CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO
www.cdsbeo.on.ca

BY-LAWS OF THE
GOOD SAMARITAN TRUST FUND

1. PRELIMINARY

The organization shall be known as the Good Samaritan Trust Fund (GSTF). The organization will be recognized by this name on all correspondence.

The GSTF shall operate without financial gain for its members. All net proceeds raised by the organization will be used in promoting its purposes. No member shall be remunerated for being or acting as a member or officer.

The GSTF shall be established as a charitable trust within the charitable designation of the Catholic District School Board of Eastern Ontario (CDSBEO). The CDSBEO is registered with the Canada Revenue Agency as a charitable organization with the identifier of 897759825RR0001.

2. PROCEDURE

Many community resources are provided to CDSBEO students on behalf of external agencies, community groups and local Parishes. The CDSBEO recognizes that existing resources do not always fulfil each and every individual circumstance.

As a result, the GSTF has been established to help students whose needs are not met through existing charity organizations. The mission of the GSTF is in keeping with the mission of Jesus Christ, whose primary concern was for the poor and marginalized. The GSTF will support those in our Catholic Schools whose learning and well-being would be enhanced by the benefits it would provide. Examples abound in our Catholic School communities, and the GSTF aims to help in these types of situations.

In keeping with all CDSBEO initiatives, the GSTF will assist in the building of a visible Catholic community working together in the interest of Catholic education.

3. GSTF BOARD OF DIRECTORS

The Board of Directors of the GSTF shall consist of persons who are interested in furthering the purposes of the organization, which are consistent with Catholic values. Membership shall consist of anyone whose application for admission as a member has received the approval of the current Board of Directors.

The GSTF Board of Directors shall consist of representation from the CDSBEO Board of Trustees, CDSBEO Board Officials, CDSBEO Employee Associations and community volunteers from each county of the Board, as follows:

a) Two members of the CDSBEO Board of Trustees

b) 4 Board employees as follows: representative from the Religious Education & Family Life and Equity & Inclusion Department, School Principal, OECTA representative and CUPE representative

c) Five (5) representatives from the five (5) regions of the CDSBEO (Leeds, Grenville, Lanark, Prescott-Russell and Stormont-Dundas-Glengarry)

The Director of Education and/or Superintendent of Business of the CDSBEO shall act as ex-officio members of the GSTF Board of Directors.

A person appointed as a member of the GSTF Board of Directors holds office from the date he or she is appointed until the date he or she submits a written notice of resignation from the board to the secretary of the GSTF board. The GSTF Board may, at a special meeting of the GSTF Board of Directors, pass a resolution of at least two-thirds (2/3) of Directors to remove a Director from the GSTF Board, for just cause.

If a vacancy occurs as a result of the resignation of a Director, the Board shall appoint a replacement Director according to the capacity in which the former Director occupied on the Board.

All members of the GSTF Board of Directors must submit a Criminal Background Check to the Secretary of the GSTF Board prior to taking their seat on the board.

4. OFFICERS

a) The members shall elect two (2) community representatives to serve as Chair and Vice-Chair of the GSTF Board of Directors. The elections will be held at the first committee meeting, held at the beginning of each school year. The term of office shall be for two (2) years. To establish continuity within the GSTF Board of Directors, in the second year of office, the Vice-Chair will automatically become Chair of the GSTF Board of Directors and a new Vice-Chair is elected. Incumbents may seek re-election upon the expiration of their terms.

b) The Superintendent of Business of the CDSBEO shall be appointed as the Treasurer of the GSTF board.

c) The Assistant to the Superintendent of Business of the CDSBEO shall be appointed as Secretary of the GSTF board.

5. AD HOC COMMITTEES

a) An ad hoc committee shall be formed whenever the need arises. Membership shall consist of at least one GSTF Board member.

b) Membership and mandate of each ad hoc-committee shall conform to the Terms of Reference set out by each individual ad hoc-committee when established.

6. FINANCES

a) Funds raised by the GSTF shall be segregated in a special category established by the Accounting Department of the CDSBEO within the regular banking system of the CDSBEO.

b) The regular signing officers of CDSBEO shall serve as signing officers for the purposes of granting funds for the CDSBEO, upon the appropriate approval of the GSTF Board of Directors.

c) Current financial reports will be presented to Directors at each meeting of the GSTF Board and will include all notes as necessary for the purposes of the Directors.

7. MEETINGS

a) Meetings of the GSTF board shall be held at any time and place to be determined by the Directors provided that sufficient notice is sent to members of the board. At a minimum, there shall be one (1) meeting of the board held annually. Notice of meetings will be provided by email or telephone, normally two weeks in advance.

b) No error or omission in giving notice of any meeting of the board of directors shall invalidate such meeting or make void any proceedings taken thereat, and any director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

c) Matters to be discussed at a meeting may be directed to the Secretary, at least five (5) days prior to date of meeting. The Secretary will propose the agenda to the GTSF Chair four (4) days prior to the meeting. A copy of the Agenda package for the meeting shall be distributed to members at least two (2) days prior to the meeting. Any member may propose agenda items at the meeting.

d) Minutes of the GSTF board and sub-committee reports shall be approved by the GSTF Board of Directors at the next regular meeting.

e) Consensus will be used in the decisions of the board and will be based on:

i. justice and courtesy to all;
ii. one matter at a time;
iii. the views of the majority; and
iv. the right of the minority to be heard.

f) No decision can be ratified at a GSTF Board meeting unless:

i. a majority (half) of the community members are present; and
ii. one (1) CDSBEO Trustee and the Superintendent of Business or designate are present.

g) Provided that the majority of GSTF Directors consent, matters of the GSTF Board may be dealt with by means of telephone, video-conferencing, electronic communications, or other communications as permit all persons participating to communicate with each other.

8. VOTING

a) Each GSTF Director is entitled to one vote in votes taken by the GSTF Board except the Chair who should only vote to break a tie.

b) Ex-Officio members of the Board are not entitled to vote.

9. OPERATIONS OF THE GSTF

a) School Principals shall submit applications to the GSTF Board which are consistent with the mission of the GSTF.

b) The GSTF Board shall establish the benefit of granting funds to the applicant by assessing the particular need in terms of criteria set in place and the overall mission of the GSTF.

Criteria is as follows:

- Students' basic needs are not being met
- Family is in financial duress/dire straits
- Assistance from the GSTF will address a short term financial need
- Student learning and well-being will be enhanced

c) Applications which do not meet the established criteria of the GSTF will be denied by the Treasurer of the GSTF Board.

d) Applications which are below $500.00 will not require the principal to seek assistance from outside agencies and will be approved by the Treasurer of the GSTF Board if the application meets the criteria.

e) Applications of exceeding $500.00 must indicate that other agencies have been contacted and meet the established criteria.

f) Applications which exceed $1,000.00 will be sent to all members of the GSTF Board for their review and consideration.

g) Second request will be sent to all members of the GSTF Board for consideration.

h) Funds shall be granted upon majority approval of members of the GSTF Board.

i) Monthly report of all approved applications will be e-mailed to the GSTF Board.

10. GOOD SAMARITAN BURSARY FOR SECONDARY SCHOOLS

a) Annually in April the Superintendent of Business will provide the GSTF Board of Directors with a current GSTF financial report and recommendation for bursary to include its amount. The GSTF Board of Directors may consider a bursary for one eligible graduate from each secondary school of the board. A bursary shall be granted upon majority approval of members of the GSTF Board of Directors.

b) Secondary school administrators will be provided the opportunity to submit bursary applications for consideration to the Superintendent of Business prior to June of each year.

c) To be considered for the Good Samaritan Bursary, school administrators will ensure the applicant meets the following eligibility criteria:

i. The student has demonstrated a financial need.
ii. The student is graduating from a secondary school within the Catholic District School Board of Eastern Ontario.
iii. The student is recommended by the school principal as one who, like the Good Samaritan, demonstrates care and compassion for others.
iv. The student is continuing their studies and is enrolled as a part-time or full-time student at a post-secondary institution or who is continuing in the apprenticeship pathway.

d) A listing of the recipients will be sent to the GSTF Board of Directors for their information.

The Superintendent of Business will provide a description for schools to use if awarding the Bursary at a public graduation.

11. FUNDRAISING

a) The Board shall take such steps as it may deem requisite to enable the GSTF to acquire, accept, solicit or receive legacies, gifts, grants, bequests, endowments and donations of any kind whatsoever in order to further the purposes of the GSTF.

b) The GSTF Board may establish Fundraising Sub-Committees as it deems requisite to organize a fund-raising event for the purpose of securing funds for distribution by the GSTF.

12. CONFLICT OF INTEREST

Directors must disclose any conflict of interest or any potential conflict of interest to the GSTF Board members. GSTF Board Members in conflict of interest will be asked to refrain from voting on matters pertaining to the conflict of interest.

13. PROTECTION OF DIRECTORS AND OFFICERS

a) The CDSBEO, through its insurance policy with the Ontario School Boards Insurance Exchange (OSBIE), will indemnify the Directors and Officers of the GSTF, or any person who acts at the request of the GSTF and provide legal representation against all costs, charges and expenses including an amount paid to settle an action or satisfy a judgement reasonably incurred by them in respect of any civil, criminal or administrative action if they acted honestly and in good faith with a view to the best interest of the GSTF and they had reasonable grounds to believe such action was lawful.

b) The CDSBEO, through its insurance policy with OSBIE, will maintain insurance for the benefit of any

Director against liabilities incurred by the Director who has exercised the care and due diligence a reasonable person would in comparable circumstances.

14. AMENDMENTS

Any proposed change or addition to the by-laws of the Good Samaritan Trust Fund must be submitted in writing to the Secretary prior to a meeting and placed on the agenda. The change must be presented in motion form and passed by a 2/3 majority at a meeting of the GSTF Board.