

Thom Collegiate School Community Council Constitution

I Belong * I Respect * I Am Responsible * I Want To Know

Preamble

Pursuant to the provisions of Sections 140.1 to 140.5 of *The Education Act, 1995*, sections 5-14 of *The Education Regulations, 2019*, and subject to Board Policy, School Community Councils will be established under the jurisdiction of the Board of Education of the Regina School Division No. 4 of Saskatchewan (the Board).

A School Community Council is established to facilitate continuing communication and promote mutual understanding between the school and the community. The Council has a key role for the learning success and well-being of all students, and to encourage and facilitate parent and community engagement in school planning and improvement processes. A School Community Council will provide an ongoing organization through which the opinions, concerns and proposals of the electors and parents/guardians may be brought to the attention of the Board.

Article 1 – Name

The name of this organization shall be the Thom Collegiate School Community Council (SCC).

Article 2 – Purpose of the Council

The purpose of the Thom SCC is to act in an advisory capacity to the Board on matters pertaining to the education of the children enrolled at Thom Collegiate in accordance with Board Policy 18. It provides guidance and direction from a lay perspective to the school, the Board and community organizations and agencies.

The SCC's responsibilities address key matters that make a difference in student learning and well-being. It:

- Focuses its attention on the areas of the Strategic Plan where the parent/community perspective and efforts are most appropriate and needed;
- Monitors its activities to support continuous improvement in the areas of student learning and well-being;
- Develops shared responsibility for the learning success and well-being of all children and youth;
- Encourages and facilitates parent and community engagement in school planning and improvement processes.

Article 3 – Council Code of Conduct/Norms of Operations

A parent who accepts a position as a Thom SCC Elected/Acclaimed/Appointed Member:

- Upholds the constitution and bylaws, policies and procedures of the Thom SCC.

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- Performs his/her duties with honesty and integrity.
- Works to ensure that the well-being of students is the primary focus of all decisions.
- Takes the direction from the Thom SCC, 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.
- Respects the rights of all individuals.
- 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.

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

An Elected/Acclaimed/Appointed 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.

Thom SCC members accept accountability for their decisions.

Article 4 – Meeting Rules of Order

The Thom SCC will follow Roberts Rules of Order. See cheat sheet at

<http://forsmallnonprofits.com/2014/11/20/the-cheat-sheet-for-roberts-rules-of-order/>

Article 5 – Membership

Section 1. General SCC membership shall include the parents/guardians of any students attending the school and is also open to community members resident in the prescribed school attendance area subject to Board Policy 18.

Section 2. A SCC shall not exceed 17 (seventeen) Elected/Acclaimed/Appointed members that include:

- a) Elected/Acclaimed Membership – no fewer than five and no more than nine must be elected, and parents/guardians must form the majority and:
- b) Appointed Membership – no more than one less the number of the Elected/Acclaimed Membership be appointed.
Appointed membership shall include:
 - the Principal
 - one teacher from Thom Collegiate School
 - and may include other members recommended by the Thom SCC and approved by the Director of Education or designate.
- c) The Thom SCC Executive, with responsibilities outlined in the SCC Handbook, is made up of the following positions, to be drawn from the Elected/Acclaimed Membership:
 - Chair

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- Vice Chair
- Secretary

Section 3. Elected/Acclaimed/Appointed members hold membership for a two-year term and are eligible for re-election. The Board may appoint a vacancy in an Elected/Acclaimed member's position until the next general election.

Section 4. The Thom SCC may invite, without the rights or privileges bestowed upon the SCC Elected/Acclaimed/Appointed members, other parents/guardians and/or stakeholders to participate on sub-committees as deemed necessary for the completion of the SCC's duties.

Section 5. SCC members will be elected in accordance with the procedures outlined in the Board of Education's SCC Handbook. https://www.reginapublicschools.ca/school_community_councils

- Terms of office will take effect at the Annual General Meeting where the positions are elected/acclaimed.
- A member may be removed from the SCC due to absenteeism or by a majority vote of the SCC.

Section 6. Elected/Acclaimed members must step down and may not run for re-election if they are:

- Absent from three or more consecutive meetings without the authorization of the SCC, and/or
- Cease to be eligible as defined in Policy 18 (e.g. no longer live in the school community, or do not have children attending that school), and/or
- Charged or convicted of a criminal offence.

Article 6 – Meetings

Section 1. Thom SCC will hold, at minimum, six (6) SCC meetings, including an Annual General Meeting, in the school year.

Section 2. Thom SCC will hold an Annual General Meeting prior to October 31st each year. Elections and consideration of financial statements for the SCC will occur at the Annual General Meeting.

- Elections to be carried out in accordance with the procedures outlined in the SCC Handbook. https://www.reginapublicschools.ca/school_community_councils

Section 3. Thom SCC may meet at the request of the Chair or any two Elected/Acclaimed/Appointed members and will present a report of its activities at every public meeting when required.

Section 4. General members will be notified at least two weeks in advance of regular and four weeks for annual meetings. Meeting dates are posted on the Thom Collegiate web site.

Section 5. Voting at all meetings shall be done by a show of hands, except where a ballot is requested by at least three Elected/Acclaimed/Appointed members and except in the election of members. The

quorum for any SCC meeting shall be 50 plus 1 percent of the Elected/Acclaimed/Appointed members.

Article 7 – Sub-committees

Thom SCC may establish the following standing or ad hoc Sub-committees as required. Sub-committee chairs will provide an update at meetings as required, including a financial report. Note that each sub-committee's membership must include at least one Elected/Acclaimed/Appointed member of the SCC.

- a) Fundraising
- b) Special Events
- c) Other Sub-committees as required

Article 8 – Duties of SCC

The duties of the SCC shall be to:

8.1. Facilitate parent and community participation in school planning:

- 8.1.1. In cooperation with the school staff, develop and recommend to its Board for approval a Strategic Plan that is in accordance with the Division's strategic plan;
- 8.1.2. Perform any activities assigned to it in a Strategic Plan approved by the Board;
- 8.1.3. Communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments;

8.2. Undertake activities to enhance its understanding of the community's economic, social and health needs, aspirations for students' learning and well-being, and resources and supports for the school, students, parents, guardians and community;

8.3. Participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities;

8.4. Provide advice to the Board, school staff, or other agencies involved in the learning and development of students;

8.5. Not discuss or be given access to personal and/or confidential information about complaints about any student, family member or guardian of any student, teacher, administrator or other employee of or member of the Board;

8.6. Comply with the policies and procedures of the school division;

8.7. Account publicly for the expenditure of funds related to the operation of the SCC;

8.8. Maintain an approved constitution that sets out at a minimum:

- 8.8.1. Sub-committees and officers;
- 8.8.2. A schedule regarding frequency of meetings;

- 8.8.3. Means of public communications and consultation;
- 8.8.4. Code of conduct;
- 8.8.5. Decision-making processes;
- 8.8.6. Complaint and dispute resolution processes; and
- 8.8.7. Include a review process, seeking approval of the Director of Education or designate for any amendment(s).

Article 9 – Complaint and Dispute Resolution Process

In the event of a dispute involving members of the Thom SCC:

- 9.1 Every member will be given an opportunity to express their concern or opinion about the issue at dispute.
- 9.2 Speakers to an issue will behave professionally and respectfully at all times.
- 9.3 Speakers will be allowed time to explain their position.
- 9.4 The Chair will clarify statement, identify common interests, and set out the joint interests of all members.
- 9.5 If a resolution is not found, the Chair may defer the discussion in order to gather more details and information.
- 9.6 If all attempts at resolution are not successful, the Chair may arrange for consultation with a Superintendent of Student Achievement or another school division representative to facilitate a resolution.
- 9.7 In the event of disruptions or disrespectful behaviour in a meeting the Chair may adjourn the meeting or request individual(s) to leave the meeting.

Article 10 – Resolutions

Section 1. Any Elected/Acclaimed/Appointed member of the SCC may propose resolutions at any meeting of the SCC.

Section 2. At the discretion of the SCC, any resolution passed by the SCC may be forwarded in writing for the information of the Board, Director of Education, or designate.

Section 3. Any resolution forwarded to the Board, Director of Education, or designate must be accompanied with information as to where and when the resolution was discussed and the number of SCC members attending the meeting.

Section 4. Any non-voting member may propose resolutions in writing to the SCC for discussion at the next meeting (minimum 14 days notice).

Article 11 – Amending the Constitution

Section 1. Any Elected/Acclaimed/Appointed member of the SCC may propose an amendment to this Constitution by serving a notice of motion of this intent at one of the SCC meetings.

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Section 2. An amendment in order to be passed at a subsequent meeting of the SCC, must receive at least two-thirds (2/3) of the votes cast.

Section 3. All amendments approved by the SCC must be forwarded to the Director of Education or designate for ratification before they become effective.

Section 4. The SCC may appeal decisions made by the Director of Education or designate related to the SCC Constitution to the Board. The appeal must be in writing.

Article 12 – Public Communication and Consultations

- The SCC shall communicate with school families and staff via various means (i.e.. school website, notes, emails to SCC distribution list, various social media platforms, etc.). Meeting minutes will be posted to the SCC's page of the school website. Regular SCC meetings will be open to the school community and announced in advance.

Article 13 – Dissolution

Section 1. Closure of Thom Collegiate School shall automatically dissolve the Thom SCC and the SCC holding office at the date of closure shall be deemed to constitute a Transitional Advisory Committee for a period of one year, for the purpose of communicating to the Board the educational concerns of the students affected.

Section 2. Any assets of the Thom SCC, at its dissolution, shall be forwarded to the Board, who shall use the funds to improve the educational program offered in the school(s) in the attendance area of the former Thom Collegiate School.

APPENDIX A – Roles and Responsibilities

All Elected/Acclaimed/Appointed members of the Thom SCC are expected to:

- Attend SCC meetings and notify an Executive member if they will be absent
- Perform their duties with honesty and integrity
- Work to ensure that the well-being of students is the primary focus of all decisions
- Strive to be informed and only pass on information that is reliable and correct
- Adhere to Board policies and administrative procedures
- Respect all confidential information
- Support public education

School Community Council Executive Member Responsibilities

- The Thom SCC Executive is comprised of chair, vice-chair, treasurer, and secretary. They are the decision-making body of the SCC and should work in consultation with the other Elected/Acclaimed/Appointed members and the school community.
- The Executive is responsible for the administration of the SCC.
- It is the SCC Executive that is responsible for formal presentations and requests to the Board.
- The SCC Executive are the representatives of the SCC and are the representatives consulted and/or communicated to first by the principal or Regina Public Schools when the entire SCC cannot be convened.
- **Executive position duties:**
 - Chair**
 - Prepares meeting agendas
 - Calls meeting to order, conducts and adjourns meetings
 - Strives to ensure that all members have input to discussions and decisions
 - Oversees operations of the SCC
 - Acts as a spokesperson for the SCC, acting as a liaison with the school, community and parents regarding Council issues
 - Distributes information to the SCC as appropriate
 - Organizes and participates in events and/or fundraisers
 - Vice-Chair**
 - Supports the Chair in their duties
 - Chairs SCC meetings in the Chair's absence
 - Performs responsibilities assigned by the Chair
 - Assists and supports the work of the SCC
 - Helps to organize and/or participate in events
 - Treasurer**
 - Management and record keeping of all SCC funds, based on sound accounting practices
 - Accounting duties include but are not limited to:
 - Receiving, depositing and recording all revenues

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- Safeguarding cash
- Authorizing payments, signing cheques¹, documenting and recording all expenses
- Completing a monthly bank reconciliation
- Preparing a regular Financial Report at least quarterly during the school year and at year-end (September 1 to August 31)
- Develop an annual budget/financial plan to support the activities of the SCC and school
- Present a year to date Financial Report at each SCC meeting
- Prepare, submit to the School Division and publicly release a year-end Financial Report
- Cooperate with financial reviews/audits by the Regina Public School Division

¹ Authorized bank signatories are the Treasurer and the Chair (minimum of 2 signatures)

Secretary

- Record minutes at all meetings of the SCC and Executive
- Maintain minutes and agendas of all SCC meetings, with distribution to Chair at least two weeks before next meeting
- Maintain official copy of SCC Constitution
- Maintain a copy of all official letters signed by the SCC
- Forward all records to the next Secretary at the end of the two-year term.

Elected/Acclaimed/Appointed Directors at Large

- Perform responsibilities assigned by the SCC
- Prepare for and participate in SCC meetings
- Serve as an elected/acclaimed/appointed link on one or more Sub-committees of the SCC.

NOTE: Duties of appointed members are outlined in the SCC Handbook.

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