



# Community Council Constitution

*The School Community Council of Tisdale Elementary School (TES)*

## 1. Membership

### 1.1 Representative Member

The School Community Council will have the following Representative Members:

- (7) parent and community members elected at the Annual General Meeting in November

### 1.2 Appointed Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher

## 2. Officers

### 2.1 The following School Council Officers will be elected annually from among the Representative Members

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The roles and responsibilities of School Community Council officers are listed in Appendix A (attached).

## 3. School Community Council Meetings

### 3.1 Annual General Meeting

The Annual General meeting will be held by November of each year. During this meeting School Community Council members will be selected and officers will be chosen.

**3.2 The School Community Council will meet 7 times per school year.**

**3.3 Representative Model of Governance**

In this model, the School Community Council represents the wider school community. Meetings are open to the public but only members of the School Community Council may decide upon matters brought before the SCC. The School Community Council reports to the school community using a communications strategy, an annual report and the Annual General meeting.

**3.4 Voting**

On matters requiring a formal vote, only Representative Members of the School Community Council may vote.

**3.5 Quorum**

A quorum of the School Community Council shall be a majority of the Representative Members.

**3.6 Special Meeting**

A special meeting of a School Community Council shall be called by the chair of the SCC if required to do so by the Board of Education or by a request in writing signed by no fewer than 25 persons who have a child attending that school or who are electors living in the school's attendance area. Only business pertaining to the roles and responsibilities of School Community Councils can be considered at a special meeting.

**3.7 Attendance of Representative Members**

A member of the School Community Council is required to vacate his/her office if absent from three or more consecutive meeting (or late for more than half the meeting time) without authorization of the council.

**4. Public Consultation and Communication**

The School Community Council will consult with the school community through some of the following strategies:

- Keep all meetings open to public
- Minutes to be posted on the school website
- Email account can be set up for parents to use
- Create a School Community Council Newsletter (i.e. let parents know what the Council roll is)

- Bulletin Board @ TES
- Calendars in entries

The School Community Council will communicate with the school community and the Board of Education through the following strategies:

- Keep all meetings open to public
- Minutes to be posted on the school website and emailed to Board Office

## **5. School Community Council Code of Conduct**

The School Community Council will adopt the Code of Conduct of the Saskatchewan Association of School Councils. (Appendix B attached)

## **6. Conflict of Interest**

A School Community Council member may occasionally find him/herself in a conflict of interest position in terms of some issue under consideration by the S.C.C. When this happens, the Member should declare that she/he is 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.

## **7. Decision-Making Processes**

### **Majority Vote Model**

The issue is discussed and a vote is taken. The majority vote decides the issue.

## **8. Handling Complaints or Concerns**

### **8.1 Complaints or Concerns 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 School Community Council to deal with the concerns or complaints about individuals other than to direct the concern to the appropriate individual. Board of Education Policy No.408 Student and Parent Complaint and Grievances outlines the appropriate procedure to resolve complaints or concerns.

## **8.2 Complaints or Concerns about School Community Council Initiatives or Activities**

### **8.2.1 Informal Complaints or Concerns**

- Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about S.C.C. initiatives or activities expressed informally to members of the School Community Council may be addressed immediately by the Member. If a Member is unsure of the appropriate response, she/he should say so but indicate that she/he 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 their 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 School Community Council in a more formal manner.

### **8.2.2. Formal Complaints or Concerns**

- Concerns or complaints can be brought to the attention of the School Community Council 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 School Community Council at an upcoming meeting. The School Community Council will provide a written response regarding how they have or will address the concern or complaint.

## **9. Conflict Resolution Process**

The Conflict Resolution Process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the School Community Council and external conflict that may occur between the School Community Council and individuals, groups or organization outside of the S.C.C. The conflict resolution process is outlined in [A Handbook for School Community Councils and Principals](#) (p 99).

If reasonable attempts to resolve the conflict have been unsuccessful, the principal or the chairperson will contact the Superintendent of Schools.

## **10. Committees**

The School Community Council will act in a coordination role for committees operating in support of the S.C.C. and the school program.

The following committees will be established by the School Community Council.

### **List committees (if applicable)**

1. fundraising
2. playground
3. community use of school

## **11. Amend the Constitution**

The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

## Appendix A

### Roles and Responsibilities of School Community Council Officers

#### The **Chairperson** will:

- conduct meetings of the School Community Council;
- ensure that all members have input to discussion and decisions;
- prepare meeting agenda in consultation with the Principal and other School Community Council Members;
- oversee operations of the School Community Council;
- establish networks that support the School Community Council; and,
- act as a spokesperson for the School Community Council.

#### The **Vice-Chairperson** will;

- support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- perform responsibilities assigned by the Chairperson.

#### The **Secretary** will;

- take minutes at School Community Council meetings;
- receive and send correspondence on behalf of the School Community Council;
- take charge of any official records of the School Community Council; and,
- ensure that appropriate notice is given for all meetings of the School Community Council.

#### The **Treasurer** will;

- manage the finances of the School Community Council using procedures outlined in the Manual of Board Procedures: Module 2 School Community Councils.

## Appendix B

### School Community Council Code of Conduct

1. The School Community Council of TES School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. A member of the School Community Council who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent or community member who accepts a position as a member of a School Community Council:
  - i. Upholds the constitution and bylaws, policies and procedures of the School Community Council.
  - ii. Performs his/her duties with honesty and integrity.
  - iii. Works to ensure that the well-being of students is the primary focus of all decisions.
  - iv. Respects the rights of all individuals.
  - v. Takes direction from the members, ensuring that the representation processes are in place.
  - vi. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - vii. Works to ensure that issues are resolved through due process.
  - viii. Strives to be informed and only passes on information that is reliable and correct.
  - ix. Respects all confidential information.
  - x. Support public education.

Revised December 2011