

CONSTITUTION
Pre-Cam School Community Council
(updated February, 2012)

1. Goals

- 1.1 To foster open channels of communication between parents, Students, community members and teachers through active Involvement in discussions influencing the operation of Pre-Cam Community School.
- 1.2 To provide a forum at which ideas related to the education Process and/or social milieu can be presented, information Can be shared, and Community School Council members Can provide feedback or initiate plans of actions relating to:
 - school policy
 - school practices
 - school philosophy
 - curriculum offerings and
 - community involvement.

2. Membership

2.1 Elected Members (Representative Parents/Community Members)

Five (5) parent and community members elected at the Annual General Meeting.

2.1a Absence Without Reason

Elected members who have not attended three consecutive meetings without reason or advanced notice, the SCC chair will contact the member by telephone to see if the member is still interested in holding their elected position. In the event that the person wants to resign, documentation of the resignation needs to be kept on file.

2.2 Appointed Members (Permanent Members)

The School Community Council will include the following Permanent Members:

- The Principal

- A teacher
- Representative from the LLRIB
- French Immersion Parent
- English Parent
- School Community Co-ordinator
- Other Permanent Members as deemed necessary

3. Term of Office

- 3.1 Term of office for elected members is two years with no limit on the number of consecutive terms that may be served.

4. Officers

- 4.1 The following School Council Officers will be elected annually from among the Representative Members: (see Appendix A for roles and responsibilities of)

- Chairperson
- Vice-President
- Secretary
- Treasurer

5. School Community Council Meetings

5.1 Annual General Meeting (AGM)

The Annual General meeting will be held in September of each year at the "Back to School BBQ". During this meeting nominations will be accepted for new School Community Council members. the ballot box elections will follow immediately or within 30 days of the nominations. Roles will officially commence immediately after voting.

- 5.2 The School Community Council will meet a minimum of 5 to a maximum of 10 times per school year. Times to be determined by SCC members.

5.3 Model of Governance

The Representative Model

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.

5.4 Quorum

A quorum of the School Community Council should include at least two members of the elected community members.

5.5 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 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.

6. Public Consultation and Communication

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

- Post names of Council members and meeting minutes on the school website;
- Host special events that bring the community into the school;
- Make use of regular mailings to include School Community Council information;
- Encourage members of Council to speak at school functions and functions in the community;
- Make personal contact with parents and community members by phone or at special meetings; and
- Make use of public service announcements and other forms of free radio; TV and newspaper advertising (ie. school newsletters, posting notices in our community centres and local businesses).

7. Code of Conduct

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

8. 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 School Community Council. When this happens, the Member should declare that s/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.

9. Decision-Making Process

The School Community Council will need to choose a preferred decision-making process. Although some decisions like adopting a constitution will require a motion and a formal vote, not all SCC business will require this process. Therefore, we will use the Consensus Building Model but if we feel we cannot reach consensus, we agree to use the Majority Vote Model.

Majority Vote Model

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

Consensus Building Model

Consensus does not necessarily mean that all parties agree, but that all can live with the decision for the sake of the group's ability to move forward. It requires that all Members listen to each other's opinions and try to find solutions to problems and differences. Consensus will almost always involve compromise and can release a group to move beyond individual wants to determining and pursuing shared needs. Consensus does not necessarily mean that all parties agree, but that all can live with a decision made for the sake of the group's ability to move forward.

10. Handling Complaints or Concerns

10.1 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 concerns or complaints about individuals other than to direct the concern to the appropriate individual.

10.2 Complaints or Concerns about School Community Council Initiatives or Activities.

10.2.1 Informal Complaints or Concerns

Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about School Community Council 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, s/he should say so but indicate that s/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.

10.2.2 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.

11. 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 School Community Council. The conflict resolution process has the following principles:

- It puts the interests and welfare of children and youth above all other issues;

- It is structured to ensure that both parties have a fair opportunity to present their point of view; and
- It is simple and inexpensive to administer.

The Conflict Resolution Process

- Define the problem;
- Understand the issues from different perspectives;
- Deal with emotions;
- Identify needs and interests;
- Discuss assumptions and values; and
- Create solutions:
 - Identify a range of options;
 - Determine the advantages and disadvantages; and
 - Choose a solution that is mutually satisfactory.

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

12. Committees

The School Community Council will act in a coordination role for committees operating in support of the SCC and the school program. Committees can be internal and composed of School Community Council Members exclusively or be external and include other parents, community members or interested and knowledgeable individuals. The following committees may be established by the School Community Council:

- Special Events

13. Amending the Constitution

The School Community Council may amend its constitution by:

- Approving the change(s) within the School Community Council;
- Sharing the proposed changes at a General Public Meeting called by the Executive; and
- Sending proposed changes in writing to the Board of Education for approval.

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 agendas in consultation with the Principal and other 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 the 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 School Community Council Funds: Operation and Procedures Manual.

Appendix B

Code of Conduct

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