



Regina Catholic School Division

Catholic School
Community Council

Catholic School Community Council (CSCC) - Constitution 2025-2026

École St. Elizabeth

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Catholic School Community Council (CSCC) - Constitution

Requirements

- Each CSCC is required to draft a constitution that conforms to legislation and regulations and submit to the Director of Education or designated Superintendent of Education Services for approval.
- A constitution or any amendment to the constitution is not in effect until it is approved by the Director of Education or designate for the Regina Catholic School Division.



Catholic School Community Council

Constitution

1. Name

The name of the Council is **École St. Elizabeth Catholic School Community Council.**

2. School Mission Statement

To be a strong voice in our school community and provide an opportunity for effective engagement, communication, and participation. This will be supported by our mutual values of faith, pride, and excellence through French Catholic Education to support student learning as they reach their full potential.

3. Guiding Core Principles

Faith

- We shall uphold high moral values, the teachings of the Catholic Church and operate within the teachings and gospel values.

Communication

- Engage in effective communication between the school and the community.

Cooperation

- We are strongest when we work together through cooperation in our school community and with other communities always with the goal of what is best for the students and school community.

Diversity, Equity, Inclusion

- We need to recognize and celebrate the differences that make our school community unique and special. By creating a culture of respect for others and modeling the behaviors that we are working to grow in our children and community. We empower our children to build a better tomorrow through exposure to experiences and learning opportunities that demonstrate diversity, inclusion, and equity.
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Transparency

- We will have full transparency in all our decision-making processes.

Collaboration

- Bring together the school staff, students, parents/guardians, and community to provide the best learning experience for our children.

Community

- We will work together as people of God to ensure that our children and families have all they need to be successful and caring citizens in our school and community.

1. Membership**1.1. Elected Members**

The CSCC will have the following elected members:

- Five (5) – nine (9) parents/guardians and Catholic community members elected at the Annual General Meeting (AGM).
Note: Parents/guardians must be the majority.

1.2. Appointed Members

The CSCC will have the following Appointed Members:

- Principal
- Teacher or teacher associate
- School Support Specialist
- High school – two (2) students
- Elementary school – may appoint students
- Parish representative
- Other (chosen jointly by CSCC and Board as required)

1.3. Composition of Membership

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

1.3.2. Schools with students in attendance who live on a First Nation community will make provision for representation from the community.



1.4. Terms of Office

- 1.4.1. Where possible, the term of office will normally be two (2) years.
- 1.4.2. Where possible terms should be staggered so approximately half the members are elected/appointed each year.
- 1.4.3. Each elected member has the option of remaining a second term without re-election.
- 1.4.4. Should a vacancy occur in any elected position, the elected CSCC members have the power to appoint a member of the CSCC Members at Large to fill the office until the next AGM.
- 1.4.5. Members may hold dual roles if sufficient volunteers are not available.

1.5. Removal from Office

- 1.5.1. A CSCC member shall vacate their CSCC position if the member:
- 1.5.2. Is convicted of an indictable offence; or
- 1.5.3. Is absent from three (3) or more consecutive meetings of the CSCC without the authorization of the CSCC; or
- 1.5.4. Ceases to be eligible for election as a member pursuant to the Education Act and Regulations, or policies of the Regina Catholic School Division (RCSD).

2. Executive Structure

- 2.1. The Executive structure will consist of the following positions:
 - Chairperson
 - Vice-chairperson
 - Secretary
 - Treasurer
 - Up to five (5) Directors
- 2.2. The Council may include additional subcommittees comprised of Members at Large.

3. Meetings

- 3.1. Annual General Meeting (AGM)
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The AGM/elections will be held in May, June, or September of each year with the exact date being determined by the sitting council.

3.2. Schedule

CSCC will meet a minimum of eight (8) times per year, and on average ten (10) times per year.

3.3. Model of Governance

CSCC will use a representative model of governance.

- **The Representative Model** – In this model, the CSCC represents the wider school community. Meetings are open to the public but only members of the CSCC may decide upon matters brought before the CSCC. The CSCC reports to the school community using a communications strategy, an annual report and the AGM.

3.4. Voting

Voting will be determined in accordance with the representative model adopted by the council.

3.5. Quorum

Quorum of the CSCC will be the principal or designate and a simple majority of the elected and appointed members.

3.6. Special Meeting

3.6.1. A special meeting of the CSCC shall be called by the CSCC chairperson.

3.6.2. If required to do so by the Board of Trustees; or

3.6.3. A request in writing signed by no fewer than 25 persons who have a child attending that school or who are electors in the school's attendance area providing a letter of request giving a detailed account of the reason(s) for the meeting.

3.6.4. Only business pertaining to the roles and responsibilities of CSCC can be considered at a special meeting.

4. Public Consultation and Communication



4.1. The CSCC will consult with the school community through a range of strategies:

- Division supported social media, i.e. Twitter, Facebook, Instagram
- Website
- Electronic, i.e. School Messenger, videos, Seesaw
- Newsletter
- School signs
- School announcement and TV

4.2. The CSCC will communicate with the Board of Trustees through the following strategies:

- CSCC/Board of Trustees Fall and Spring Linkage Meeting
- Annual summary of its initiatives and accomplishments

5. Conflict of Interest

5.1. A CSCC member may occasionally find themselves in a conflict-of-interest position in terms of an issue under consideration by the CSCC. When this happens, the member should declare there in a conflict-of-interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The member should not vote on any decision made on the issue.

6. Decision-Making Process

6.1. The CSCC will need to choose a preferred decision-making process. Although some decisions like adopting a constitution will require a motion and a formal vote, not all CSCC business will require this process.

6.2. **École St. Elizabeth** CSCC will use the following decision-making processes:

There are two common decision-making models:

- **Majority Vote Model** – The issue is discussed, and a vote is taken. The majority vote decides the issue.
- **Consensus Building Model** – Consensus does not necessarily mean that all parties agree, but that all can live with a decision for the sake of the group's ability to move forward. It requires that all members listen to each other's opinions and try to find



solutions to problems and differences. Consensus will almost always involve compromise and can release a group to move beyond individual wants to determine and pursue shared needs.

7. Handling Complaints or Concerns

7.1. Complaints or Concern 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 not the responsibility of the CSCC to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Administrative Application Policy *11110 Complaint Resolution* outlines the appropriate procedure to resolve complaints or concerns.

7.2. Complaints or Concerns about CSCC Initiatives or Activities

7.2.1. Informal Complaints or Concerns

Provided CSCC members are comfortable in their knowledge and feel at ease expressing themselves, concerns, or questions about CSCC initiatives or activities expressed informally to members of the CSCC may be addressed immediately by the member. If a member is unsure of the appropriate response, they should say so but indicate that they 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 council at an upcoming meeting. The CSCC will provide a written response.



8. Conflict Resolution Process

- 8.1. The CSCC will follow the Conflict Resolution Administrative Application as outlined in [Administrative Application 11110 Complaint Resolution](#).

9. Subcommittees

- 9.1. CSCC will possibly have committees.

10. Amending the Constitution

- 10.1. The CSCC may amend its constitution by reviewing the constitution annually and putting forward a motion to make changes. Changes must be supported by the CSCC.
- 10.2. Amendments to the constitution are not considered to be in effect until approved by the Director of Education or designate for Regina Catholic School Division.

11. Finance

- 11.1. All government funds allotted to CSCC must be tracked according to guidelines set by Saskatchewan Ministry of Education.
- 11.2. An annual statement will be provided to the division superintendent at the end of the school year outlining the use of government funds.
- 11.3. An annual statement will be provided to the school community at the end of the school year outlining the use of all funds.
- 11.4. The CSCC bank account must have a minimum of two signatures.
- 11.5. Signing authority for the [École St. Elizabeth](#) CSCC bank account will be the Treasurer [Breanne Howden](#) and Chair, [Jennica George](#).

12. Roles and Responsibilities of CSCC Members

- 12.1. The Chairperson will:
- Conduct meetings of the CSCC.
 - Ensure that all members have input to discussion and decisions.
 - Prepare meeting agendas in consultation with the principal or other CSCC members.
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- Oversee operations of the CSCC.
- Establish networks that support the CSCC.
- Act as a spokesperson for the CSCC.

12.2. The Vice-chairperson will:

- Support the chairperson in their duties, taking over when the chairperson is unable to attend; and,

12.3. The Secretary will:

- Take minutes at CSCC meetings.
- Circulate minutes no later than one (1) week following the meeting.
- Receive and send correspondence on behalf of CSCC; take charge of any official records of the CSCC.
- Ensure that appropriate notice is given for all meetings of the CSCC.

12.4. The Treasurer will:

- Ensure the accountability for all monies received.
- Ensure that deposits and payments are made in a timely fashion.
- Maintain an up-to-date ledger.
- Reconcile monthly statements with the ledger.
- Provide the banking institution with required information and arrange for succession procedure following a change in CSCC executive members.
- Provide a report to the school community at the end of the school year.
- Manage the government grant provided to the CSCC using procedures outlined in the CSCC guide.
- Comply with reporting procedures surrounding government funds provided to the CSCC.

12.5. Members at Large will:

- Support the work of the CSCC.
- Sit on subcommittees and report back to CSCC.

12.6. 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, school staff and the Board of Trustees.

12.7. Staff members will:

- Provide an update of school related initiatives and activities.
- Provide feedback to CSCC and guide directions of CSCC.
- Promote and support CSCC activities.

12.8. Student members will:

- Provide an update of school related activities.
- Provide feedback to CSCC.
- Promote and support CSCC activities.

13. Evaluating Council Operations

- 13.1. The **École St. Elizabeth CSCC** will use [CSCC - E Evaluation Report Form](#) "Catholic School Community Council Meeting Evaluation" to assess the effectiveness of the meeting.

