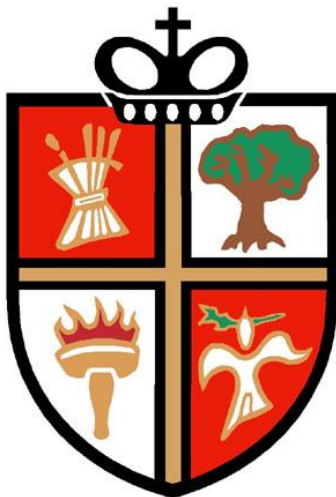


# Miller Comprehensive Catholic High School Catholic School Community Council

C/O Miller Comprehensive Catholic High School

1027 College Avenue, Regina, SK S4P 1A7

Tel: (306)791-7230 Fax: (306)569-7424



## Miller Comprehensive Catholic High School Catholic School Community Council Constitution 2023 – 2024

The name is “Miller Comprehensive Catholic High School  
Catholic School Community Council” (MCCHS-CSCC)

***Miller Comprehensive Catholic High School Mission Statement:  
Miller Comprehensive Catholic High School is dedicated to working with the  
community and the local church to provide a quality Catholic education that fosters  
academic excellence and the development of informed, responsible citizens.***

**Purpose:** The purpose of MCCHS-CSCC is to provide a strong liaison between the school and home communities in order to strengthen the educational process. This may be accomplished by:

- undertake activities to enhance its understanding of the community's economic, social and health needs, aspirations for pupils' learning and wellbeing, and resources and supports for the school, parents, guardians and community;
- in co-operation with the school staff, develop and recommend to its board of

education for approval a learning improvement plan that is in accordance with the school division's strategic plan;

- perform any activities assigned to it in a learning improvement plan approved by the board of education;
- communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments;
- account publicly for the expenditure of funds related to the operation of the school community council;
- participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfil its responsibilities; and
- not discuss or be given access to personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the board of education.

**Membership:** Membership in MCCHS-CSCC shall consist of:

- All parents or guardians with children registered at Miller Comprehensive Catholic High School
- Principal or designate
- Teacher representative

and may include:

- Parish representative(s)
- Student representative(s)
- Community representative(s)

**Executive Structure:**

(1) Officers - The Executive structure within MCCHS-CSCC shall consist of the following elected positions:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Directors - up to five

and the following as exofficio members:

- Principal or designate
- Teacher Representative

(2) Committees - The committees to be established as the Executive deems necessary.

**Term of Office:**

- (1) All elected officers of the MCCHS-CSCC shall hold office for a two-year period.
- (2) No officer or member of the Executive committee shall hold more than one office of the following four positions- Chair, Vice-Chair, Secretary and Treasurer.

- (3) Should a vacancy occur in any office, the Executive committee shall have the power to appoint a member of the Catholic School Community Council membership at large to fill the office for the remainder of the term.
- (4) No officer or committee chair shall hold the same office for more than two years, unless re-elected at the first general meeting of the academic year.

#### **Meetings:**

- (1) Executive meetings shall be held at the discretion of the Executive.
- (2) Meetings of MCCHS-CSCC shall be held on a schedule determined by the Executive at the first annual meeting and in accordance with the guidelines provided by Sask Learning.

#### **Election of Executive and Committee Chairs:**

- (1) The Executive committee shall be elected at the first meeting of MCCHS-CSCC each school year.
- (2) Voting shall be conducted by simple majority of those members present at the meeting.
- (3) The election meeting is to be advertised a minimum of four weeks prior to elections utilizing available communication mechanisms.

#### **Quorum:**

- (1) A quorum of the Executive committee shall consist of a majority of the Executive committee, one of which is a representative of Miller Comprehensive Catholic High School Administration.
- (2) A quorum of the general assembly shall consist of those members present at the meeting, provided that prior notice of such a meeting was distributed to the general membership five days in advance of the meeting.
- (3) All motions brought forward at an Executive committee meeting or a regular meeting shall be decided by a simple majority of those members present.
- (4) The Chair shall vote at Executive and general assembly meetings only when a tie occurs.

#### **Finance:**

- (1) General financial matters shall be discussed at every regular meeting. Payments of accounts in excess of \$100 (one hundred dollars) must be approved at every regular meeting of MCCHS- CSCC or by an Executive quorum if required prior to a scheduled meeting.
- (2) MCCHS-CSCC funds will be maintained by the School Office with statements provided for each meeting.
- (3) The fiscal year for MCCHS-CSCC shall be from September 1 to August 31.
- (4) Annual financial statements for the year ending August 31 will be presented at a regular meeting of the MCCHS-CSCC in the fall of the following school year.

#### **Amendment**

The membership of MCCHS-CSCC shall have the power to add, delete or change the bylaws of the MCCHS-CSCC. This may be done at a regular meeting of the MCCHS-CSCC by majority vote of the members present. Notice of the proposed amendment(s) shall be published and circulated amongst the membership at least fourteen days prior to the vote.

Approved by Miller Comprehensive Catholic High School CSCC

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Date

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MCCHS-CSCC Chair

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Principal – Miller Comprehensive Catholic High School