input from the CSC in identified advisory areas, considering recommendations made to the Principal and shall advise of actions taken in response to the recommendations.
- 4) To act as an information resource to the CSC for School, Board and MOE updates and information.
- 5) To maintain ongoing collaboration and communication with the Chair and Council Members.
- 6) To ensure availability of copies of the CSC minutes on the School website.
- 7) To assist the CSC with communications in the School Community.
- 8) To encourage parent / guardian and School Community participation with the CSC.
- 9) To advise on the needs of the school and fundraising activities.

9.3. TEACHER REPRESENTATIVE

Composition

- a) 1 member of the current teaching staff.
- b) The Teacher Representative must be employed at the school, selected by the teaching staff of the school in accordance with Board Policy and Procedures.
- c) This position may be shared by more than one teacher on a rotating basis.

Roles and Responsibilities

- 1) To liaise information between the CSC and teaching staff.
- 2) To regularly attend and participate in CSC meetings.
- 3) To provide perspective of the teaching staff to CSC discussions.

9.4. SUPPORT STAFF REPRESENTATIVE

Composition

- a) 1 member of the current support staff.
- b) The Support Staff Representative must be employed at the school, selected by the support staff of the school in accordance with Board Policy and Procedures.
- c) This position may be shared by more than one support staff on a rotating basis.

Roles and Responsibilities

- 1) To liaise information between the CSC and support staff.
- 2) To regularly attend and participate in CSC meetings.
- 3) To provide perspective of support staff to CSC discussions.

9.5. LUNCH COORDINATOR

Composition

- a) One (1) available voting position.

Roles and Responsibilities

- 1) Organize and liaise with the CSC Council, Committee, School Administration, Suppliers and Parents / Guardians as required.
- 2) Coordinate order dates per term with CSC Council and School Administration and communicate to Parents / Guardians as required.
- 3) Coordinate requirements for School Cash Online with School Administration.
- 4) Coordinate with the Volunteer Coordinator on volunteer requirements.
- 5) To maintain general Committee administration (ie: lunch account, account tracking) as required.
- 6) Committee responsibilities may include, but are not limited to: Lunch Programs (ie: Lunch Lady, Pasta Days), Concessions and any other food programs or services implemented throughout the school year.

9.6. PARISH REPRESENTATIVE

Composition

- a) 1 member affiliated with Our Lady of Visitation Parish.
- b) The Representative shall be appointed by the CSC, subject to approval by the Parish Priest.

Roles and Responsibilities

- 1) to serve as liaison between the CSC, VER Community and the Parish Community.
- 2) To provide the perspective of the Parish Community to CSC discussions.
- 3) To regularly attend and participate in CSC meetings.

Article 11: Executive Membership, Roles and Responsibilities

10.1. CHAIR / CO-CHAIRS

Composition

- a) An employee of the Board cannot serve as the Chair of the CSC.

Roles and Responsibilities

Communicates on an on-going basis with the school Principal

In consultation with the Principal:

- 1) Sets the dates and times of meetings.
- 2) Establishes the meeting agenda for each meeting.

- 3) Chair CSC meetings.
- 4) Ensures minutes of meetings are recorded and maintained by the Secretary for a period of 4 years.
- 5) Ensures that the school community is kept informed on CSC proceedings and activities.
- 6) Acts as a spokesperson and representative for the CSC.
- 7) Consults with senior Board staff and trustees, as required.
- 8) Ensures follow-up on items raised by CSC Members and the School Community.
- 9) Ensures CSC Members are familiar with the Constitution and Board By-Laws.
- 10) Determines when the conflict resolution process is required and ensures that the process is followed.
- 11) Co-signs cheques for goods and services purchased by the CSC.
- 12) Serves as tie-breaking vote when required.

10.2. VICE-CHAIR / Co-Chair

Composition

- a) An employee of the Board cannot serve as the Vice-Chair of the CSC.

Roles and Responsibilities

- 1) Supports the duties of the Chair at all times.
- 2) Assume an acting role of the Chair in the absence of or at the request of the Chair.
- 3) Co-signs cheques for goods and services purchased by the CSC

10.3. SECRETARY

Composition

- a) One (1) available voting position.
- b) May have up to one (1) more Council member in the role, however if this member wishes to have the ability to vote they will need to ensure they present themselves for nomination in another role (ie: Parent at Large).

Roles and Responsibilities

- 1) Records and maintains records of CSC meetings and correspondence.
- 2) To ensure meeting minutes are distributed to CSC Members and shared with School Administration and the School Community as required.
- 3) To maintain archival records (Google Drive) and provide access to CSC Members, School Administration and the School Community as required.
- 4) To assist the Chair in facilitating communications among CSC Members.
- 5) To maintain the CSC calendar as approved by CSC Members and School Administration.
- 6) To maintain general CSC administration; including but not limited to the following: info e-mail correspondence, event permits, maintain e-mail lists and account tracking.
- 7) To back-up the Communications Officer when required.

10.4. COMMUNICATIONS OFFICER

Composition

- a) One (1) available voting position.
- b) May have up to two (2) more Council members in the role, however if this member wishes to have the ability to vote they will need to ensure they present themselves for nomination in another role (ie: Parent at Large).

Roles and Responsibilities

- 1) To ensure maintenance of CSC online media and accounts.
- 2) To share information of interest via online media with the School Community.
- 3) To coordinate online and e-mail communications strategies with CSC and School Administration to the School Community.
- 4) To back-up Secretary when required.

10.5. TREASURER

Composition

- a) One (1) available voting position.
- b) May have up to one (1) more Council member in the role, however if this member wishes to have the ability to vote they will need to ensure they present themselves for nomination in another role (ie: Parent at Large).

Roles and Responsibilities

- 1) Maintain a record of CSC funds and financial activities as required by Board Policy and Procedures, and in keeping with generally accepted accounting practices.
- 2) Prepares monthly financial reports for review and approval of the CSC at each meeting, including year-to-date updates.
- 3) Prepares Annual Financial Report to the Board after the fiscal year end, outlining the CSC's goals, activities and achievements; including any fundraising activities.
- 4) Ensures access to CSC financial records by the School Community electronically and in the Learning Commons.
- 5) Prepares cheques for payment of goods and services.
- 6) Co-signs cheques for goods and services purchased by the CSC.

10.6. VOLUNTEER COORDINATOR

Composition

- a) One (1) available voting position.
- b) May have up to one (1) more Council member in the role, however if this member wishes to have the ability to vote they will need to ensure they present themselves for nomination in another role (ie: Parent at Large).

Roles and Responsibilities

- 1) Maintain a yearly distribution list of Community Volunteers.
- 2) Facilitate communications of CSC and School volunteer opportunities to the School Community.
- 3) Coordinate volunteers as required for CSC and School events, initiatives and fundraisers.

10.7. CATHOLIC SCHOOL PARENT ASSOCIATION (CSPA) REPRESENTATIVE

Composition

- a) One (1) available voting position.
- b) May have up to one (1) more CSC Member in the role, however if this member wishes to have the ability to vote they will need to ensure they present themselves for nomination in another role (ie: Parent Representative).
- c) The CSPA Representative may also serve as Chair, Vice-Chair, Treasurer, Secretary, Communications Officer, Volunteer Coordinator or Lunch Coordinator.

Roles and Responsibilities

- 1) Represent and speak for the CSC at regular CSPA meetings.
- 2) To attend all regular CSPA general meetings in person or via webinar.
- 3) To serve as liaison between CSPA and the CSC.
- 4) Provide reports on CSPA meetings at each CSC meeting.
- 5) CSPA may determine other duties and terms of reference as determined by its constitution.

- 10.8. Where there are insufficient numbers, a Council member may hold more than one position; however there must be three signing officers (at least one of whom must be a parent/guardian).

- 10.9. Should any of the above roles not be filled, a separate meeting is to be held by the Principal and the current school year Chair with all voting members as to how the load of these roles will be distributed.

Article 12: Sub-Committees

- 11.1. Establishment
 - 11.1.1. Sub-Committees may be formed to conduct more detailed or in-depth work than is possible during Council meetings, to make recommendations to Council and to keep Council informed of issues and developments in particular areas.
 - 11.1.2. Committee meetings are to follow the same principles and requirements of Council meetings.
- 11.2. Sub-Committee Membership
 - 11.2.1. Every committee of the School Council should include at least one parent member of the Council.
 - 11.2.2. A committee of the School Council may include persons who are not members of the Council.
- 11.3. Reports from Sub-Committee
 - 11.3.1. Committees will provide the Council secretary with a brief year-end report of their activities.
 - 11.3.2. All reports should be submitted within one month of the end of the activity and prior to the end of the school year.
- 11.4. Fundraising for Sub-Committees
 - 11.4.1. Any fundraising conducted by a Sub-Committee must be approved and monitored by the Council.

Article 13: Meetings

- 12.1. Council will conduct itself in a manner reflecting Gospel values and the teachings of the Roman Catholic Church.
- 12.2. Each Council meeting will start with a Land Acknowledgement and a Prayer.
- 12.3. The first official meeting of the new Catholic school council for any school year must be held within the first thirty (30) calendar days of the school year on a date that is fixed by the chair/co-chairs of the Council after consulting with the Principal of the school.
- 12.4. There must be a minimum of four (4) meetings a year.
- 12.5. The Chair and the Principal may call special meetings as deemed necessary.
- 12.6. The dates of meetings will be established at the beginning of the academic year by the Council and will be communicated to all parents/guardians as soon as possible.
- 12.7. All Council meetings are open to the entire school community, who are encouraged to attend and provide input.
- 12.8. Council meetings are generally held on school property in a location accessible to the public, however virtual means of attending is strongly encouraged.
- 12.9. All meetings are chaired by the Chair or Vice-Chair.
- 12.10. A meeting of the Council can only occur with the Principal or designate in attendance.
- 12.11. Meetings of the Council will be of an informal nature, but with a predetermined agenda.
- 12.12. The agenda for Council meetings should be set in consultation with the school Principal prior to the meeting date. Items for the agenda should be communicated to the Chair as soon as possible, before the agenda is set.

- 12.13. New items brought forward at a meeting will only be considered with the agreement of Council and if time permits; otherwise they will be placed on a future agenda.
- 12.14. Robert's Rules of Order will be used to conduct meetings when formality is required.
- 12.15. Discussion at meetings will not include inappropriate references to individual parents, students, Board personnel, Trustees or individual School Council members.

Article 14: Quorum

- 13.1. A meeting will have a quorum if fifty percent (50%) of the Council members are present at the beginning of the meeting and the majority of those present are parents.
- 13.2. If there is no quorum at a Council meeting, then at the discretion of the Chair, the meeting may proceed, so long as no binding decisions are made and any recommendations made at the meeting are deferred by the Chair to the next Council meeting.

Article 15: Decision-Making

- 14.1. The preferred method of decision-making is through consensus, a collective opinion or general agreement by all Council Members.
- 14.2. When consensus is not achieved, the School Council will decide whether to hold a simple vote by way of a show of hands with a 51% majority carrying the vote. Alternatively the Council may choose to defer the issue for further consideration or to appoint a facilitator to help with the decision making process.
- 14.3. Only eligible Council members (elected or appointed) will be eligible to vote when a vote is required. They must be present at the meeting (in person or via electronic means) and cannot proxy their votes.
- 14.4. The Principal is not allowed to vote at School Council or School Council committee/sub-committee meetings.
- 14.5. In case of a tie vote on a motion, it will be considered not to have passed.
- 14.6. If any member of the school community attending requests a recorded vote, a formal process should be used, based on the following principles:
 - 14.6.1. One item at a time;
 - 14.6.2. Justice, respect and courtesy to all;
 - 14.6.3. The right of the majority to carry a decision;
 - 14.6.4. The right of the minority to be heard.
- 14.7. Between-Meetings Voting Procedure:
 - 14.7.1. Occasionally, the situation may arise outside of scheduled School Council meetings where the School Council will need to make a decision or take action that requires the support of the majority of Council members.
 - 14.7.2. Every effort will be made to avoid such situations.
 - 14.7.3. When a School Council decision is required between meetings, a vote may be taken.
 - 14.7.4. The preferred method of contact for an out-of-meeting vote is via email, which may include a Google Survey; those School Council voting members without access to email may be contacted by phone or receive written notice of the motion via a note sent from the school.

Article 16: Conflict of Interest

- 15.1. A conflict of interest may be actual, perceived, or potential.
- 15.2. Members of the Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Council.
- 15.3. A member shall exclude him or herself from any discussions of, or any vote on a resolution in which:
 - 15.3.1. A conflict of interest is likely to result.
 - 15.3.2. A member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized.
 - 15.3.3. A member, his or her relatives, 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 the Principal or board in response to advice that the Council provides to the Principal or to the Board.
 - 15.3.4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

Article 17: Conflict Resolution

- 16.1. Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times.
- 16.2. The Council will undertake to resolve all internal conflicts within its mandate in a timely manner.
- 16.3. Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- 16.4. Speakers to an issue will maintain a calm and respectful tone at all times.
- 16.5. Speakers will be allowed to speak without interruption.
- 16.6. The Chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- 16.7. If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
- 16.8. If all attempts at resolving the conflict have been exhausted without success, the Chair and/or Principal shall request the intervention of the school superintendent or other senior administrator to facilitate a resolution to the conflict.

Article 18: Finances

- 17.1. Fiscal Year
 - 17.1.1. The fiscal year for the Council shall be from September 1 to August 31
- 17.2. Banking and Signing Authority

- 17.2.1. All monies will be deposited in a bank/trust company approved by the Council and registered in the name of "St. Veronica Catholic School Council".
- 17.2.2. At least three (3) members of Council are required for signing authority; at least two must be a parent.
- 17.2.3. Those authorized to sign cheques may include at least two parents on the Executive of the Catholic School Council, usually the Treasurer or the Chair; other Council member(s) as approved by Council, and the school Principal or designate.
- 17.2.4. Two (2) of the three (3) authorized co-signers will sign all completed cheques for payment of School Council approved expenses/activities.

17.3. Allocation (Budgeting)

- 17.3.1. General budget goals will be developed annually at the beginning of the school year for the raising and disbursement of funds.
- 17.3.2. The annual budget should be prepared by the Council Executive in consultation with the Council and school community. It should be presented, reviewed and approved by a vote of Council.
- 17.3.3. Any unforeseen changes to the annual budget should be presented for review and approval at the next scheduled Council meeting.

17.4. Fundraising

- 17.4.1. Council may engage in fundraising activities in accordance with applicable Board policies.
- 17.4.2. All monies should be collected by the Treasurer in conjunction with the Committee/Sub-Committee Chair for each event and directly deposited into the authorized School Council account.

17.5. Receipts

- 17.5.1. All funds should be handled, collected, counted and totalled and recorded in the presence of at least two (2) School Council members or volunteers.
- 17.5.2. Funds should be deposited promptly or stored in the school safe and recorded accurately.

17.6. Disbursement (Expenses)

- 17.6.1. All expenses should be school related and at a reasonable cost.
- 17.6.2. Any non-budgeted items require School Council approval.
- 17.6.3. All expenses incurred should be supported with original receipts.
- 17.6.4. Profits from major fundraising activities will go towards school funding requirements, as agreed to by the Council and Principal.
- 17.6.5. Each outgoing School Council will leave in the bank, a sum equal to or more than all unpaid bills or obligations for which the School Council is responsible.
- 17.6.6. All outstanding obligations will be documented in the Treasurer's final report.
- 17.6.7. Funds designated for ongoing or large projects may be invested, if they will not be used during the current school year.

17.7. Financial Reporting

- 17.7.1. A written financial report will be presented for approval at each Council meeting. This shall be recorded in the minutes.
- 17.7.2. The Council financial records must be kept for a minimum of four (4) years, and must be accessible by the school community via paper and/or electronic means.
- 17.7.3. The Council is required to prepare and submit an annual written report on the activities of The Council, including fundraising, to the Principal and the Board in accordance with Ministry guidelines.
- 17.7.4. The Chair and the Principal should sign the financial update at the end of each Council meeting. Signatures only represent receipt of the information.

Article 19: Agendas and Minutes

- 18.1. Agendas shall be distributed to all School Council members at a minimum of four (4) days in advance of each meeting.
- 18.2. Agenda items should be submitted to the Chair one (1) week prior to the School Council's next meeting.
- 18.3. The Chair will set the agenda with the Principal or Vice Principal prior to the meeting and it will be forwarded to the School Council.
- 18.4. Minutes
 - 18.4.1. Minutes shall be made available for the school community (paper and/or electronic).
 - 18.4.2. The minutes shall include motions, decisions and actions to be taken.

Article 20: Communication with Parents/Guardians

- 19.1. The School Council will provide information and gather feedback from parents/guardians of students enrolled in the School on issues affecting the school community.
- 19.2. Communication may include, but not be limited to, the following:
 - 19.2.1. School Council providing the parents/guardians with information concerning matters under consideration by School Council by means of;
 - 19.2.2. Newsletters sent home via paper and/or electronic communication;
 - 19.2.3. Posting of newsletters and School Council agendas/minutes in the school in an area accessible to parents/guardians, and/or posting newsletters and School Council agendas/minutes on the School Council and/or school website;
 - 19.2.4. School Council inviting parents/guardians to participate on School Council committees.
- 19.3. Board/Community Communication Protocol:
 - 19.3.1. The Principal will be the spokesperson for school-related issues;
 - 19.3.2. All written communications sent on behalf of the Council shall be reviewed, approved, and signed by the Chair, with the exception of notices sent to the parent community in the course of conducting Council activities;
 - 19.3.3. At all times, the consultation process will be facilitated through a consensus-building partnership, at the school level by the Principal and the Council Chair;
 - 19.3.4. The Council Chair, in consultation with the Principal, will facilitate the operation of the Council.

Article 21: Liability

- 20.1. Council members participating in school-related activities endorsed by the Principal and/or Board will be covered by the respective liability insurance policy of the Board.
- 20.2. School Councils will consider the acquisition of additional liability insurance as appropriate.

Article 22: Annual Report

- 21.1. The School Council shall submit a written report on its achievements to the Principal of the school and to the Ottawa Catholic School Board by the date in Oct. that is set by the Board., following the established guidelines for such a report.
- 21.2. A copy of this report shall be made available (via distribution, public display, or electronic posting) to all families with students enrolled in the school.

Article 23: Constitutional Amendments

- 22.1. The Constitution and By-Laws must comply with the Board's policies and procedures.
- 22.2. The School Council shall review the constitution regularly and bring proposed amendments to the Council for approval.
- 22.3. Amendments shall be presented to the Council as motions for approval at a regularly scheduled meeting.
- 22.4. Notice will be given to the entire School Council membership in advance of such a vote.
- 22.5. Constitutional amendments require a 2/3 majority to be passed.
- 22.6. Amendments have to be filed with the Board via the Associate Director's Office and a copy available to the school.

Article 24: Articles for Removal

- 23.1. The Chair and or/ Co-Chair who is absent from more than three (3) consecutive monthly meetings shall be considered to have resigned from their position.
- 23.2. Any elected Member, other than the Chair/and or Co-Chair, who is absent from more than three (3) consecutive monthly meetings without valid reason shall be considered to have resigned from the elected position.

Article 25: CODE OF ETHICS

- 24.1. A member shall consider the best interests of all students.
- 24.2. A member shall be guided by the school and the Board's mission, vision and values.
- 24.3. A member shall act within the limits of the roles and responsibilities of a school council, as identified in the Education Act, its regulations, and the applicable constitution and/or by-law(s) and procedures.
- 24.4. A member shall become familiar with the school's policies and operating practices and act in accordance with them.
- 24.5. A member shall maintain the highest standards of integrity.
- 24.6. A member shall recognize and respect the personal integrity of each member of the school community.
- 24.7. A member shall conduct themselves in accordance with the Board's Equity and Inclusive Education policy and procedure.
- 24.8. A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- 24.9. A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- 24.10. A member shall acknowledge democratic principles and accept the consensus of the Council.
- 24.11. A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

- 24.12. A member shall not disclose confidential information.
- 24.13. A member shall act in accordance with relevant laws, including Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and relevant Board policies and procedures.
- 24.14. A member shall advise the Principal immediately if the member believes that there may have been a privacy breach.
- 24.15. A member shall abide by applicable laws and policies with respect to access, use or disclosure of Board data and information.
- 24.16. A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- 24.17. A member shall use established communication channels when questions or concerns arise.
- 24.18. A member shall promote high standards of ethical practice within the school community.
- 24.19. A member shall declare any conflict of interest.
- 24.20. A member shall not accept any payment or benefit financially through school council involvement.