



BY-LAWS
As Approved at the Annual General Meeting of CSCCO
April 18, 2018

ARTICLE 1: GENERAL

The name of the organization shall be Catholic School Chaplains of Ontario, hereinafter referred to as either CSCCO or the Organization.

The constitution of CSCCO shall be supported by such By-laws and may from time to time be modified by the Organization.

The term “Chaplain” in the name of the Organization and in this document is used in the way it is commonly used for those providing chaplaincy services in various institutional settings, to include lay people, women and men religious, deacons and priests.

ARTICLE 2: MEMBERSHIP

1. Regular Members
 - a. are individuals employed in an Ontario Catholic School or Ontario Catholic School Board and are designated to provide chaplaincy services on a regular basis (full-time or part-time);
 - b. must pay the annual membership fee;
 - c. are entitled to vote at general meetings and hold office in the Organization.
2. Associate Members
 - a. are individuals interested in CSCCO but do not meet the requirements to be a regular member;
 - b. must pay the annual membership fee;
 - c. are not entitled to vote at general meetings nor hold office in the Organization.
3. Honorary Members
 - a. are conferred by the organization on individuals who have made a significant contribution to the organization;
 - b. do not pay the annual membership fee;
 - c. are not entitled to vote at general meetings nor hold office in the Organization.
4. Fees
 - a. regular and associate membership fees shall be paid to the Treasurer with rates set by the membership at the Annual General Meeting.
 - b. are for annual membership from September 1 to August 31.



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ARTICLE 3: ORGANIZATION

1. The Organization shall consist of Executive Officers, Regular Members, Associate Members and Honorary Members.
2. The Executive Officers of CSCO shall consist of:
 - a) President, b) Vice-President, c) Secretary, d) Treasurer, e) Immediate Past-President, f) Communications Coordinator, g) First Member at Large, h) Second Member at Large.
3. Elections:
 - a) The Executive Officers are to be elected at the Annual General Meeting.
 - b) The order of election shall be President, Vice-President, Secretary, Treasurer, Communications Coordinator, First and Second Members at Large.
 - c) Results will be recorded by standings in the AGM minutes.
 - d) The out-going President will serve as Immediate Past President.
4. Terms of Office:
 - a) The term of office for Officers of the Executive shall be for two (2) years, commencing on June 1st following the Annual General Meeting, excepting the Immediate Past President and the First and Second Members at Large whose terms of office will be one year.
 - b) Officers of the Executive may be elected to the same office for a maximum of two consecutive terms.
 - c) If an Executive office becomes vacant for any reason, the Executive can appoint a Regular member to serve in that office until the next Annual General Meeting.
 - d) Nominations for election will be accepted by the President from the Regular members of the Organization prior to the Annual General Meeting and from the floor of the Annual General Meeting.
 - e) The voting procedures for the election of officers will be by secret ballot. The Executive shall appoint two scrutineers, who are not candidates, to tally the ballots and the person receiving the highest number of votes will be declared elected. In the case of the First and Second Members at Large, those candidates will run on a single ballot. Members may cast votes for two Members at Large, and the candidates receiving the first and second highest number of votes will be declared elected.
5. Duties of the Executive:
 - a) The Executive shall carry on the business of the Organization between meetings, subject to subsequent ratification by the Organization.
 - b) Interviews and communication with all other organizations on issues related to the aims and objectives of CSCO shall be through and with the consent of the Executive.
 - c) Committees to address topical issues or concerns shall be established with consent of the Executive.
 - d) The Executive must be represented on any existing committee. This will be accomplished as follows:
 - i. The Executive shall appoint one of its Officers to serve on each committee as the liaison with the Executive;



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- ii. The President of CSCO shall be *ex officio* a member of every committee.
 - e) The Executive shall communicate to the members any business arising between general meetings.
 - f) The Executive shall appoint an independent third party to review the financial statements prepared by the Treasurer.
 - g) Should there exist irreconcilable irregularities, the third party may recommend, and the Executive is empowered to authorize a formal audit by a licensed accountant to establish the financial position of the Organization.
 - h) The Executive may advocate on behalf of a Regular member.
6. Duties of the President:
- a) call and preside at all meetings of the Organization and the Executive;
 - b) ensure that all orders and resolutions of the Organization and the Executive are carried out;
 - c) act as a representative and spokesperson for the Organization in all official matters;
 - d) be an *ex officio* member of every committee of CSCO.
 - e) Liaise with partners in Catholic Education
7. Duties of the Vice-President:
- a) perform the duties and exercise the responsibilities of the President in the absence of, or at the request of the President.
 - b) responsible for member care, the Brian Halferty Award, recognition of retirements and shall perform duties and/or special projects in consultation with the executive.
8. Duties of the Secretary:
- a) record and keep the official minutes of the meetings of the Organization and the Executive.
 - b) manage official correspondence at the request of the executive.
 - c) maintain all documents and forms.
9. Duties of the Treasurer:
- a) collect membership fees, manage CSCO expenses, produce an annual financial statement, manage Annual Conference Bursary Applications, liaise with the Annual Conference Treasurer, and oversee all financial activities of CSCO.
 - b) keep a register of the membership.
10. Duties of the Immediate Past-President:
- a) perform duties as directed by the Executive.
 - b) act as a mentor to the President.
11. Duties of the Communications Coordinator
- a) responsible for the CSCO website, and social media.
 - b) facilitate internal communications and may respond to external communications on behalf of the executive.
12. Duties of Members at Large:
- a) assume duties and/or special projects in consultation with the Executive.



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13. Meetings:

- a) The Executive shall meet at least four times a year.
- b) General Meetings shall be held at a place and time determined by the Executive.
- c) At least ten days' notice must be given for all meetings. In the case of the Annual General Meeting, this notice must include an announcement of any proposed changes to the By-laws of CSCO and any elections that are to be held. Thirty days' notice must be given for proposed changes to the Constitution of CSCO.
- d) The President must call a General Meeting of the Organization upon written request of 51% of the membership.
- e) The President must call a special meeting of the Executive at the written request of three officers of the Executive.
- f) A quorum of a majority of the Officers of the Executive is required for all meetings.

14. Voting:

- a) To pass a resolution, the approval of a simple majority (51%) of the Regular members present at a General Meeting is necessary.
- b) The Officers of the Executive are elected at the Annual General Meeting.
- c) The agenda of the Annual General Meeting shall be as follows:
 - i. Opening exercises
 - ii. (Reading) Adoption of the minutes from the previous meeting
 - iii. Business arising from the previous meeting
 - iv. Reports of committees and officers
 - v. Treasurer's report
 - vi. Auditor's report
 - vii. Correspondence
 - viii. Petitions
 - ix. New Business – motions and notice of motions
 - x. Nominations and elections
 - xi. Acknowledgment of the new Executive
 - xii. Notice of Adjournment

15. Committees:

- a) Special committees to study and report on specific issues or to carry out specific tasks or duties for CSCO shall be formed when the need is determined by the Organization and with the approval of the Executive.
- b) The mandate and duties of such committees shall be assigned by the Executive. These committees shall function as sub-committees of the Executive, and shall report to the Executive.

ARTICLE 4: AMENDMENTS TO THE CONSTITUTION OR BY-LAWS

1. The CSCO Constitution may be amended as follows:
 - a) Proposed amendments to the CSCO Constitution must be submitted to the CSCO Executive not later than 90 days prior to the annual general meeting. The Executive shall send the proposed amendments to the membership at least 30 days before the annual general meeting.
 - b) An amendment to the Constitution requires a seventy-five percent majority of the Regular members voting at the annual general meeting .

2. The By-laws of CSCO may be amended as follows:
 - a) Proposed amendments to the CCO By-laws must be submitted to the CSCO Executive not later than 90 days prior to the annual general meeting. The Executive shall send the proposed amendments to the membership at least 30 days before the annual general meeting.
 - b) An amendment to the By-laws requires a simple majority (51%) of the Regular members voting at the annual general meeting.