

# PARENT ENGAGEMENT MATTERS

## TORONTO CATHOLIC SCHOOL BY-LAWS (TCDSB) CATHOLIC SCHOOL PARENT COUNCIL (CSPC) BY-LAWS

### TCDSB, CSPC BY-LAWS

All elementary and secondary schools within the Toronto Catholic District School Board (TCDSB) must have current local CSPC By-Laws to govern the conduct of all Council activities. Without exception, all Councils, in all TCDSB schools, must use the mandated [TCDSB, CSPC By-Laws \(Policy S.10, Appendix A\)](#) that are written in accordance with [Ontario Ministry Regulation 612/00](#), Policy S.10, and correlated TCDSB policies and procedures.

Provided that they follow Regulation 612/00 and TCDSB policies and procedures, the **only changes that a local CSPC can make to the standard [TCDSB, CSPC By-Laws](#) are seven (7)**, and they are as follows:

- i. the number of times that a newly elected member can consecutively hold the office of chair
- ii. the number of times that the full Council shall meet; however, in all cases, The Council shall meet no less than 4 times annually, including the Annual General Meeting (AGM)
- iii. the number of elected parents
- iv. the number of community representatives
- v. the number of meetings that a member can miss
- vi. amendments and/or additions to standing committees
- vii. responsibilities of chairs of any sub-committees

### ANNUAL REVIEW OF CSPC BY-LAWS

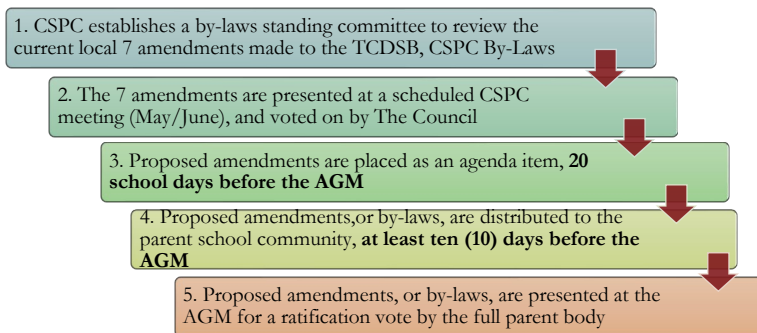
Each school's CSPC's by-laws **must be distributed and verified each year** at the AGM by the school parent community.

To prepare for the annual review, the elected Council must appoint members to the school's By-Laws Standing Committee at the Inaugural meeting. The committee will then be responsible for reviewing the current 7 amendments throughout the academic year, and for presenting the revisions, if any, at a regular CSPC meeting. At this meeting, The Council, will vote to accept, or change, the recommendations made by the By-Laws Standing Committee, prior to presenting the by-laws at the AGM.

### Composition of the School's By-Laws Standing Committee

- Members of the standing committee may be recruited and appointed by the committee chair
- Any parent/guardian with a child registered at the school can be a member of the committee
- The committee must have at least one parent member who was elected to The Council
- The chair/co-chairs of The Council and the principal are ex officio members of the committee

### ANNUAL REVISION PROCESS OF CSPC BY-LAWS



### MOST FREQUENTLY ASKED QUESTIONS

1. Can CSPC devise local by-laws adopting only some sections of the [TCDSB, CSPC By-Laws](#)?
  - No. *The mandated template must be adopted as is. The only changes that can be made are the 7 local amendments.*
2. If no changes are suggested to the existing amendments, do the by-laws still have to be presented and verified at the AGM?
  - Yes. *This is a yearly process to ensure that the voice of all parents, including new parents to the school, is included.*
3. Does the CSPC chair have to be Roman Catholic?
  - Yes. *(Policy S.10, Reg, 1, ii). If the elected parent who is running for chair is not Catholic, The Council can opt to have Co-Chairs, one being Catholic.*
4. If re-elected as a parent representative, what is the max number of years that a parent can serve as chair?
  - *This amendment was added to the by-laws not to provide a maximum, but rather a minimum to ensure equity of opportunity for all parents, versus the same parent consecutively running for over 2 consecutive years).*
5. Can the position of the community member on CSPC be filled by a parent who wants to serve on The Council but was not elected as a parent representative?
  - No. *This position is an opportunity for an external member who can be the voice of, and can represent, the neighboring school community on The Council.*
6. Do all parents need to be sent a copy of the ratified and current by-laws?
  - Yes. *All parents must have access to the school's CSPC By-Laws. It is a good practice for schools to post them on the TCDSB school's webpage.*

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