

Superior North Catholic District School Board

Catholic Parent Involvement Committee BY-LAWS



February 16, 2012

“Strong and effective parent engagement begins with parents supporting parents at the local and regional levels – through vehicles such as school councils and PIC’s”.

[Parents in Partnership: A Parent Engagement Policy for Ontario Schools, 2010]

Source:
Making a Difference: A Practical Handbook for Parent Involvement Committee Members,
Draft Version, 2011

By-law 1: Parent Members

Parent Members:

A parent member must be the parent of a pupil enrolled in a school of the Board that established the PIC. Employees of the Board may serve as parent members and must inform the committee of their employment at their first committee meeting.

The majority of PIC members must be parents.

Members will include up to 9 parents representing each of the 9 schools of the Board.

Selection of New Parent Members:

A selection subcommittee comprising one of the co-chairs and at least three parent members of the Superior North Catholic District School Board (SNCDSD) CPIC will determine the selection process for committee approval and will manage the recruitment and selection of parent members. Efforts will be made to represent the diverse communities of the Board.

Appointment Procedures

1. When there is a vacancy at the beginning of a school year, each school council will be asked to name a parent representative as a member of the SNCDSD CPIC. The term of the PIC parent member so appointed will be one or two years, as decided by each parent member.
2. Parent members entering the second year of a two-year appointment will be affirmed.

Election Procedures

1. Should an election of a school's parent member be necessary, this shall occur prior to November 15th each school year, and prior to the first meeting of the SNCDSD CPIC name of the school year.
2. Each parent seeking election must be nominated or self-nominated in writing by its Catholic School Council, and must have a child enrolled in a school of the Board.
3. Each parent member of the local Catholic School Council shall be entitled to one vote to determine which parent will fill the parent representation for the school for the CPIC.
4. Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the PIC for use in the event that a vacancy on the PIC occurs later during the school year. In the event of such an occurrence, the individual on the list who has the most votes and who is willing to serve as a PIC member shall fill the vacancy.
5. All other information related to the election shall be kept confidential.
6. All individuals standing for election shall be notified of the results before the results are released.
7. The Director shall post the names of new members on the Board website within 30 days of the election.

Filling Vacancies

If any SNCDSB CPIC parent member position becomes vacant because of resignation, inability of a member to fulfil his or her roles and responsibilities, or other cause, the CPIC shall invite the school councils in the region of the member being replaced to select an alternate member to fill the vacancy. The CPIC shall appoint this individual to the vacant parent member position for the remainder of the term held by the member vacating the position.

By-law 2: Community Members

Appointment Procedures

1. Members of the community can bring an important perspective to the work of the PIC. The SNCDSB CPIC shall include one community member.
2. Community members may not be a member of the Board of Trustees or an employee of the Board. Community members are voting members.
3. Community members shall serve on the PIC for a term of one year. An individual may serve a maximum of three consecutive terms.

Filling Vacancies

Vacant positions for community representatives may be filled by appointment of the CPIC for the remaining term of office, from among members of the community who meet the requirements set for the vacant positions.

By-law 3: Offices

Chair:

A chair shall be appointed or elected by the parent members of the SNCDSB CPIC for a two-year term. Only a parent member who is beginning a two-year term is eligible to stand for the position of chair. An individual may serve two consecutive terms (4 years) as chair. After this period, this person may be reappointed or re-elected as chair provided that at least one two-year term has elapsed since his/her last term as chair.

Co-Chairs:

The CPIC may have two co-chairs, as appointed or elected by the parent members of the CPIC, for a two-year term. To promote continuity, terms shall be staggered such that one of the two positions is open at the beginning of each school year. Only a parent member who is beginning a two-year term is eligible to stand for the position of co-chair. An individual cannot serve more than two consecutive terms in this office.

Treasurer:

The Director of Education or Designate shall act as Treasurer. Reports must be co-signed by both the Director/ Designate and the Chair/Co-Chairs.

Secretary:

The Director of Education or Designate shall act as Secretary. Close communication between the Director/Designate and the Chair/Co-Chairs shall occur when setting the agenda, and determining the accuracy of the minutes, before they are sent out to the CPIC, schools or posted on the Board website.

Vacancies:

1. Should the position of Chair or Co-chair become vacant before the next election process, the CPIC shall fill the vacancy by election of a parent member. Only parent members of the CPIC may vote in an election to fill an officer position.
2. When a vacant spot on the CPIC is filled, the new officer's term will expire at the time the previous officer's term would have ended.

By-law 4: Parent Members – Term of Membership

Parent members – Term of Membership:

Terms of membership for parent members of the committee are for one or two years. Terms will be staggered so that parent positions become available each year. Terms will begin October 1st and end September 30th. Upon application, candidates will indicate whether they would like to serve on the SNCDSB CPIC for one or two years. Committee members may apply for additional terms as long as they are eligible.

By-law 5: Board Employee Group Members

Board Employee Group Members:

To bring the perspectives of Board employee groups, one representative of each of the following Board staff groups will be invited to join the SNCDSB CPIC. As per O. Reg. 612/00, the Board will be responsible for these appointments. These members are non-voting. The term for these members shall be one year, and may be renewed for additional terms.

- one school principal
- one teacher, who may not be a principal or vice-principal
- one Board employee, other than a principal, vice-principal, or teacher

By-law 6: Community Members and Board Employee Group Members -- Term of Membership

Community Members:

The community member appointed by the CPIC will serve on the committee for one or two years.

Principal, Teacher, and Staff Members:

Members from the Board employee group mentioned above may serve on the PIC for one year, which may be:

- one elementary school principal
- one elementary teacher, other than a principal or vice-principal
- one Board employee, other than a principal, vice-principal, or teacher

The one-year term may be renewed for an additional year at the discretion of the Board and the employee.

By-law 7: Conflict of Interest

Conflict of Interest:

1. A conflict of interest may be actual, potential, or perceived.

2. A member of the CPIC shall declare a conflict of interest in matters where he or she, friends, members of his or her family, or business entities in which he or she may have an interest, could possibly benefit (either directly or indirectly) from decisions of the CPIC.
3. A member shall exclude himself or herself from discussions in which:
 - the member's ability to carry out his or her duties and responsibilities as a member of the PIC may be jeopardized, or seen to be jeopardized, due to his or her personal or pecuniary interest;
 - the member, his or her relatives or friends, 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 CPIC or the Board in response to information or advice that the CPIC provides to the Board;
 - the member, his or her relatives or friends, or a business entity in which the member may have an interest, may gain or benefit (either directly or indirectly) as a result of confidential information that becomes known to the PIC member in the course of carrying out his or her CPIC responsibilities;
 - the member might be in a position, or be perceived to be in a position, to give preferential treatment to his or her family members, friends, or a business entity in which he or she has an interest, as a result of his or her participation on the CPIC;
 - a conflict of interest is likely to result.
4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

By-law 8: Conflict Resolution

Conflict Resolution:

- Every PIC member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.
- Speakers to an issue will maintain a calm and respectful tone at all times.
- Speakers will be allowed to speak without interruption.
- The responsibility of the chair or co-chairs 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.
- If no common ground can be identified, the chair or co-chairs will seek to clarify preferences among all members before proceeding further.
- If all attempts at resolving the conflict have been exhausted without success, the chair or co-chairs shall request the intervention of the Director, or other senior administrators, to facilitate a resolution to the conflict.