

Bishop James Mahoney Catholic School Community Council Constitution

1. Mission

The Bishop James Mahoney Catholic School Community Council holds the following to be its mission:

The Bishop James Mahoney Catholic School Community Council supports the mission of Catholic education by working in partnership with the school in the development of each student's heart, mind, body and spirit.

2. Guiding Principles and Code of Conduct

2.1 Guiding Principles

- An individual who accepts a position as a Catholic school community council member:
 - works to uphold the mission of Catholic education;
 - upholds the constitution and bylaws, policies and procedures of the school community council;
 - performs his/her duties with honesty and integrity;
 - works to ensure that the well-being of students is the primary focus of all decisions;
 - respects the rights of all individuals;
 - takes the direction from council, ensuring that the representation processes are in place; and
 - encourages and supports parents and students with individual concerns to act on their behalf and provides information on the process for taking forward concerns.
- The Bishop James Mahoney Catholic School Community Council shall refrain from the discussion of individual school personnel, students, parents or other individual members of the school community.
- A council member who is approached 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.

2.2 Code of Conduct

Members of the Catholic school community council and/or volunteers shall:

- conduct business of the council according to the values and teachings of the Catholic faith
- uphold the constitution and bylaws, policies and procedures of the school community council;
- be guided by the overall vision and purpose of Catholic school community councils
- know and work toward the vision, goals and principles of the Bishop James Mahoney school program;
- endeavour to be familiar with school and school division policies and procedures and act in accordance with them;
- practise high standards of honesty and integrity;
- encourage a positive atmosphere where individual contributions are encouraged and valued;
- recognize and respect the personal integrity of each member of the school community;
- apply democratic principles;
- consider the best interests of all students;
- respect and maintain the confidentiality of privileged information;
- declare any conflict of interest
- use the appropriate communication channels when questions or concerns arise; and
- be respectful of all members of our school community by not discussing information or complaints about a specific student, parent, staff member or any other employee of the board.

3. Membership and Officers

3.1 Membership:

3.1.1 Elected Members

The Catholic school community council will have the following elected members:

- 5 – 9 parent and community members elected at the annual general meeting. (Parent representatives must be in the majority.)

3.1.2 Appointed Members

The Catholic school community council will have the following appointed members:

(Required)

- the school principal
- a teacher
- 2 secondary students

Members of the council may choose to appoint additional members, subject to the approval of the board of education. Additional appointed members may include:

- a parish representative
- classroom representatives
- community association representatives
- any other member whose participation would be considered an asset to the council's operation

The maximum number of council members is 50.

3.2 Officers

The following Catholic school community council officers will be elected annually from among the elected members:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

3.3 Committees

Ad hoc committees may be struck as required at the discretion of the Council.

4. Catholic school community council meetings

4.1 Annual general meeting

The Annual General Meeting will be held in September of each year. During this meeting Catholic school community council members will be elected. Other orders of business will include the delivery of an annual report, other business as established by the CSCC and open discussion.

4.2 Regular meeting schedule

The elected and appointed members will determine the time and frequency of CSCC meetings with a minimum of 5 meetings (plus AGM) per school year.

4.3 Governance

The CSCC will represent the wider school community. Meetings will be open to the public but only elected and appointed members of the CSCC may decide upon matters brought before the CSCC. The CSCC will report to the school community using a communication strategy, an annual report and the annual general meeting.

4.4 Decision-making process

Decisions will be made using majority vote. Proposals that the CSCC take action, commit funding or decide a particular matter shall be made by motion, discussed and then voted on. Only elected and appointed members of the CSCC may vote make formal motions and vote. The Chair may, to the same extent as any Board member, make motions, engage in debate or vote on any matter to be decided. Once a decision has been reached by the majority of members present and voting, the minority must respect and abide by the decision.

4.5 Voting

On matters requiring a formal vote, only elected members and appointed members of the CSCC may vote. A formal vote is required if action is put forward to the council by way of a formal motion.

4.6 Quorum

A quorum of the CSCC shall be a majority of the elected and appointed members.

4.7 Meeting Agenda

Any member of the school community may request that an item be placed on the agenda for discussion.

4.8 Special meeting

A special meeting of a CSCC 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 Bishop James Mahoney High School or who are electors (as defined in the CSCC Handbook). Only business pertaining to the roles and responsibilities of the CSCC can be considered at a special meeting.

5. Public consultation and communication

The CSCC may communicate with the school community through the following strategies:

- school newsletter
- parish bulletin
- community association newsletter
- posters, flyers
- school sign

The CSCC will communicate with the broader community and the board of education through the following strategies:

- its principal, who will communicate with the senior administrator representative (unit superintendent);
- its respective trustee liaison board member; and
- regional meetings of CSCCs sponsored by the board

Notice regarding the annual general meeting of the Catholic school community council must be publicly given four weeks prior to the meeting date.

6. Conflict of Interest

A CSCC member may occasionally find him/herself in a conflict of interest position in terms of an issue under consideration by the CSCC. When this happens, the member should declare that he/she is in a conflict of interest situation. The member should not vote on any decision on the issue.

7. Dispute resolution protocol (Complaints/concerns procedure)

7.1 Complaints or concerns 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 never the responsibility of the CSCC to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. (See Greater Saskatoon Catholic Schools document: "Parents, Guardians and School Working Together: Conflict Resolution Protocol")

7.2 Complaints or concerns about CSCC initiatives or activities

7.2.1 Informal complaints or concerns

Provided the CSCC members are comfortable in their knowledge and feel at ease expressing it, concerns or questions about CSCC initiatives and activities expressed informally to members of the CSCC 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 CSCC in a more formal manner.

7.2.2 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 CSCC at an upcoming meeting. The CSCC will provide a written response.

8. Evaluating council operations

An annual review will be conducted in May of each year with the method and means to be determined by the Council.

9. Amending the constitution

The CSCC may amend its constitution by sending suggestions for change in writing to the Board of Education through the senior administrator.