

Appendix C



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Toronto CPIC By-laws- Appendix C.docx



**TORONTO CATHOLIC
PARENT INVOLVEMENT
COMMITTEE**

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE - BYLAWS

TABLE OF CONTENTS

HISTORY OF REVISIONS 2

AUTHORITY TO MAKE BYLAWS 2

ARTICLE I – NAME & LOGO OF THE ORGANIZATION 3

ARTICLE II – MISSION & OBJECTIVES OF THE ORGANIZATION 4

ARTICLE III – DEFINITIONS..... 5

ARTICLE IV – COMMITTEE STRUCTURE & MEMBERSHIP 8

ARTICLE V – TERM LIMITS, CONTINUED QUALIFICATION AND VACANCIES 12

ARTICLE VI – EXECUTIVE OFFICERS..... 13

ARTICLE VII – EXECUTIVE OFFICER DUTIES & POWERS..... 16

ARTICLE VIII – SUBCOMMITTEES..... 21

ARTICLE IX – MEETINGS 24

ARTICLE X – QUORUM 27

ARTICLE XI – AGENDAS & MINUTES 28

ARTICLE XII - MEETING PROCEDURES..... 31

ARTICLE XIII – MEMBER DUTIES & RESPONSIBILITIES..... 33

ARTICLE XIV – CONFLICT OF INTEREST 35

ARTICLE XV – DISPUTE RESOLUTION 37

ARTICLE XVI – DISCIPLINE, SUSPENSION & REMOVAL OF MEMBERS 38

ARTICLE XVII – ELECTION OF PARENT MEMBERS 39

ARTICLE XVIII – FINANCIAL MATTERS 41

ARTICLE XIX – RATIFICATION & AMENDMENT OF BY-LAWS 43

ARTICLE XX – BYLAW TRANSITION 43

APPENDIX I - ANNUAL MEMBER PLEDGE OF RESPONSIBILITIES & CODE OF ETHICAL CONDUCT..... 45

APPENDIX II - ANNUAL MEMBER CONFLICT OF INTEREST ACKNOWLEDGEMENT & DECLARATION 46

HISTORY OF REVISIONS

Initial Formal Constitution and Bylaws – First Edition	June 1, 2011
Addendum – 7.2 and 7.4	September 15, 2014
Major Revision – Changes to structure, simplification of language, consolidation of addendum and standing rules	September 16, 2019

AUTHORITY TO MAKE BYLAWS

These bylaws are subject to compliance with applicable legislation including the Ontario Education Act and its Regulation 612/00. Any conflict with these bylaws and applicable legislation the legislation shall should to eliminate the cone

As permitted under [Ontario Education Act Regulation 612(00) s(43)]

A parent involvement committee,

(a) may make by-laws governing the conduct of the committee’s affairs; and

(b) shall make by-laws,

(i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,

(ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

(iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,

(iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,

(v) specifying how many, if any, may be appointed by the board to the parent involvement committee,

(vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any

(vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and

(viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

ARTICLE I - NAME & LOGO OF THE ORGANIZATION

1.1 Organization Name

1.1.1 The name of the organization shall be: “Toronto Catholic Parent Involvement Committee”.

1.1.2 The organization may also be referred to as “Toronto CPIC” or “TCDSB CPIC or “CPIC”.

1.2 Logo

1.2.1 The official logo of Toronto CPIC shall be determined by CPIC from time to time.

ARTICLE II – MISSION & OBJECTIVES OF THE ORGANIZATION

MISSION: To improve student academic achievement and the emotional, spiritual and physical well- being of students by supporting, encouraging and enhancing meaningful parent engagement.

PURPOSE: As outlined by [Ontario Education Act Regulation 612/00) s(27) & s(28)]

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

A parent involvement committee of a board shall achieve its purpose by:

- (a) providing information and advice on parent engagement to the board;
- (b) communicating with and supporting school councils of schools of the board; and
- (c) undertaking activities to help parents of pupils of the board support their children’s learning at home and at school

A parent involvement committee of a board shall:

- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;**
- (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);**
- (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;**
- (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,**
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,**
 - (ii) identify and reduce barriers to parent engagement,**
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and**
 - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and**
- (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 clauses (a) to (d), is to be used.**

ARTICLE III – DEFINITIONS

3.0 For the purposes of these Bylaws, whenever the following words are used with its first letter capitalized, shall refer to the definition in this Article.

3.1 Board/TCDSB

Toronto Catholic District School Board inclusive of the organization, Board of Trustees and employees/students within it.

3.2 Committee/CPIC

Toronto Catholic Parent Involvement Committee

3.3 Committee Operating Year

November 1 – October 31

3.4 Committee Fiscal Year

September 1 – August 31

3.5 Conflict of Interest: Compensation

Includes direct and indirect remuneration as well as gifts or favours that are substantial in nature.

3.6 Conflict of Interest: Financial Interest

Any Member has a “financial interest” if the Member has, directly or indirectly, through business, investment or family in

- a) An existing or potential ownership or investment interest in any entity with which the Committee has a transaction, contract, or other arrangement,**
- b) A compensation arrangement with the Committee or with any entity or individual with which the Committee has a transaction, contract, or other arrangement**
- c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Committee is negotiating a transaction, contract, or other arrangement**
- d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the Committee.**

3.7 Conflict of Interest: Interested Member

Any Member of the Committee who has a Financial Interest, as defined above, or who serves as a Director or Officer of any entity with which the Committee has a transaction, contract, or other arrangement.

To include all types of conflict of Interest 3.5-3.7

3.8 E-Meeting or Electronic Meeting

An interactive meeting supporting two-way voice communications and may include video or screen sharing abilities.

3.9 Ex-Officio

A person who is included in membership by virtue of another office or position they hold

3.10 Inaugural Meeting

The annual Meeting where the purpose of the meeting is to elect Officers of the Committee, appoint Community Members and **recognized** newly elected or re-elected Members and creation of subcommittees.

3.11 Member

A person on the Committee which includes Parent Members, Community Representatives and Ex-Officio Members. In the case of subcommittees, may also refer to a person who is not a CPIC Member.

3.12 Nomination Period

The designated time when there is call and deadline for potential Parents wishing to stand for election for their respective Wards or Ward Cluster of School.

3.13 Parent

A natural or adoptive parent which also includes a legal guardian who has lawful custody of a child enrolled in a TCDSB school.

3.14 Parent Member

A Parent Member of the Committee who is elected, acclaimed or appointed to the Committee and has a child enrolled in a TCDSB school.

3.15 Regular Meeting/Meeting

A prescheduled Meeting of CPIC from the annual calendar of Meetings which includes the annual Inaugural Meeting. May also include Subcommittee Meetings.

3.16 Urgent Matter

Any matter of a time-sensitive nature which may result in financial loss or other harm to the TCDSB and/or CPIC, if the matter is not dealt with before the next scheduled Meeting.

3.17 Ward

Designated TCDSB Trustee Wards with defined boundaries encompassing one of **or** more City of Toronto Wards.

3.18 Ward Cluster of Schools

A defined group of TCDSB Trustee Wards or Splits within TCDSB Trustee Wards defined by CPIC through policy for the purposes of defining boundaries for recruitment of Parent Members.

3.19 Ward Representative

A Parent Member who may be an elementary or secondary school representative.

ARTICLE IV – COMMITTEE STRUCTURE & MEMBERSHIP

4.0 To be consistent with [Ontario Education Act Regulation 612/00 s(33/34)]

4.1 Parent Members – Elementary School Ward Representatives

4.1.1 Qualifications

4.1.1.1 Shall be an English-Catholic School supporter as designated by the official City of Toronto/MPAC tax roll.

4.1.1.2 Shall be a Parent (as defined by the Education Act) of a student enrolled in a TCDSB elementary school as of the date of election/appointment in the designated Ward or Ward Cluster of Schools.

OR

4.1.1.3 Shall be a Parent of a student enrolled in a TCDSB elementary school and has a primary residency in the designated Ward or Ward Cluster of Schools.

4.1.1.3 Parents who are paid TCDSB employee(s)/contractor(s) may serve but shall identify their employment status at the first meeting of the Committee.

4.1.1.4 May not be a sitting TCDSB Trustee.

4.1.2 Boundaries

4.1.2.1 Minimum of one (1) Parent representative per TCDSB Trustee Ward.

4.1.2.2 Each elementary Parent Member shall represent up to sixteen (16) elementary schools within a single TCDSB Trustee Ward.

4.1.2.3 Where a TCDSB Trustee Ward has more than sixteen (16) elementary schools within it, an additional elementary Parent Member will be considered by a vote of CPIC and updated in CPIC policy before the next scheduled annual elections.

4.1.3 Term

4.1.3.1 Each term for an Elementary School Ward or Elementary Ward Cluster of Schools Representative shall be a maximum of two (2) years.

4.2 Parent Members – Secondary School Ward Cluster of Schools Representatives

4.2.1 Qualifications

4.2.1.1 Shall be a Parent of a student enrolled in a TCDSB secondary school as of the date of election/appointment in the designated Ward Cluster of Schools.

OR

4.2.1.2 Shall be a Parent of a student enrolled in a TCDSB secondary school and has a primary residency in the designated Ward or Ward Cluster of Secondary Schools.

4.2.1.3 Parents who are a paid TCDSB employee/contractor may serve but shall identify their employment status at the first meeting of the Committee.

4.2.1.4 May not be a sitting Board of Trustee member.

4.2.2 Boundaries

4.2.2.1 Shall be one (1) Parent representative per Ward Cluster of Secondary Schools.

4.2.2.2 A maximum of three (3) total Ward Cluster of Secondary Schools areas.

4.2.2.3 Clusters and Wards areas will be defined and updated in CPIC policy.

4.2.3 Term

4.2.3.1 Each term for a Secondary School Ward Representative shall be a maximum of one (1) year.

4.3 Community Representatives

4.3.1 A maximum of three (3) persons appointed from time to time yearly (based on Committee Operating Year) by the Parent Members of the Committee

4.3.2 Eligibly Criteria

An organization proposing to appoint an individual must meet ALL of the following:

4.3.2.1 Be connected with an established and recognized community organization the purpose of which is aligned with CPIC's mandate and vision.

4.3.2.2 Represent a clear geographic or component of the community at large.

4.3.2.3 Be aligned to the TCDSB and Catholic values.

4.3.2.4 Bring added expertise and/or perspective to the Committee's discussions.

4.3.3 One (1) Community Representative position will be reserved for a representative from OAPCE-Toronto (Ontario Association of Parents in Catholic Education) provided there is an official appointment made and the appointee wishes to serve.

4.3.4 May not be a sitting Board of Trustee member or employee/contractor of the TCDSB.

4.4 TCDSB Director of Education

4.4.1 The current appointed, or acting, Director of Education of the TCDSB, or a designate, who is a designated TCDSB Superintendent or Associate Director of Education.

4.4.2 The Director of Education, or designate, shall have no vote.

4.5 TCDSB Trustee Representative

4.5.1 One (1) member of the Board of Trustees, appointed by the Board of Trustees.

4.5.2 The Board of Trustees may also appoint an alternate to the Committee who, in the absence of the Trustee Representative, shall have all the powers and responsibilities of the primary Trustee Representative.

4.5.3 Shall be annually appointed by the Board of Trustees at their inaugural/caucus meeting.

4.5.4 The Trustee representative shall have no vote.

4.6 Member Representation Limit

4.6.1 A Member shall only hold one (1) position on the Committee at any time.

ARTICLE V – TERM LIMITS, CONTINUED QUALIFICATION AND VACANCIES

5.0 To be consistent with [Ontario Education Act Regulation 612/00 s(34)]

5.1 Term limits

5.1.1 Any member of the Committee may be re-elected/re-appointed an unlimited number of times to a position for which he or she is qualified.

5.2 No longer qualifying in position

5.2.1 If a Member no longer qualifies based on the original election/appointment criteria (i.e. their children have left the TCDSB or they have left their community organization), their position will be considered vacant on the 1st day of the following month.

5.3 Vacancies

5.3.1 The Committee shall make reasonable efforts to fill any vacancy which may arise by election or appointment, in its sole discretion, within sixty (60) calendar days of the vacancy arising.

5.3.2 Appointment

5.3.2.1 The Committee shall first consider the appointment of a candidate, or candidates, who were not successful in the last Parent Member election (i.e. runner-up) provided they are still qualified and interested.

5.3.3 By-Election

5.3.3.1 A by-election may be scheduled for the Parent Members if a vacancy occurs before the Nomination Period in any year.

5.3.4 Acting Members

5.3.4.1 After the annual elections have taken place, the Chair may appoint at their sole discretion qualified persons to “acting” Member positions in open or vacated Committee positions until the next Committee Meeting.

5.3.4.2 Acting Members shall not be able to cast a vote for any changes to Bylaws, appointment of Members, Election or removal of Executive Officers.

5.3.4.3 The Committee may, by a motion, appoint qualified individuals to fill vacancies for the duration of a term provided that notice of such motion is provided at the preceding Meeting.

5.3.5 Term

5.3.5.1 Any Member appointed or elected by way of a by-election shall only serve until the next regularly scheduled election for that position.

ARTICLE VI – EXECUTIVE OFFICERS

6.0 To be consistent with [Ontario Education Act Regulation 612/00 s(38)]

6.1 Executive Officers

6.1.1 Chair

6.1.2 Vice-Chair

6.1.3 Treasurer

6.1.4 Secretary

6.1.5 Digital Coordinator

6.1.6 Event Coordinator

6.1.7 Past Chair

6.2 Qualification of Executive Officers

6.2.1 Shall be Parent Members

6.2.2 Shall not be employed by the TCDSB

6.2.3 Chair

6.2.3.1 The Chair must be an Elementary Parent Member with a two-year term as required by (Ontario Regulation 612/00), sections 38(8) and 43(b)(iii).

6.2.3.2 To qualify to serve as Chair of the Committee, a Member shall have at least one (1) year of prior service on the Committee.

6.2.3.3 Shall be Roman Catholic.

6.2.4 Past Chair

6.2.4.1 Have been a Member who was previously Chair in the previous term and completed their full term and have not otherwise been removed mid-term.

6.2.4.2 Not otherwise elected to another Officer position.

6.2.4.3 If a Member does not qualify or does not want to hold the office, the position remains vacant.

6.2.5 Notwithstanding a Member filling more than one (1) executive position, they only are permitted one (1) vote.

6.3 Term of Executive Officers

6.3.1 All Executive Officers other than Chair are one (1) year terms.

6.4 Nomination and Election of Executive Officers

6.4.1 Shall be nominated and elected by the Parent Members of the Committee at the Inaugural Meeting of the Committee.

6.4.2 The Director of Education, or designate, shall conduct the nomination and election of the Chair if required, and Vice-Chair.

6.4.3 Thereafter, the elected Chair shall conduct the nomination and election of the other Members of the Executive Officers.

6.4.4 The casting of votes shall be by show of hands unless any Member calls for a secret ballot.

6.5 Term of Office Limit for Chair and Vice-Chair

6.5.1 The Chair may not serve for more than two (2) consecutive terms.

6.5.2 Following service of two (2) consecutive terms a Parent Member may serve again as Chair provided at least one (1) two-year term has elapsed.

6.6 Partial Term

6.6.1 Any election to fill a vacancy in an Executive Officer position shall not preclude such a Member from serving two (2) consecutive terms as per 6.5.1 and shall not be considered one of those terms.

6.7 Recall

6.7.1 Executive Officers shall serve at the pleasure of the Committee so long as the officeholder has not lost the confidence of the Members.

6.7.2 A vote to remove an Executive Officer must be through a Notice of Motion duly presented at the preceding Meeting of CPIC and on a recorded vote of two-thirds (2/3) of all current Members of the Committee, excluding any Acting Members.

ARTICLE VII – EXECUTIVE OFFICER DUTIES & POWERS

7.0 To be consistent with [Ontario Education Act Regulation 612/00 s(38) & s(50)]

7.1 Chair

7.1.1 Shall, when present, serve as Presiding Officer for all Meetings of the Committee.

7.1.2 Shall act as spokesperson for the Committee in communicating with the TCDSB Director of Education, Trustees and the general public.

7.1.3 Shall provide leadership and direction to the Committee and Executive Officers so that the goals, priorities and procedures of the Committee promote Catholic faith and values consistent with the Mission of the Committee.

7.1.4 Shall, in consultation with the Vice-Chair, arrange and call Meetings of the Committee.

7.1.5 Shall, in consultation with the Vice-Chair, set and prepare the Meeting agenda for all Meetings of the Committee and consult with Members as needed.

7.1.6 Shall ensure that a record of all Meetings of the Committee is made and maintained.

7.1.7 Work collaboratively with the TCDSB Director of Education and TCDSB Trustee Chair to improve student achievement and well-being through effective parent engagement.

7.1.8 Facilitate resolution of conflict, if any, between Members of the Committee provided that the Chair is not a party to such conflict.

7.1.9 May participate as an ex-officio voting Member of all Subcommittees.

7.1.10 May consult with TCDSB staff and TCDSB Trustees as required.

7.1.11 Shall ensure there is regular communication with the TCDSB parent community.

7.1.12 Shall prepare and submit by October 31st of each year, an annual written report on the activities of the Committee, including how funds were spent, to the Director of Education and Board of Trustees.

7.1.13 Ensure that new Members receive appropriate orientation and/or training on Committee functions and procedures by providing up to date copies of the By-Laws, policies and other relevant materials.

7.1.14 Shall act without the prior direction of the Committee only in Urgent Matters in which failure to act might result in reputational or financial loss to CPIC. Subsequently, shall report to the Committee on the urgent nature that required action at the next reasonable opportunity.

7.1.15 Shall be responsible for all social media and telecommunications accounts and passwords.

7.1.16 Shall carry out other such duties as the Committee directs from time to time.

7.2 Vice-Chair

7.2.1 Shall assist the Chair in the discharge of his or her duties and responsibilities.

7.2.2 May assist the Chair to set and prepare the Meeting agenda for all Meetings of the Committee and consult with other Members as needed.

7.2.3 In the absence of the Chair, preside over Meetings of the Committee.

7.2.4 In absence of the Chair, arrange and call Meetings of the Committee.

7.2.5 May participate as an ex-officio voting Member of all Subcommittees.

7.2.6 In the absence of the Chair, or in the event of the Chair's inability or incapacity, the Vice-Chair shall assume the role and duties of the Chair on a temporary basis.

7.2.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.3 Treasurer

7.3.1 Shall be familiar with basic financial/accounting principles and controls.

7.3.2 Shall prepare all requests for the disbursement of funds in accordance with TCDSB policies and procedures and ensure compliance with Committee policies.

7.3.3 Shall ensure a full and accurate accounting of all receipts and disbursements of the Committee in conjunction with TCDSB Finance staff.

7.3.4 Shall provide a report, at each of the Meetings of the Committee, on the general financial position of the Committee's funds including accounting of established actuals vs budgets.

7.3.5 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.4 Secretary

7.4.1 Shall be familiar and up to date with Committee procedures.

7.4.2 Shall ensure that minutes of the proceedings of CPIC are recorded and assist the Chair in the review of draft minutes of the Committee's proceedings.

7.4.3 May assist the Chair in preparation of Committee communications.

7.4.4 Shall ensure Committee agendas and minutes and those of all Subcommittees are complete and accurately posted to the Board's webpage.

7.4.5 Shall keep a record of Committee motions or actions and tracking thereof.

7.4.6 Shall maintain a roster of approved CPIC materials and resources.

7.4.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.5 Digital Coordinator

7.5.1 Shall be familiar with social media channels and electronic mediums.

7.5.2 Shall day-to-day manage all Social Media accounts of the Committee in conjunction with the Chair.

7.5.3 Shall engage in ongoing communications with stakeholders that adheres to the directions issued by the Chair or Committee from time to time and that follows the Missions and Objectives of this Committee.

7.5.4 Shall work with the Chair and other Members as needed to update and maintain CPIC digital mediums including CPIC-TCDSB public webpages.

7.5.5 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.6 Events Coordinator

7.6.1 Shall be familiar with event planning best practices.

7.6.2 Shall ensure that all events held by the Committee or Members are consistent in approach and compliant with any applicable CPIC policies and motions.

7.6.3 Shall be the lead organizer of conferences, summits, or events held by the Committee.

7.6.4 Shall ensure Events where the Committee is a sponsor have appropriate representation, recognition, and approved CPIC materials for distribution.

7.6.5 Shall work with other Members to report back to the Committee on the summary-of activities undertaken.

7.6.6 Shall assist other Members with local event planning and share opportunities and best practices with local School Councils.

7.6.7 Shall ensure photographs or videos of the events are taken and made available.

7.6.8 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.7 Past Chair

7.7.1 Shall support the positive functioning and decision making of the Committee.

7.7.2 Shall facilitate transition of the Executive and outstanding Committee work.

7.7.3 May provide advice to the current Chair and Executive Officers.

7.7.4 May attend any Subcommittee Meeting as a resource and support any ongoing work efforts.

ARTICLE VIII – SUBCOMMITTEES

8.0 To be consistent with [Ontario Education Act Regulation 612/00 s(41)]

8.1 Standing Subcommittees

There shall be the following Standing subcommittees:

8.1.1 Executive Officers Subcommittee

Function: To co-ordinate and manage the activities of CPIC between Meetings of the Committee.

Membership: All Executive Officers

Chair: Chair of CPIC

Vice-Chair: Vice-Chair of the CPIC

8.1.2 Budget & Priority Setting Subcommittee

Function: Devise and propose budget and disbursement targets for CPIC based on approved budget from the previous year as well as in-year monitoring. Recommend priorities and budget for CPIC for the next upcoming year by September 30th

Membership: CPIC Chair, Vice-Chair, Treasurer, at least one (1) Parent Member and any other Members of CPIC who wish to serve.

Chair: Vice-Chair of the CPIC

Vice-Chair: Treasurer of the CPIC

8.1.3 Conference & Events Subcommittee

Function: Responsible for the planning and execution of any Committee-planned events such as: workshops, forums and/or conferences. This will include recommending themes, topics, workshops and/or speakers that support the Committee's objectives. Ensures consistency of CPIC representation, registration activities and post-event surveys for all Committee sponsored events. Acts as an oversight, to ensure uniformity, on any ad-hoc event(s) special Subcommittees.

Membership: CPIC Chair, Events Coordinator and at least two (2) other members from the Committee who wish to serve.

Chair: Events Coordinator

Vice-Chair: To be determined by the Subcommittee

8.1.4 Communications & Parent Resource Subcommittee

Function: Responsible for curating and cycling content on CPIC digital channels and updating CPIC's resource and materials roster. Ensuring coordination of social media channels with respect to notices and materials related to planned CPIC functions.

Membership: CPIC Chair, Secretary, Digital Coordinator and any other Members of the CPIC who wish to serve.

Chair: Digital Coordinator

Vice-Chair Secretary

8.2 Special Subcommittees

8.2.1 From time to time the CPIC may create as many additional Special Subcommittees as it deems necessary to meet specific objectives and to make recommendations to CPIC.

8.2.2 The Committee shall assign purposes and delegate powers and duties to each Special Subcommittee as it deems necessary.

8.2.3 Such Special Subcommittees cease to exist at the conclusion of the Committee Operating Year, when they have achieved their mandate or purpose as specified per 8.2.2, or otherwise as determined by the CPIC.

8.2.4 Notwithstanding 8.2.3 the mandate of a Special Subcommittee may be extended if its work is deemed incomplete and still of use to CPIC at the conclusion of the Committee Operating Year.

8.2.5 Membership

8.2.5.1 Subcommittee members may be appointed by CPIC or may be recruited and appointed by the Chair of the Subcommittee.

8.2.5.2 Shall have a minimum membership of two (2).

8.2.5.3 Each Member shall only have one (1) vote.

8.2.5.4 A person who is not a Member of the Committee may be a Member.

8.2.5.5 All Members serve at the pleasure of the Committee.

8.2.6 Chair/Vice Chair

8.2.6.1 The Chair shall be appointed at the time of creation of the Subcommittee.

8.2.6.2 A Vice Chair if deemed necessary shall be elected from amongst its Members.

8.2.6.3 Shall be responsible for leading the Subcommittee and carrying out its objectives and providing regular reports of its progress and any recommendations at each CPIC Meeting.

8.3 Subcommittee Recommendations

8.3.1 Each Subcommittee may make recommendation to the Committee on matters under authority or mandate of the Subcommittee.

8.3.2 Any formal recommendations and/or minutes shall be provided to the CPIC Chair to appear on the agenda of each regular Meeting of the Committee.

8.5 Subcommittee Subject to Committee Bylaws

8.5.1 The business and conduct of any Subcommittee shall adhere to the provisions of the Bylaws as applicable.

8.5 Notice of Meetings

8.5.1 The Subcommittee Chair shall:

8.5.1.1 Provide a minimum seven (7) full calendar-days notice for scheduled Meetings.

8.5.1.2 Furnish an agenda for each Meeting including the substance of business to be discussed or decided.

ARTICLE IX - MEETINGS

9.0 To be consistent with [Ontario Education Act Regulation 612/00 s(40)]

9.1 Committee & Subcommittee Meetings

9.1.1 Shall be held at the TCDSB Catholic Education Centre (CEC).

9.1.2 Where the TCDSB Catholic Education Centre is not available, shall be held at a location owned by the TCDSB with suitable facilities.

9.1.3 Meetings shall be open to members of the public who may attend Committee Meetings as guests or visitors.

9.2 Electronic Meetings

9.2.1 CPIC may choose to hold up to fifty percent (50%) of its regular Meetings by way of an E-Meeting.

9.2.2 Subcommittees and Special Subcommittees may hold any of their Meetings by way of E-Meeting.

9.2.3 A Member who participates in a Meeting through electronic means shall be deemed to be present at the Meeting.

9.3 Regular Meeting Frequency

9.3.1 The Committee Shall meet no less than eight (8) times during the Operating Year.

9.3.2 Regular Meetings shall not be scheduled during Holy Week or school breaks including the summer.

9.4 Inaugural Meeting

9.4.1 Shall be considered as a Regular Meeting and the 1st Meeting of the Operating Year.

9.4.2 Shall be held no later than November 15th of each year.

9.4.3 Shall be held after the election of Parent Members.

9.5 Special Meetings

9.5.1 Shall only be called to deal with Urgent Matters or a specific topic.

9.5.2 Shall only be called by either:

9.5.2.1 The Chair after consultation with the Executive Subcommittee, or

9.5.2.2 Upon receipt of a request in writing for a Meeting from no less than six (6) Committee Members in good standing submitted to the Chair and Vice-Chair of the Committee.

9.6 Notice

9.6.1 Shall require at least seven (7) Calendar days written Notice to every Member of the Committee.

9.6.2 Shall include the date, time, format or location.

9.7 Form of Notice

9.7.1 Notice is required to be given by:

9.7.1.1 Delivering a notice to each Member by electronic mail or regular mail,

AND

9.7.1.2. Posting on the TCDSB Website.

9.8 Calendar of Regular Meetings

9.8.1 By the end of October of each year the Committee shall set the dates, times and locations for its Meetings for the next Operating Year.

9.8.2 At the Inaugural Meeting at the beginning of each new Operating Year, the Committee shall confirm the preliminary schedule and provide the schedule to the Board of Trustees for inclusion in the official Board committee calendar.

9.8.3 The Committee shall seek to avoid any scheduling conflict with other pre-scheduled Board, Standing or Statutory Committees.

ARTICLE X – QUORUM

10.0 To be consistent with [Ontario Education Act Regulation 612/00 s(40)]

10.1 Quorum at Committee Meetings

A meeting shall be considered eligible to commence and continue provided that:

10.1.1 Fifty percent (50%) rounded-down of elected and appointed Committee Members are present.

10.1.2 The Director of Education, or designate, is present.

10.1.3 The Trustee Representative, or Trustee Alternate Representative, is present.

10.1.4 A majority of the Members present at the meeting are Parent Members.

10.2 Quorum at Subcommittee Meetings

10.2.1 A Subcommittee Meeting shall be considered eligible to commence and proceed provided that: at least two (2) Committee Members are present.

10.3 Electronic Medium

10.3.1 A Member is considered present if he or she is physically in the designated Meeting room or present via voice.

10.3.2 A Member participating remotely must declare themselves present through a two-way interactive means.

10.3.3 Shall be subject to any current CPIC policies on attendance via electronic means.

ARTICLE XI - AGENDAS & MINUTES

11.0 Agendas and Minutes will follow the general formatting and structure of TCDSB Board of Trustee committee template.

11.1 Order of Business for Inaugural Meetings of CPIC

11.1.1 Call to Order

11.1.2 Opening Prayer

11.1.3 Roll Call & Apologies

11.1.4 Declarations of Interest

11.1.5 Approval of the Agenda

11.1.6 Presentations & Reports from Committee Officers

11.1.7 Certification of Election Results

11.1.8 Election of Chair (if required) and Vice-Chair

11.1.9 Election of new Executive Officers (not including Chair and Vice-Chair)

11.1.10 Appointment of Parent Representatives to fill any vacancies

11.1.11 Appointment of Community Representatives

11.1.12 Assignment of Members to Standing Committees

11.1.13 Creation or Continuation of Special Subcommittees

11.1.14 Confirmation of Calendar & Schedule of Committee Meetings

11.1.15 Urgent Matters

11.1.16 Communications or Announcements

11.1.17 Adjournment

11.2 Order of Business for Regular Meetings of CPIC

11.2.1 Call to Order

11.2.2 Opening Prayer

11.2.3 Roll Call & Apologies

11.2.4 Approval of the Agenda

11.2.5 Declarations of Interest

11.2.6 Approval & Signing of the Minutes

11.2.7 Presentations & Reports from Committee Officers

11.2.8 Delegations

11.2.9 Unfinished Business & Matters Rising out of Minutes

11.2.10 Notices of Motion

11.2.11 Communications Received

11.2.12 Program/Consultation (Committee of The Whole)

11.2.13 Subcommittee & Special Committee Reports

11.2.14 Matters Referred to the Committee by the Board of Trustees and Other Committees of The Board

11.2.15 Reports from TCDSB Board Officials

11.2.16 Reports from Trustee or Trustee Alternate

11.2.17 Parent Member & Community Member Reports

11.2.18 Update from the Board on prior CPIC resolutions recommended

11.2.19 Pending List

11.2.20 Adjournment

11.3 Inclusion of Items on Agenda

11.3.1 The Meeting Agenda shall be determined by the Chair and Vice-Chair who may consult with the Director or Director designate.

11.3.2 Members may request items be added to the agenda by providing the topic and associated materials to the Recording Secretary and the Chair ten (10) calendar days before the Meeting.

11.3.3 No new items may be added to the Draft Agenda unless the matter is deemed an Urgent Matter or time sensitive by the Chair.

11.4 Alignment with Mission & Objectives

11.4.1 The Chair in consultation with the Vice-Chair shall determine if a proposed Agenda item is aligned with the Mission and Objectives of the Committee as noted in Article II “Mission and Objectives of The Organization.” If deemed not, the item shall not be added to the Agenda.

11.5 Minutes – Role of Recording Secretary

11.5.1 The Recording Secretary shall keep, or cause to be kept, a full and accurate account of the proceedings of every Meeting which will include all the procedurally relevant details of each Meeting.

11.5.2 Draft Minutes shall be circulated to the Members of CPIC no less than forty-eight (48) hours prior to the next Meeting.

11.5.3 Draft Minutes shall be approved by a majority vote of the Members present at the Meeting at which they are presented and will thereafter form the official record of the decisions of CPIC.

11.5.4 No motion to amend the draft Minutes shall be in order unless it is with respect to an error or omission of fact.

11.5.5 Once approved at Committee, the Minutes will be posted to the TCDSB website, and any other appropriate locations as CPIC may from time to time determine, within four (4) calendar days.

11.5.6 Once approved, the Minutes and/or an appropriate electronic link to them, will be sent to all TCDSB Catholic School Parent Councils (CSPC).

11.5.7 Once approved, a signed copy of the Minutes will be retained for a period of four (4) years at the offices of the TCDSB where they may be examined without charge by any person who requests to see them.

ARTICLE XII - MEETING PROCEDURES

12.0 The current edition of Robert's Rules of Order (Newly Revised) shall be the authority to decide all questions not provided for in these Rules.

12.1 Motions

12.1.1 All decisions of The Council shall be by motions which must be moved, seconded, and stated from the Chair prior to any debate.

12.1.2 A motion shall be put in writing if any Member requests it.

12.1.3 When a motion is once moved, seconded, and stated from the Chair, it shall be in the possession of the Committee and shall not be withdrawn without the unanimous consent of the Meeting.

12.2 Debate

12.2.1 If two or more Members wish to speak at the same time, the Chair shall decide who may speak first.

12.2.2 When a Member is called to order by the Chair, he or she will not speak until the Chair has made a ruling.

12.2.3 The Chair shall be privileged to debate by calling another Member to the Chair.

12.2.4 No Member will speak to a question once it has been decided.

12.3 Voting

12.2.1 All votes will be by show of hands, unless a Member requests a secret ballot.

12.2.2 All Members shall vote on questions in which they have not declared a conflict of interest.

12.2.3 A recorded vote shall be taken if any Member requests it.

12.2.4 A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not carried.

12.4 Appeals

12.4.1 An appeal to the Meeting from the ruling of the Chair shall at all times be in order provided that it is seconded by another Member. In the event of an appeal, the Chair shall say: "The ruling of the Chair has been appealed. Is it the will of the meeting that the ruling of the Chair shall be upheld?" but shall not otherwise speak to the appeal.

12.4.2 A two-thirds (2/3) vote of the Members shall be required to overturn the ruling of the Chair.

ARTICLE XIII – MEMBER DUTIES & RESPONSIBILITIES

13.0 Each Member will annually sign the Annual Member Pledge of Responsibilities & Code of Ethical Conduct found in Appendix I.

13.1 Duties & Responsibilities of Members

13.1.1 Observe and uphold the Committee’s Bylaws, Policies and Code of Ethical Conduct.

13.1.2 Attend all Committee Meetings during the Committee Operating Year.

13.1.3 Participate actively in Meetings of the Committee.

13.1.4 Conduct themselves at Committee Meetings in a professional and cordial manner in the context of Christian and Catholic gospel values.

13.1.5 Act as a link between the Committee and their respective Ward or Ward Cluster of Schools in support of programs to improve student achievement and well-being.

13.1.6 Make every effort to be as representative of the Toronto community as possible.

13.1.7 Participate in information and training programs.

13.1.8 Agree to be photographed or recorded while executing their duties.

13.1.9 Shall Serve on a minimum of one (1) Standing Subcommittee established by the Committee.

13.1.10 Shall hold at least one (1) in person or electronic Meeting of their Ward or Ward Cluster of Schools within each Committee Operating Year.

13.2 Committee Member Code of Ethical Conduct

13.2.1 Ensure that the interests and well-being of TCDSB students is the primary focus of all decisions.

13.2.2 Be guided by the Committee's mission.

13.2.3 Act within the limits of the roles and responsibilities of the Committee, as noted in the Committee's Bylaws, and Regulation 612/00 of the Ontario Education Act.

13.2.4 Maintain the highest standards of civil courtesy, integrity, and honesty.

13.2.5 Promote high standards of ethical practice within the Committee.

13.2.6 Recognize and respect the personal integrity of every Member of the Committee.

13.2.7 Treat all Members with respect and allow for diverse opinions to be shared without interruption or discourtesy.

13.2.8 Foster a positive environment in which individual contributions are encouraged and valued.

13.2.9 Acknowledge democratic principles and accept the will and decisions of the Committee.

13.2.10 Limit discussions at Committee Meetings to matters of concern to the Committee as a whole.

13.2.11 Use established communication channels when questions or concerns arise.

13.2.12 Declare any conflict of interest.

13.2.13 Not disclose any confidential information.

ARTICLE XIV – CONFLICT OF INTEREST

14.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)] each Member will annually sign Annual Member Conflict of Interest Acknowledgement and Declaration found in Appendix II.

14.1 Responsibility of Members

14.1.1 A Member shall not accept favours, economic benefits or payment from any individual, organization, or entity known to be seeking business contracts with CPIC or benefit financially through Committee involvement.

14.1.2 An Member, Officer or Parent may not use his or her position with respect to the Committee, or confidential insider information obtained by him or her relating to the Committee, in order to achieve a financial benefit for himself or herself or for a third party.

14.1.3 It is the responsibility of the Member to declare their interest at the Inaugural Meeting or at any Meeting that a matter may be related to a potential Conflict of Interest.

14.1.4 In all other respects, CPIC shall follow the conflict of interest policies of the TCDSB and any applicable laws.

14.2 Duty to Declare

14.2.1 Where a Committee Member believes an actual or potential Conflict of Interest is likely to occur, the Member shall immediately declare that fact and shall recuse himself/herself

before any discussion, deliberation, vote or resolution on the matter is made.

14.2.2 In the event of such a declaration, the Member shall state the reason for the declaration, which shall be noted in the Minutes of the Meeting.

14.3 Allegations of Conflict of Interest

14.3.1 Any Member of the Committee, the TCDSB or the Toronto community may suggest to the Chair of the Committee that a Conflict of Interest involving a Committee Member has occurred.

14.3.2 The Chair of the Committee shall immediately inform the Executive Officers of the Committee and the Director of Education.

14.3.3 The Chair (or Vice-Chair if the Chair is involved) of the Committee and the Director of Education shall review the allegation and make a determination based on available information and materiality of the issue.

14.3.4 If the decision of the Chair and Director of Education is not unanimous, then the matter will be referred to a Special Subcommittee, which will be established of not more than four (4) Members none of whom may be parties to the dispute.

14.3.5 The findings of the Special Subcommittee will be presented to the Committee in a formal report.

14.4 Violations of the Conflict of Interest Policy

14.4.1 If the Committee has reasonable cause to believe that a Member has failed to disclose an actual or possible Conflict of Interest, it shall inform the Member of the basis for such belief and afford the Member an opportunity to explain the alleged failure to disclose.

14.4.2 If, after hearing the response of the Member, and making such further investigation as may be warranted in the circumstances, the Committee determines that the Member has in fact failed to disclose an actual or potential Conflict of Interest, it shall determine appropriate disciplinary and corrective action.

14.4.3 Disciplinary actions may include suspension or removal of a Member from their held position, office or Subcommittee.

ARTICLE XV – DISPUTE RESOLUTION

15.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)]

15.1 Internal Resolution

15.1.1 The Chair or Vice-Chair of the Committee shall hold a forum with impacted Members to seek resolution and a path forward to constructive continuity of the Committees' business.

15.2.2 The Director of Education shall intervene when referred by the Chair of the Committee.

15.2 TCDSB Resolution

15.2.1 Matters that cannot be resolved internally between Committee Members or involve individuals external to the Committee shall be referred to the TCDSB dispute resolution process (Policy H.M. 19).

ARTICLE XVI – DISCIPLINE, SUSPENSION & REMOVAL OF MEMBERS

16.1 Conduct

16.1.1 If a Committee Member or Members become disruptive during a Meeting, the Chair or Vice-Chair shall call for order.

16.1.2 If all efforts to restore order fail or the conduct continues, the Chair or Vice-Chair may direct the individual Committee Member or Members to leave the Meeting, citing the reasons for the request.

16.1.3 A special recess to restore order may be called at any time by Chair or Vice-Chair if he/she deems it necessary.

16.2 Attendance at Committee Meetings

16.2.1 Any Member who is unable to attend at a Committee Meeting shall provide the Chair or Vice-Chair and the Secretary with a minimum of twenty-four (24) hours written notice of regrets or apologies for absence, via electronic mail, with a copy to the TCDSB Recording Secretary assigned to CPIC.

16.2.2 Any Member may be removed from their position if they miss either:

16.2.2.1 Three (3) or more consecutive Committee Meetings without advising apologies for absence,

OR

16.2.2.2 A total of four (4) Committee Meetings in any Committee Operating Year;

ARTICLE XVII – ELECTION OF PARENT MEMBERS

17.0 To be consistent with [Ontario Education Act Regulation 612/00 s(34)]

17.1 Eligible Voters

17.1.1 The CSPC Chair of each school in the designated Ward or Ward Cluster of Schools shall be the only eligible voter for the position of Ward Parent Members.

17.1.2 The official CSPC Chair of each school shall be those kept by the designated Staff Coordinator/Liaison for Parent Engagement.

17.1.3 Each attending CSPC Chair will be entitled to one (1) vote.

17.1.4 If a CSPC has Co-Chairs only one (1) person will be entitled to cast a vote.

17.1.5 There shall be no other substitute voters.

17.1.6 There shall be no proxies.

17.2 Election Timelines: Parent Ward or Ward Cluster of Schools Representatives

17.2.1 Shall be held between October 15th and October 30th of each school year.

17.2.2 The specific date, time, and location shall be determined by the Director or designate and the Chair/Vice-Chair of the Committee.

17.2.3 Shall be held at a TCDSB school or TCDSB owned property within the applicable Ward or Ward Cluster of Schools or alternatively may be held via an E-Meeting.

17.2.4 Elections will be scheduled where practical, to be accompanied by a CSPC Chair training session, TCDSB event or a Trustee Ward meeting.

17.3 Nomination of Parent Candidates for inclusion on Ballot

17.3.1 Shall be filled out on the official designated CPIC Nomination Form.

17.3.2 Shall be submitted at least ten (10) calendar days before the election date.

17.4 Nomination of Parent Candidates – Election Day

17.4.1 Shall only be permitted if there are no pre-nominated candidates.

17.4.2 Shall only be one (1) of the CSPC Chairs present at the voting Meeting.

17.5 Scrutineers

16.5.1 Shall be a designated TCDSB Superintendent or Associate Director of Education.

17.6 Acclamation

17.6.1 If there is only one (1) nominated and verified candidate, that candidate shall be acclaimed and there shall be no need for an election.

17.7 Election Procedures

17.7.1 Ballot order shall be determined by alphabetical last name.

17.7.2 Names shall appear on the ballot as submitted on the CPIC Nomination Form.

17.7.3 Eligible voting members shall be determined by those eligible electors as of official call of the starting of the election portion of the Meeting.

17.7.4 Nominated Parent candidates shall be permitted up to two (2) minutes for stating their interest in the position and any associated qualifications.

17.7.5 Shall be by secret ballot.

17.7.6 A ballot is considered spoiled if more than one (1) candidate is selected or if it is no longer anonymous.

17.7.7 Shall be considered based on the majority vote of voters.

17.7.8 If there is a tie, the winner shall be decided by lot.

17.7.9 The list of candidates and the vote result will be kept on record for six (6) months.

17.8 Public Results

17.8.1 All individuals standing for election will be notified if possible of the results before a public notice is made.

17.8.2 Only the names of the successful candidate shall be made public.

17.8.3 Public results should be made within five (5) calendar days of the election.

17.9 Appeals

17.9.1 Appeals related to the election process or the results must be made within forty-eight (48) hours of the of the election Meeting.

17.9.2 Appeals if they cannot be resolved by the local Superintendent will be jointly adjudicated by the Director and Chair or Vice-Chair of CPIC.

ARTICLE XVIII – FINANCIAL MATTERS

18.0 To be consistent with [Ontario Education Act Regulation 612/00 s(39)] and complement TCDSB CPIC Policy P.04

18.1 Fiscal Year

18.1.1 Shall be the twelve (12) month period which begins September 1 and ends the following August 31 as aligned with the TCDSB fiscal year.

18.2 Renumeration

18.2.1 Subject to the Education Act and Statutory Committees:

18.2.1.1 Members of the Committee and Members of Subcommittees shall serve without remuneration for the execution of their duties.

18.2.2.2 Trustee Representatives may be entitled to a per Meeting stipend.

18.3 Reimbursement for Out-of-Pocket Expenditures

18.3.1 CPIC shall develop a policy governing expenditures and limits which shall be consistent with the TCDSB's guidelines or policies.

18.4 Committee Signing Authority

18.4.1 Two independent signatures, one from each group of:

18.4.1.1 Chair or Vice-Chair

18.4.1.2 Chair, Vice Chair, Treasurer or Secretary

18.5 Disbursements Limits

18.5.1 Amounts not exceeding One-Thousand Dollars (\$1,000.00) may be made by the Committee Signing Authorities specified in 18.4.

18.5.2 Amounts greater than One-Thousand Dollars (\$1,000.00) but less than Two-Thousand, Five-Hundred Dollars (\$2,500.00), may be made with the prior approval of the Executive Subcommittee.

18.5.3 Amounts greater than Two-Thousand Five-Hundred Dollars (\$2,500.00) may be made only with the prior approval of the Committee via an approved motion.

18.5.4 Amounts greater than Five-Thousand-Dollars (\$5,000.00) requires prior approval at a Committee Meeting via a Notice of Motion.

ARTICLE XIX – RATIFICATION & AMENDMENT OF BY-LAWS

19.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)]

19.1 Amendment of Bylaws

19.1.1 Shall include the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment.

19.1.2 Shall be presented in writing at least thirty (30) days prior to the Meeting at which a vote is requested.

19.2 Ratification

19.2.1 Shall require fifty percent (50%) rounded up of current voting Members to be present at the Meeting

AND

19.2.2 Shall require a seventy-five percent (75%) rounded up affirmative vote of Committee voting Members present.

19.3 Date of Effect

19.3.1 The Committee Executive shall have up to thirty (30) days to enact operational changes.

ARTICLE XX – BYLAW TRANSITION

20.0 All prior Bylaws and Standing Rules shall be rescinded, and these by-laws shall be fully implemented by October 15, 2019

20.1 Transition & ‘Grandfather’ Rules

20.1.1 All existing even Ward Parent Members (Wards 2,4,6,8,10 and 12) shall remain as is until October 2020.

20.1.2 Even Wards without a Parent Member shall be subject to a by-election in October 2019 with membership defined under Article IV: Qualifications and Boundaries.

20.1.3 Elementary odd Wards (1,3,5,7,9,11) and Secondary Ward Cluster of Schools shall have elections in October 2019 with membership defined under Article IV: Qualifications and Boundaries.

20.1.4 Once the Bylaw transition has fully occurred, this article no longer has effect with the Committee.

**APPENDIX I - ANNUAL MEMBER PLEDGE OF RESPONSIBILITIES &
CODE OF ETHICAL CONDUCT**

**In accordance with the requirements of Article XIII of the
Toronto Catholic Parent Involvement Committee Bylaws:**

I _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;**
- 2) Have read and fully understand the Duties & Responsibilities of Members and Committee Member Code of Ethical Conduct outlined within Article XIII;**
- 3) Agree to comply with the requirements and spirit of those requirements;**
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.**

(Signature of Committee Member)

(Date DD/MM/YYYY)

**APPENDIX II - ANNUAL MEMBER CONFLICT OF INTEREST
ACKNOWLEDGEMENT & DECLARATION**

In accordance with the requirements of Article XIV of the
Toronto Catholic Parent Involvement Committee Bylaws:

I _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;
- 2) Have read and fully understand the obligations and requirements contained within Article XIV and the TCDSB Conflict of Interest Policy;
- 3) Agree to comply with the requirements and spirit of those requirements;
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.

Specific business or affiliations which I have which may relate to the business and activities of CPIC are:

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE - BYLAWS


(Signature of Committee Member)


(Date DD/MM/YYYY)