



# **Arborfield School Community Council Constitution**

**Adopted at April General Meeting**

**on May 1, 2013**

**Commencement Date**

**May 1, 2013**

## TABLE OF CONTENTS

<b>Part A – REGISTERED OFFICE &amp; RESPONSIBILITIES .....</b>	<b>2.</b>
1. <b>Name &amp; Registered Office.....</b>	<b>2.</b>
2. <b>Responsibilities.....</b>	<b>2</b>
<b>Part B - MEMBERSHIP .....</b>	<b>2</b>
3. <b>School Community Council Members .....</b>	<b>2.</b>
4. <b>Council Officers.....</b>	<b>3.</b>
5. <b>Member Obligations.....</b>	<b>4</b>
<b>Part C - GOVERNANCE.....</b>	<b>5</b>
6. <b>Representative Model of Governance.....</b>	<b>5</b>
<b>Part D – GENERAL MEETINGS.....</b>	<b>7</b>
7. <b>Meetings of Members.....</b>	<b>7</b>
<b>Part E – MISCELLANEOUS.....</b>	<b>8</b>
8. <b>Finances.....</b>	<b>8</b>
9. <b>Annual Report .....</b>	<b>9</b>
10. <b>Club Colours, Motto, &amp; Mission Statement .....</b>	<b>10</b>
11. <b>Alterations to Constitution .....</b>	<b>10</b>

# Arborfield School Community Council Constitution

## Part A – Registered Office & Responsibilities

### 1. Name & Registered Office

---

The name of the society is Arborfield School Community Council

The registered office of the Council shall be at the Arborfield School

### 2. Responsibilities

---

The primary responsibility or function of the Arborfield School Community Council is, through an advisory and practical manner, to assist the administration of the School and the Board of Education in delivering educational and extra-curricular programs.

## Part B - Membership

### 3. Members

---

#### 3.1 School Community Council Members:

- a. Subject to Section 140, subsections (2) to (4) of *The Education Act, 1995* the board of education is to establish a school community council for each school in its division.
- b. When the Board of Education establishes a school community council, there will cease to be a Local Board of Trustees for that school district.
- c. Subject to the regulations and policies of the Board of Education every school community council is to consist of:
  - i. Six (6) elected members to represent parents of students and community members and,
  - ii. Appointed members
- d. Each elected member of a school community council will hold office for two years and is eligible for re-election, except in the matter of the first election of members.
- e. In the first election for each school community council, three of the members are to be elected to two-year terms, and three members are to be elected to one-year terms.
- f. In the event of a vacancy in an elected member's position, the following events will take place in the following order:
  1. a by-election will be called by Chairperson and follow election protocol
  2. the board of education may appoint an individual to that position.

- g. A member of a school community council is required to vacate his/her office if:
  - The member is convicted of an indictable offence
  - All members of the SCC must self-declare any indictable offences that they have been convicted of
  - Is absent from three or more consecutive meetings without authorization of the council or,
  - The member ceases to be eligible pursuant to policies of the board or education.
  
- h. Every school community council is expected to:
  - Facilitate parent and community participation in school planning
  - Provide advice to the board of education
  - Provide advice to the school staff
  - Provide advice to other agencies that may be involved in the development and learning of students and,
  - Comply with the policies of the board of education.
  
- i. Within six months of its organizational meeting, the School Community Council is to prepare a Constitution and Bylaws that will govern the operations of the council. The Constitution and Bylaws must conform to all relevant sections of *The Education Act, 1995* and to the *Duties and Responsibilities of School Community Councils* as determined by the Board of Education. This document must be submitted to the Board of Education for approval.
  
- j. Subdivision Board members are to act as the Board of Education's liaison representatives to the councils

#### **4. Council Officers**

---

The following school council officers will be elected annually from among the representative members:

- a. Chairperson
- b. Principal
- c. Secretary
- d. Treasurer

##### 4.1 Roles & Responsibilities of School Community Council Officers

- A. The Chairperson will:
  - 1) Conduct meetings of the School Community Council
  - 2) Ensure that all member have input to discussion and decisions
  - 3) Prepare meeting agenda in consultation with the Principal and other School Community Members
  - 4) Oversee operations of the school community council
  - 5) Establish networks that support the school community council; and,
  - 6) Act as a spokesperson for the School community council

- B. The Principal will:
- 1) Support the chairperson in his/her duties, taking over the Chairperson is unable to attend; and,
  - 2) Perform responsibilities assigned by the chairperson

- C. The Secretary:
- 1) Take minutes at School City Council meetings
  - 2) Receive and send correspondence on behalf of the SCC
  - 3) Take charge of any official records of the SCC; and,
  - 4) Ensure the appropriate notice is given for all meetings of the SCC

- D. The Treasurer will:

Manage the finances of the SCC using procedures outlined in the Manual of Board Procedures: Module 2 School Community Councils.

## **5. Member Obligations**

---

### 3.4 Linkage to Board of Education:

- a. School Community Councils are to communicate with the Board of Education through their respective sub-division Board members.
- b. A sub-division Board member may, on occasion, attend School Community Council meetings held in his or her sub-division.
- c. The principal or designate is to be in attendance at all meetings as a non-voting representative.
- d. In communities with secondary School Community Councils, representation may be included from elementary feeder schools.
- e. Input into the creation of Board of Education policy and school procedures will vary depending on the nature of policy or procedures being developed.
- f. Information regarding curricular, co-curricular and extra-curricular activities is to be shared on an on-going basis
- g. School Community Councils are to be actively involved in developing the mission and goals for their schools. Specifically they are to:
  - i. Review the mission and goals annually.
  - ii. Ensure that the mission and goals are consistent with those established by the Board for the school division as a whole.
  - iii. Recommend to the Board of Education approval of the local mission and goals.

- h. School Community Councils may recommend to the Board of Education:
  - i. Any religious exercises to be used preceding the regular daily program. Refer to Administrative Policy 604 – *Religious Instruction*
  - ii. Locally determined course options
  - iii. Use of school facilities and grounds for other than school activities
  - iv. Maintenance, development, and beautification of school facilities and school grounds, including playground equipment
  - v. Any matter considered to be in the interests of education in the local school, subdivision or school division and,
  - vi. Innovative projects.
- i. For the purposes of appropriate communication and awareness, School Community Councils are to discuss any proposed recommendations with a sub-division Board member prior to making submissions to the Board of Education.
- j. Specific requests dealing with finance are to be discussed with the school principal prior to submission. Submissions should be made prior to February 1 for consideration in the budget of the new fiscal year.

## **Part C - Governance**

### **6. 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 what matters are brought before the School Community Council. The School Community Council reports to the school community using a communications strategy; an annual report and the annual general meeting.

#### 6.1 Voting

On matters requiring a formal vote, only representative members of the School Community Council may vote.

- a. an Ordinary Resolution shall be sufficient to pass a resolution;
- b. every School Community Council Member is entitled to one (1) vote. Associate Members are not entitled to vote;
- c. voting shall generally be conducted by voices or by show of hands as determined by the chair unless a secret ballot is required under this Constitution or requested by the chair or a majority of the Members present at the meeting;
- d. on a show of hands, a declaration by the chair is conclusive evidence of the result, provided that the declaration reflects the show of hands;
- e. in the event of equality of votes at a General Meeting, the chair shall have an additional or casting vote;

- f. in the event that a secret ballot is called, two (2) scrutineers shall be appointed at the General Meeting to count the votes; and
- g. proxy voting is not permitted.

## 6.2 Quorum

A Quorum of the School Community Council shall be a majority of the representative members, (4) Four

## 6.3 Review of School Activities

- a. School activities are to be reviewed and approved by the principal and Student Council members with the School Community Council. Information on curricular, co-curricular and extra-curricular activities is to be shared on an ongoing basis.
- b. Input of the School Community Council is to be sought on specific activities such as graduation, school trips and excursions.

## 6.4 Code of Conduct

The School Community Council of Arborfield School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

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 and directing the parent in accordance with the Provisions of Section 8 of the Constitution.

A parent or community member who accepts a position as a member of a school community council:

- a. Upholds the constitution and bylaws, policies and procedures of the SCC
- b. Performs his/her duties with honesty and integrity
- c. Works to ensure that the well-being of students is the primary focus of all decisions
- d. Respects the rights of all individuals
- e. Takes direction from the members, ensuring that the representative processes are in place
- f. 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
- g. Works to ensure their issues are resolved through the process
- h. Strives to be informed and only passes on information that is reliable and correct
- i. Respects all confidential information
- j. Supports public education

## 6.5 Duties of Council Members

The general duties of each Council Member are to:

- a. act in good faith and in the best interests of the Council at all times;
- b. exercise the powers of the Council for proper purposes;
- c. act, and ensure the Council acts, in accordance with this Constitution;
- d. not agree to, nor cause or allow, the activities of the Council to be carried on in a manner likely to create a substantial risk of serious loss to the Council's creditors;
- e. not agree to the Council incurring any obligations unless the Committee Member believes at that time on reasonable grounds that the Council will be able to perform the obligations when it is required to do so; and
- f. Exercise the care, diligence, and skill that a reasonable Committee Member would exercise in the same circumstances taking into account, but without limitation, the nature of the Council, the nature of the decision and the position of the Committee Member and the nature of the responsibilities undertaken by the Committee Member.

## **Part D – General Meetings**

### **7. Meetings of Members**

---

Procedures are to be consistent with the requirements of *The Education Act, 1995*, <http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=487> and the policies of the Board of Education.

**Notice of AGM:** The School Community Council must give at least thirty (30) Days' notice in writing to all Committee Members, and Members of the AGM. The notice shall set out:

- I. the date, time and venue for the AGM; and
- II. the closing date(s) for nominations for any elections, proposed motions and other items of business to be submitted to the Council.

**Notice of AGM Business:** Not less than Seven (7) Days before the date set for the AGM, any nominations for any elections, proposed motions, and other items of business must be received in writing by the School Community Council.

**Business of AGM:** The following business shall be discussed at each AGM:

- I. A report and statement of financial position and statement of financial performance for the preceding year;
- II. the election of Officers of the School Community Council;
- III. any other motions or matters, including general business, that have been properly submitted for consideration at the AGM.

**Agenda:** An agenda containing the business to be discussed at an AGM shall be sent to all Members no later than seven (7) Days before the date of the General



**Minutes:** Minutes shall be kept of all General Meetings and made available upon request to any Member.

**Errors:** Any irregularity, error or omission in notices, agendas and relevant papers of General Meetings or the omission to give notice within the required time frame or the omission to give notice as specified in these Rules and any other error in the organisation of the meeting shall not invalidate the meeting nor prevent the meeting from considering the business of the meeting provided that full minutes shall be kept of all General Meetings and made available upon request by any Member:

- I. the Chairperson in his or her discretion determines that it is still appropriate for the meeting to proceed despite the irregularity, error or omission; and
- II. a motion to proceed is put to the meeting and carried by Special Resolution.

## **Part E – Miscellaneous**

### **8. Finances**

---

#### A - Local Budget:

The Board of Education helps to offset expenses of School Community Councils through the provision of an annual grant.

#### B – Allocation of Funds

- a. The Board of Education annually establishes a grant, which provides operational funds for School Community Councils.
- b. The grant is in the form of an established dollar level for each specific School Community Council each year.
- c. Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
- d. The School Community Council is to establish an annual local budget based on the funds allocated by the Board of Education.
- e. All monies generated by fundraising will be managed through the school funds accounting process.

#### C - Purpose of Funds

- a. Vehicle expense allowance for members to travel to regular meetings.
- b. Vehicle expense allowance for out-of-community events and meetings. *Per diem* is not included.
- c. Communication and public relations
- d. Memberships in provincial organizations

- e. Conference attendance and professional development
- f. Incidental expenses such as postage and printing.

#### D – Annual Statement

An annual statement is to be provided to the Superintendent of Business Administration by September 30 of every year outlining the School Community Council revenues and expenditures.

#### E – Review of Finances

- a. For the purposes of information, School Community Councils may review the allocation of funds within the school's decentralized budget. No approval is necessary because allocations are approved by the principal and Director of Education or designate.
- b. The list of school student fees is to be reviewed to ensure that it is in alignment with Board of Education directions.
- c. Fundraising activities as proposed by the school administration or the Student Council are to be reviewed and approved in September and February of each year. The review of the fundraising plan is to include:
  - i. A determination of the activities which financially benefit the school, and those activities which support charitable causes,
  - ii. A determination of the coordination of efforts among schools, communities, and other organizations and concerns regarding saturation of activities in the community and school
  - iii. Assurance that legal requirements are met, and contracts approved, including licenses for lotteries and vending machines. Refer to Administrative Policy 420.6 d – *Advertising and Corporate Sponsorship* and,
  - iv. Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

### **9. Annual Report**

---

The School Community Council shall prepare an annual report for presentation to the Annual General Meeting setting out a summary of the activities and major decisions of the Council each year.

## **10. Club Colours, Motto, & Mission Statement**

---

**Colours:** The Club's colours shall be **BLUE**

**Motto:** Enter to Succeed

**Values:** W.O.L.V.E.S. We respect Others Learning Volunteering Environment and Self

**School Mission Statement:** At Arborfield School we support the success of all students through best practice which includes reflective well researched instructional, assessment and learning strategies.

## **11. Alterations to Constitution**

---

This Constitution may only be altered, added to, or repealed by a Special Resolution at a General Meeting in accordance with this Constitution. Notice of an intention to alter this Constitution must be given by the Scholl Community Council or any appointed Member no later than fourteen (14) Days prior to a General Meeting.

This Rule must not be removed from this Constitution and must be included in any alteration, addition to, or revision of this Constitution.