

DR. MARTIN LeBOLDUS HIGH SCHOOL COMMUNITY COUNCIL CONSTITUTION

1. Name

The name of the Council is Dr. Martin LeBoldus High School Community Council (hereafter “Council”).

2. Mission Statement

To promote the goals of the school community through collaboration, relationships and input in a Catholic environment.

3. Guiding Principles

3.1 The Council will:

- (a) liaise with the Principal and staff on behalf of the parents to promote a learning environment at Dr. Martin LeBoldus High School;
- (b) advocate for initiatives, action, programs and policies which maintain and improve the learning environment and culture at Dr. Martin LeBoldus High School;
- (c) support the learning opportunities for parents through parent education, workshops, conferences and bulletin boards;
- (d) recognize the distinct roles and responsibilities of the various education partners, including the community at large, and promote equality, mutual respect and collaboration among the partners in the system;
- (e) be inclusive, collaborative and representative of the diversity of parents in the school, open to discussion, understanding and listening to ensure proper representation;
- (f) operate within Board Policy at all times;
- (g) work with the community of which Dr. Martin LeBoldus High School is a part;
- (h) be financially accountable to its membership;

3.2 It is recognized that the learning environment at Dr. Martin LeBoldus High School will embody Catholic values, academic excellence and the development of the whole child in a friendly and caring fashion.

4. Membership and Fees

4.1 Membership

Membership is open to all parents of students attending Dr. Martin LeBoldus High School, alumni of Dr. Martin LeBoldus High School and electors of the Catholic Faith who reside in the attendance area of the school.

4.2 Elected Members

4.2.1 The Council will have the following Elected Members who are elected at the Annual General Meeting from those persons eligible for membership, of which parents must be the majority:

- i. Chair
- ii. Vice Chair
- iii. Secretary
- iv. Treasurer
- v. Directors (maximum of 5)

4.3 Appointed Members

The Council will have the following Appointed Members:

- i. Past Chair
- ii. School Administrator
- iii. Teacher Representative
- iv. Two Student Representatives
- v. Two Members at Large
- vi. Parish Representative, who shall be appointed through consultation between the Principal and Parish Priest
- vii. Other(s) appointed with the approval of Council and the Regina Catholic School Board

4.3 Executive Structure

4.3.1 The Executive shall be comprised of the Elected Members and the Past Chair.

4.3.2 The Executive Committee shall be comprised of the Elected Members, Past Chair, School Administrator and Teacher Representative.

4.4 Subcommittees

The Council may form standing subcommittees as Council deems appropriate.

4.5 Composition of Membership

Every effort will be made to attempt to have the membership of Council be reflective of the demographics of the student population.

4.6 Terms of Office

- 4.6.1 Where possible, the term of office will normally be two years. Members may hold dual roles if sufficient volunteers are not available but may not have more than one vote.
- 4.6.2 Should a vacancy occur in any office, the Executive shall have the power to appoint a member to fill the office for the unexpired term or until the next Annual General Meeting, whichever shall occur first.
- 4.6.3 Members may not hold the same office for more than two consecutive terms.
- 4.6.4 The office of Past Chair shall be a one-year term.

4.7 Removal from Office

A Council member shall vacate his or her office as a member of the Council if the member:

- 4.7.1 is convicted of an indictable offence;
- 4.7.2 is absent from 3 or more consecutive meetings of Council without the authorization of Council;
- 4.7.3 ceases to be eligible for election as a member pursuant to the *Education Act and Regulations* or policies of the Regina Catholic School Board; or
- 4.7.4 having breached the Code of Conduct and Ethics, is removed as a member by a 2/3 vote of the Elected Members of Council.

4.8 Fees

The annual membership fee (the family fee collected as part of student fees at the beginning of the school year that is earmarked for Council) shall be set by the executive committee from year to year by no later than the end of the first semester of the school year for the following year.

5. Meetings

5.1 Annual General Meeting

- 5.1.1 The Annual General Meeting/elections will be held in September of each year on such date as the Executive Committee determines.
- 5.1.2 All persons attending the Annual General Meeting who are eligible for membership as defined in 4.1 hereof shall be entitled to vote at the Annual General Meeting.

5.2 Regular Council Meetings

The Council will meet at the discretion of the Executive Committee no fewer than four (4) times per year.

5.3 Executive Committee Meetings

Executive committee meetings shall be held at the discretion of the current executive committee.

5.4 Prayer

All meetings will begin with a prayer.

5.5 Model of Governance

The Council will use a Representative Model of governance. In this model, the 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 Council. The Council reports to the school community using a communications strategy, an annual report and the Annual General Meeting. However, only Elected or Appointed Members of Council may move and second a motion.

5.6 Voting at Council Meetings

- 5.6.1 Motions may only be made and seconded by Elected or Appointed Members of Council.
- 5.6.2 All persons attending the meeting shall have standing to participate in discussion as recognized by the Chair, but only those elected or appointed members of Council may vote at the meeting.
- 5.6.3 All motions shall be decided by a simple majority vote.
- 5.6.4 The Chair shall vote only when a tie occurs to cast the deciding vote.

5.7 Quorum

- 5.7.1 A quorum of the Executive shall consist of four (4) members of the Executive Committee, one of which must be an adult representative of Dr. Martin LeBoldus High School.
- 5.7.2 A quorum of a Council meeting shall be the same as that required for a quorum of the Executive.
- 5.7.2 A quorum of the Annual General Meeting shall consist of those present, provided that prior notice of such a meeting was distributed to the general membership at least two weeks in advance of the meeting.

5.8 Special Meeting

- 5.8.1 A special meeting of the Council shall be called by the Chair of Council if:
 - (a) required to do so by the Board of Education,
 - (b) Council receives a request in writing signed by no fewer than 25 persons who have a child attending Dr. Martin LeBoldus High School or who are electors in the school's attendance area or
 - (c) at the request of the Chair on no less than seven (7) days' notice to the membership through an appropriate means of communications recognized by Council and used within the school and school community, such as Synervoice, email and posting on the school's front signage.
- 5.8.2 Only business pertaining to the roles and responsibilities of Council can be considered at a special meeting.

6. Public Consultation and Communication

- 6.1 The Council will consult with the school community through the following strategies:
 - 6.1.1 Talk mail/synervoice
 - 6.1.2 Newsletters
 - 6.1.3 Website updates
 - 6.1.4 Any other communication means as deemed appropriate by Council or made available to Council.
- 6.2 The Council will communicate with the Regina Catholic School Board through the following strategies:
 - 6.2.1 Catholic School Community Council/Regina Catholic School Board Fall and Spring Forum
 - 6.2.2 Principal's Annual School Review Report
 - 6.2.3 One-page annual summary of the Council's initiatives and accomplishments

- 6.2.4 Other communication means as deemed appropriate by Regina Catholic School Board or made available to the Council by Regina Catholic School Board

7. Code of Conduct

- 7.1 The Council will adopt the Code of Conduct attached hereto as Appendix A.

8. Conflict of Interest

- 8.1 No Member who is in a conflict of interest situation shall participate in discussion or vote upon any decision made concerning that issue. A Council member finding him/herself in a conflict of interest situation regarding an issue under consideration by the Council shall declare that he/she is in a conflict of interest situation and leave the room for the portion of the meeting during which the issue is being discussed and voted upon.

9. Handling Complaints or Concerns

9.1 Complaints or Concerns Regarding an Individual Student or Staff Member

- 9.1.1 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 Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual.
- 9.1.2 Such complaints or concerns shall be resolved pursuant to the procedure outlined in Regina Catholic School Board Policy 11110 Parent and CSCC Complaints.

9.2 Complaints or Concerns about Council Initiatives or Activities

- 9.2.1 Informal Complaints or Concerns – Concerns or questions about Council initiatives or activities expressed informally to a Member of the Council may be addressed immediately by the Council Member if he/she feels comfortable in their knowledge and communication of Council affairs. If the Council Member is unsure of the appropriate response, the Council Member should say so but indicate that he/she will raise the concern or question at the next Executive meeting and will respond to that individual in a timely fashion. If the individual is not satisfied with the response, the Member should then explain how the concern or complaint could be brought to the attention of the Council in a more formal manner.

- 9.2.2 Formal Complaints or Concerns – Concerns or complaints can be brought to the attention of the Council by addressing the concern in writing to the Chair or by requesting that the Chair provide the individual with an opportunity to meet with the Executive or Council at an upcoming meeting. The Executive or Council, as determined by with whom the complainant met, will provide a written response if the individual bringing the concern or complaint is not in attendance when the concern is addressed by Council.

10. Conflict Resolution Process

- 10.1** The Council 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.

11. Amending the Constitution

- 11.1** The following procedure shall be followed in amending the Constitution:
- 11.1.1 Proposed amendments to the Constitution shall be voted on at the Annual General Meeting.
 - 11.1.2 Subject to 11.1.4, proposed amendments must be submitted by members in writing to the Executive four weeks prior to the Annual General Meeting.
 - 11.1.3 Subject to 11.1.4, the Executive must notify the general membership in writing of the proposed amendments at least two weeks prior to the Annual General Meeting.
 - 11.1.4 Proposed amendments may be brought to the floor at the Annual General Meeting if such an amendment request receives the support of 75% of those present on a motion to entertain the proposed amendment.
 - 11.1.5 An amendment shall be passed by two-thirds majority vote of those present.
- 11.2** Amendments to the Constitution are not considered to be in effect until approved by the Director of Education for Regina Catholic Schools.

12. Finance

- 12.1** All government funds allotted to Council shall be tracked according to guidelines set by Saskatchewan Learning.
- 12.2** An annual statement will be provided to the Board at the end of the school year outlining the use of government funds.

- 12.3** An annual statement will be provided to the school community at the end of the school year outlining the use of government funds.
- 12.4** An annual statement will be provided to the school community at the end of the school year outlining the use of all funds.
- 12.5** A written Treasurer's Report reflecting the current financial position of the Council bank account will be provided to Council at its regular meetings. Failure to provide a statement at more than two consecutive meetings may, at the discretion of Council, be considered a breach of the Code of Conduct.
- 12.6** The Council account must have a minimum of two signatures.
- 12.7** Signing authority for the Council bank account will be the Treasurer and one of either the Chair or Vice Chair.

13. Roles and Responsibilities of Council Officers

13.1 The **Chair** will:

- Conduct meetings of the Council;
- Ensure that all members have input to discussion and decisions;
- Prepare meeting agendas in consultation with the Principal or other Council Members;
- Oversee operations of the Council;
- Establish networks that support the Council; and
- Act as spokesperson for the Council.

13.2 The **Past Chair** will:

- Have completed a term as Chair of Council in the immediately previous school year;
- Provide transitional support to Council;
- Chair Council meetings if both the Chair and the Vice Chair are unable to attend;
- Perform responsibilities assigned by the Chair.

13.3 The **Vice Chair** will:

- Support the Chair in his/her duties, taking over when the Chair is unable to attend; and
- Perform responsibilities assigned by the Chair.

13.4 The **Secretary** will:

- Take minutes at Council meetings;
- Circulate minutes no later than ten (10) days following the meeting;

- Receive and send correspondence on behalf of the Council;
- Take charge of any official records of the Council; and
- Ensure that appropriate notice is given for all meetings of the Council.

13.5 The Treasurer will:

- Ensure the accountability for all monies received;
- Ensure that deposits and payments are made in a timely fashion;
- Maintain an up-do-date ledger;
- Reconcile monthly statements with the ledger;
- Provide a Treasurer's Report at each regular 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 Council Executive Members;
- Provide a report to the School Community at the end of the school year;
- Manage the Government Grant provided to the Council using procedures outlined in the CSCC Guide; and
- Comply with reporting procedures surrounding government funds provided to the Council.

13.6 Directors will:

- Support the chair and vice chair with their duties/responsibilities
- Sit on subcommittees that (such as fall welcome, staff appreciation, dance, parent education, etc.) have as their goal the support of the Dr. Martin LeBoldus school community;
- Participate in discussion and decision-making at Council meetings

13.7 Members at Large will:

- Be appointed by Council on motion passed by a 2/3 vote;
- Participate in discussion and decision-making at Council meetings;
- Sit on a subcommittee as may be required;
- Shall be appointed for a one year term to sit until the next election

13.8 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.

13.9 The Student Members will:

- Participate in discussion and decision-making at Council meetings;
- Liaise between Council and the SRC;

13.10 Parish Representative will:

- Participate in discussion and decision-making at Council meetings;
- Liaise between Council and the parish;
- Raise concerns of the parish with Council that affect the school;

13.11 Teacher Representative will:

- Participate in discussion and decision-making at Council meetings;
- Raise concerns of and be representative of the teachers;

14. Evaluating Council Operations

14.1 The Council may from time to time in its discretion, evaluate its operations within a given school year.

14.2 The Council may use any one or all of the following strategies to evaluate the effectiveness of its operations:

- Survey of the Council members
- Survey of the LeBoldus community members involved within the school
- Other means as determined by the Council

Approved by LeBoldus Catholic School Community Council on June 17, 2008.

Per: “Cindy M. Haynes”
 Cindy M. Haynes, Chair
 LeBoldus Catholic School
 Community Council

Ratified at the Annual General Meeting on September 18, 2008.

Per: “Cindy M. Haynes”
Cindy M. Haynes, Chair
LeBoldus Catholic School
Community Council

Dr. Martin LeBoldus High School Community Council
Code of Conduct
(Appendix A to the Constitution)

1. The LeBoldus Catholic School Community Council (Council) is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. A Council member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such a discussion with discretion, protecting the confidentiality of the people involved.
3. A Council member shall:
 - uphold the Constitution and bylaws, policies, and procedures of the Council
 - uphold the Council's mission statement and defend the school's values, principles and ethics at all times
 - perform his/her duties with honesty and integrity
 - observe the need for orderly Council meetings and uphold the decisions of Council
 - work to ensure that the well-being of students is the primary focus of all decisions
 - seek to provide a safe, healthy and sustainable school environment for our students, staff and administration
 - respect the rights of all individuals
 - take direction from the members ensuring that the representation processes are in place
 - encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns in accordance with Regina Catholic School Board Policy 11110 Parent and CSCC Complaints
 - work to ensure that issues are resolved through due process
 - strive to be informed and only pass on information that is reliable and correct

- respect all confidential information
- disclose and avoid any potential for conflict of interest

- support Catholic education

Adopted by LeBoldus CSCC on November 28, 2007