

# **Notre Dame High School Council Constitution & By-Laws**

## **(Herein referred to as the “School Council”)**

### **Article 1: Name and Operating Authority**

The name of the School Council shall be Notre Dame High School Council (“School Council”).

- 1.2 All operations of the School Council shall fall within the policies and regulations of the Calgary Catholic School Board, including the School Council Handbook.

### **Article 2: Mission**

The School Council Mission is to support the parents and students in the school in order that each child may achieve success to their potential through a Catholic Education. Nurturing students to impact the world for Christ by building positive relationships with integrity and dedication to excellence in learning for Christ.

### **Article 3: Objectives**

- 3.1 To operate within the five pillars of the Calgary Catholic School District: Catholicity, Instruction, Accountability, Fiscal Responsibility and Human Dignity.
- 3.2 To act in an advisory capacity to school administration in accordance with the School Act.
- 3.3 To promote open communication between parents, the School, the community and the Parish on issues related to Catholic education of students at Notre Dame High School (“the school”).
- 3.4 To provide ideas and opinions to the school’s administration to assist in achieving school goals.
- 3.5 To encourage involvement of parents and members of the school community in the educational process.
- 3.6 To encourage and facilitate parent and family programs of an educational, spiritual and social nature.
- 3.7 To support the goals of the school and when possible, enhance programs and activities by providing financial assistance and/or to provide volunteer services when needed.

### **Article 4: Code of Ethics**

School Council Members shall:

- 4.1 Be guided by the Calgary Catholic School District Mission.
- 4.2 Have direct, honest, respectful communication through the appropriate channels.
- 4.3 Be aware that the children are the focus and benefactors of all School Council and District’s collaborative efforts.

- 4.4 Abstain from voting if there is a conflict of interest and/or financial gain to be made.
- 4.5 Respect the nature of confidentiality in the school and its limitations.

### **Article 5: Members**

The members of the School Council shall consist of the following:

- 5.1 Every parent or legal guardian who has a child registered at the school, the Principal, Vice Principal and designated staff members are members of the School Council. All of these people are referred to as “the Members”.
- 5.2 Only Members who attend School Council meetings shall have the right to make and vote on all motions before School Council unless otherwise authorized by School Council by majority vote.

### **Article 6: Officers and Executive**

Elected Officers of School Council shall be comprised of the Chair, Vice Chair, Secretary and Treasurer. Committee Chairpersons will be appointed but not considered officers of School Council.

### **Article 7: Duties of the Executive Committee**

- 7.1 **Principal** – Chief Advisor to School Council and has final authority and responsibility on all School Council activities. Acting as a member of the Executive.
- 7.2 **Chairperson** – The Chairperson will be responsible for:
  - Acting as a member of the Executive.
  - Planning the agenda for the School Council meetings in cooperation with the Principal.
  - Send agenda to Principal for distribution to Council members prior to next meeting.
  - Chairing all School Council meetings.
  - Acting as spokesperson/representative of the School Council.
  - Overall management of the School Council and all of its committees.
  - Preparing an annual report and presenting it at the October meeting and submitting it to Calgary Catholic School Board in coordination with the School Council. This report will outline a summary of School Council’s activities for the school year, a financial statement. This report must be available to all interested or concerned members of the Notre Dame Catholic School Community.
  - Acting as an ex-officio member of all the committees of the School Council.
  - May act as a financial institution signing officer.
  - Completing reports requested by the School Board.
  - Attending District Family of Schools meeting 2-4 times per year.
- 7.3 **Vice-Chairperson** – The Vice-Chairperson shall be responsible for:
  - Acting as a member of the Executive.
  - Assisting the Chairperson with duties as assigned.
  - Presiding at meetings in the absence of the Chairperson.
  - Initiating a review of the School Council Bylaws.
- 7.4 **Treasurer** – The Treasurer shall be responsible for:
  - Acting as a member of the Executive.
  - Overseeing and managing the School Council’s proposed budget.

- Keeping records of all financial transactions of the School Council.
- Acting as a signing officer for the School Council along with the Principal.
- Presenting a full detailed account of the receipts and disbursements of the School Council at each meeting.
- Presenting an annual financial report of the financial position of the School Council and submitting a copy of the same to the Secretary for the records of the School Council and to the Chairperson for submission in the Annual report to the Calgary Catholic School District.
- Under the direction of the School Council, researching and reporting on financial matters as may be determined from time to time by the School Council.
- Solely responsible for ensuring all School Council funds are deposited in a timely fashion into the School Council's financial institution of choice.
- Providing complete financial records including original receipts, expenditures, financial statements, and deposit slips with all cheque requisitions to the Principal annually.

**7.5 Secretary** – The Secretary shall be responsible for:

- Acting as a member of the Executive.
- Keeping accurate minutes and records of the School Council meetings.
- Reading minutes, information from minutes and papers that may be called for at the meetings.
- Keeping all necessary documents in a safe place and submits to the office monthly and has them available for information at meetings.
- Distributing the draft of previous month's minutes prior to the next meeting.
- Ensure a copy of each meeting's agendas and minutes is provided to the Principal to be filed monthly in the School Council binder.
- In the absence of the Secretary, the Secretary and or the Chair may seek a member to volunteer to assume the duties of the Secretary.
- Keeping a record of all attending members, their addresses, emails and phone numbers (if provided).

**7.6 Teacher Representative** – The Teacher Representative shall be responsible for:

- Acting as a member of council.
- Reporting on school activities in and around the school.

**7.7 Student Representative** – The Student Representative (Chair or Vice-Chair of Student Council) shall be responsible for:

- Acting as a member of council.
- Reporting on student activities in and around the school

## **Article 8: Elections and Terms of Office**

8.1 Terms shall be one year for Chair, Vice Chair and Secretary. Two years for Treasurer. The incumbent in any executive position may seek re-election at the expiration of their term for a maximum two terms. Under special circumstances and with the approval of school administration, and if so voted on by School Council, the Chair may serve an additional one-year term.

8.2 Provided the nominee's consent has been given, individuals may be nominated prior to the AGM by providing that name to the Principal or at the AGM during call for nominations.

8.3 Elections for Executive positions and Committee Coordinators will be held once per year, at the Annual General Meeting in June which is open to all members of School Council. This last meeting is to serve as the Annual General Meeting (AGM).

- 8.4 A simple majority vote is sufficient to confirm a candidate in the office being sought provided quorum has been met. Where only one candidate is nominated for an executive position, her/his nomination shall be acclaimed. In the event there is more than one candidate for each executive position to be filled, voting shall be by secret ballot.
- 8.5 Absence by an Officer of School Council or Committee Coordinator from three consecutive meetings or the resignation of an individual may constitute a vacancy subject to a vote by School Council for the balance of the current school year. In the event that an Executive or Committee Coordinator is unable to uphold their responsibilities, the Chair or Principal may appoint a member to assume the position in the interim until the next meeting of School Council.

## **Article 9: Meetings**

- 9.1 Regular meetings of the School Council shall generally be held at least six (6) times during the school year with the first meeting being held within 30 days of the opening of the school year.
  - 9.1.1 At the AGM the following events shall take place: ratification of all School Council and Committee Coordinators; presentation of the financial report and balance sheet for the past school year ending June 30th; presentation of the Chair's report for the past school year ending June 30th.
- 9.2 The Chairperson and Principal, in collaboration, set the agenda for any regular School Council meeting. Items may be submitted for consideration by any Member when done so in writing to either the Principal or Chairperson, one week in advance of the next meeting. If a member proposes the addition of an agenda item with less than one week's notice to the next meeting, the agenda item may be added at the discretion of the Principal and Chair.
- 9.3 A copy of the School Council agenda shall be widely circulated amongst and available to Members with as much advance notice as possible.
- 9.4 The Chair and/or the Principal may call a special meeting of School Council at any time.
- 9.5 The School Council Executive may call a special meeting at any time however no motions may be made or passed without a quorum.
- 9.6 In all cases a minimum of one week and preferably 30 days notice for pending meetings should be provided to the Members, with the exception of emergency meetings as directed by the school district or Principal.
- 9.7 For all meetings open to School Council at large, a quorum of six members must be present, including the Chair or Vice Chair and in the presence of the Principal or Vice Principal. If there is no quorum within fifteen (15) minutes of the scheduled start of the meeting, no voting shall take place.
- 9.8 Principals in the CCSD should not be voting members of the School Council. Because the School Council is advisory to the Principal, it is not appropriate for the Principal to vote, as the Principal holds the right to veto, and is the final decision maker.

## **Article 10: Finances**

- 10.1 Generally, expenditures are agreed to by a majority vote on a motion at a School Council meeting providing a quorum is met.
- 10.2 Emergency expenditures of up to five hundred dollars (\$500) may be made by the Principal with notice to the Chair and ratified at a subsequent School Council meeting.
- 10.3 Any expenditures not exceeding \$500 can be decided on by the Executive Committee and any expenditures exceeding \$500 must be approved by the School Council in a majority vote.
- 10.4 At all times, School Council shall maintain a minimum operating budget of fifteen hundred (\$1500) dollars and that should be the minimum balance at the start of the school year.
- 10.5 Each year School Council raises funds to support the initiatives that help each child achieve success both inside and outside the classroom. These initiatives have included sports tournaments, classroom incentives, Welcome Back BBQ and a teacher appreciation lunch.
- 10.6 All requests for reimbursements must be submitted to the Treasurer in the following manner:
  - Cheque requisition form to be filled out with original receipts attached.
  - All items clearly labelled on receipt, with the related budget identified for auditing purposes.
  - All monies collected must be counted and verified by a minimum of two people and for deposit by Treasurer.
  - In the event of a cash advance, all receipts are to be submitted in the same manner once purchases are complete.
  - Cheque requisition must be signed by the Principal.
  - The reimbursement cheque is then picked up by the parent/guardian at the school office.
- 10.7 In the event that donations are required for a school event or fundraiser, certain standards have been set up regarding approaching merchants or donors. These standards are as follows:
  - All requests for donations must be approved by the Principal or Vice-Principal.
  - All requests are to be made on school letterhead and signed by the school Principal.
  - All letters of request must be copied and placed in the School Council binder in the main office.
  - No merchant can be approached more than once in a school year without express permission from the Principal or Vice Principal.
  - All requests and responses, whether there is a donation or rejection, must be recorded on the appropriate document located in the School Council binder.
  - A thank you card will be sent to each merchant who donates an item; this will also be recorded in the School Council binder. The person who is asking for the donation is responsible to send the thank you cards to the merchants and to ensure they are mentioned in the next school newsletter and that their donation is acknowledged in the next school newsletter.
  - All committee heads must check the donation binder prior to approaching a merchant or donor for current school year.

## **Article 11: Other Committees**

There are several activities throughout the year that require extra planning by committees. Each committee has a coordinator who works in collaboration with the Principal, Chair, and

committee volunteers. All Committee Coordinators meet with the Principal and Chair at the beginning of the year. All Coordinators are responsible for working within the budgets as set forth by School Council, preparing appropriate notices to be sent home as necessary, coordinating volunteers and counting the monies collected, as necessary.

11.1 There shall be the following standing event committees:

11.1.1 Volunteer Committee:

- Working with Administration at the beginning of the school year to develop and maintain a current list of available volunteers.
- Supplying a volunteer list to committee coordinators and school administration as necessary.

11.1.2 Fundraising Committee

- The committee is responsible for raising funds, through School Council approved fundraising activities, to achieve the goals and objectives of the School Council. The School Council shall allocate funds raised by this committee.

11.1.3 Blue and Gold

- Volunteer liaison who will sit on School Council that will report back on Athletic activities

11.1.4 ND Music Foundation

- Volunteer liaison who will sit on School Council that will report back on Music Foundation activities

11.2 All members of School Council are eligible for committee service. If a committee consists of more than one person, then a Coordinator for that committee shall be elected.

## **Article 12: Parliamentary Authority**

12.1 The Parliamentary Authority of this School Council follows the current edition of "Robert's Rules of Order".

## **Article 13: Amendments**

13.1 The Constitution and by-laws may be amended by a majority vote of the School Council members in attendance at the Annual General Meeting or a Special Meeting called for that purpose provided quorum is met.

13.2 Notice of intent to amend the by-laws and the text of the proposed amendment shall be published at least twenty-one (21) days before the meeting at which the amendment is to be considered.

## **Article 14: Conflict Resolution**

14.1 Every effort shall be made to resolve issues at the School Council level. In the event of an unresolved conflict, School Council will abide by the conflict resolution procedures prescribed by the School Council Handbook provided by the Calgary Catholic School Board.