

COUNCIL OF CATHOLIC SCHOOL SUPERINTENDENTS OF ALBERTA
In All Things, Charity

www.ccssa.ab.ca

Part One – Foundation Statements

Vision

The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic education in Alberta

Mission

A community of disciples, we are leaders in Catholic education in Alberta

As such we:

- Provide a forum for discussion regarding the direction and development of Catholic education in Alberta
- Provide a provincial perspective on Catholic education
- Communicate clearly and convincingly the *raison d'être* for Catholic education, and its value to society
- Share our expertise, experiences and our wisdom to support the formation of all components of Catholic education

Values and Principles

In our role as servant-leaders in Catholic education:

- We recognize we are instruments of formation:
 - We witness to the presence of Christ in each child; and children are core to all of our decisions
 - We are committed to our own faith formation
 - We are Christian disciples modeling gospel values in all of our words and actions, particularly in situations of conflict
- We proudly and continuously proclaim the benefits of Catholic education to our partners, stakeholders, and the public at large
- We proactively identify and address the challenging issues in Catholic education

- In our relationships as a community of disciples:
 - We recognize and honour our diversity, and the demands of our individual situations
 - We look for every opportunity to speak with one voice on matters affecting the well-being and sustainability of Catholic education in Alberta
 - We assume the best intentions of each person
 - We commit to active involvement in the organization
- In relationship with our partners, other stakeholders and the public our work serves to build complimentary relationships
- We are dedicated to providing quality education and the principle of excellence; and therefore, we commit to collectively growing in knowledge and to making informed decisions based on shared research

Part Two – Code of Ethics

“...your light must shine before all so that they may see goodness in your acts and give praise to your heavenly Father.” St. Matthew 5:16

The Code of Ethical Behaviour for members of the Council of Catholic School Superintendents of Alberta is to induce in its members a quality of behaviour that inspires hope in and devotion to the principles of the Catholic faith as found in the Holy Gospels.

Accordingly, each member:

- Is aware that all actions are for the benefit of the students and for the glory of God
- Maintains high standards of personal integrity recognizing that every thought, word, and deed must be ruled by God’s call to be a loving person
- Presents at all times a worthy example of Christian leadership and professional conduct that enhances the honour and prestige of the profession
- Seeks to improve the quality of Catholic education by extending and contributing to the body of specialized knowledge related to Catholic school system administration
- Exemplifies the message of Christ by being open and considerate in all interpersonal relationships
- Holds to the ideals of the Christian family, and promotes these ideals through commitment to family life
- Is conscious of a unique ministry within the Catholic Church and participates actively in the advancement of the Catholic faith at the parish and diocesan levels

Part Three – Constitution

Membership

1. All superintendents and those persons who are school jurisdiction central office educational administrative officers of the Catholic separate and Catholic public school districts in Alberta and the Northwest Territories
2. Membership in CCSSA shall be recognized when the names of those eligible are forwarded to the Executive
3. Associate membership, restricted to individuals directly associated with Catholic education shall be as follows:
 - a. Superintendents on leave, loan, or secondment
 - b. The Executive Director of ACSTA
 - c. Superintendents and those persons who are school jurisdiction central office educational administrative officers of the Catholic separate and Catholic public school districts in provinces outside of Alberta and the Northwest Territories
 - d. Other individuals as approved by the membership

*Associate members may attend all meetings of CCSSA and participate in debate, but may not vote or hold office. Individuals wishing to become Associate members shall apply in writing to the CCSSA Executive

4. Honorary membership may be granted to any individual who has rendered exemplary service to Catholic education in Alberta or the Northwest Territories

*Honorary members pay no fees and will not debate or vote. Membership is continuous.

5. Life membership shall be bestowed on retired members in good standing at the time of their retirement

*Life members shall have the same privileges as honorary members

Executive

Executive shall comprise a President, Vice-President, Past-President, and Secretary-Treasurer.

The term of office for Executive is one (1) year. Elections to be held at the annual meeting.

Executive positions may be extended for an additional year in exceptional situations with the agreement of the Executive members and the membership.

1. President
 - a. Call all meetings of CCSSA
 - b. Prepare the agenda of each meeting in consultation with the Executive and general membership
 - c. Chair all meetings of CCSSA
 - d. Carry out or cause to be carried out the decisions of CCSSA
 - e. Present CCSSA Code of Ethics to new members at the annual meeting
 - f. Act as official spokesperson for CCSSA
 - g. Act as liaison with Bishops and ACSTA
 - h. Attend meetings of the ACSTA Board of Directors

2. Vice-President
 - a. Advise the President on CCSSA matters
 - b. Carry out the functions of the President in the absence of the President
 - c. Oversee the annual CCSSA retirement banquet
 - d. Facilitate the nomination and selection committees for honorary and life members

3. Past-President
 - a. Advise the President on CCSSA matters
 - b. Serve as the nominating committee for Executive elections
 - c. Serve as the designated CCSSA representative to the Religious Education Network

4. Secretary-Treasurer
 - a. Advise the President on CCSSA matters
 - b. Maintain and distribute accurate records of CCSSA meetings in the form of minutes, including the "CCSSA Initiatives and Business Arising From the Minutes" document
 - c. Create, distribute, and monitor invoices, statements, and receipts
 - d. Maintain accurate records of the finances and management of money matters of CCSSA

Executive Director

The role of the Executive Director shall be to support the Executive of CCSSA in fulfilling their roles and responsibilities.

The term of the contract shall be for one (1) year and may be extended with the agreement of the Executive.

The Executive Director shall:

- a. Be appointed by the Executive
- b. Provide services to the general membership of CCSSA as approved by CCSSA Executive
- c. Attend all meetings
- d. Be a non-voting, ex-officio member of the Executive
- e. Perform duties as outlined in the contract and other duties as assigned by the Executive

Procedure and Protocol

1. Faith Formation
 - a. Each meeting of CCSSA will contain a faith formation professional development component overseen by a sub-committee appointed for a one (1) year term at the annual meeting
 - b. The sub-committee will plan faith formation professional development topics to be finalized at each meeting of CCSSA
2. Meetings
 - a. CCSSA shall meet regularly
 - b. The September meeting shall be constituted as the annual meeting
 - c. The Executive may convene special meetings by giving ten (10) days of notice to the membership
 - d. The location of each meeting shall be determined by those present at the previous meeting
3. Quorum
 - a. The quorum required for a meeting of CCSSA shall be twelve voting members
4. By-laws
 - a. CCSSA may, at its discretion – through a vote of the general membership fill vacancies on the Executive
5. Fees
 - a. The fees for membership for the next year shall be set at the April meeting each year
6. Amendment to the Constitution
 - a. Proposals for amending this Constitution shall be circulated in writing to each member at least six (6) weeks prior to the annual meeting

- b. Amendments shall be decided by vote
 - c. In order for an amendment to be successful, it must receive approval from two thirds (2/3) of the membership present at the meeting
7. Operating Procedures
- a. Robert's Rules of Order shall govern the conduct of each meeting of CCSSA
 - b. CCSSA does not have borrowing powers
 - c. Arrangements for CCSSA meetings shall be at the discretion of the Executive
 - d. Members whose retirement date falls prior to September 1 shall be honored at the next retirement banquet
 - e. Gifts and flowers from CCSSA shall be at the discretion of the Executive

Part Four – Strategic Priorities

Strategic Priorities – Developed January 2003

1. To build a *Community of Disciples in Catholic Education*
2. To develop a discernment process to identify emergent issues that are significant to Catholic education and warrant collaborative action
3. To develop and apply a strategy for the collaborative management of issues facing Catholic education in Alberta
4. To review and reorganize the structure and function of CCSSA in order to fulfill our mission
5. To commit to a practice of faith formation amongst us