

# Aberdeen SCC Constitution



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## Mission

The goal of the Aberdeen SCC is to promote the learning success and well being of our students in a safe and caring environment through parent and community engagement.

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## Guiding Principles

- The School Community Council must be an integral, purposeful and valued component of school division governance.
- The School Community Council must be inclusive of the community and representative of the students in the school.
- The School Community Council roles are clear and well understood.
- The School Community Council responsibilities address key matters that make a difference in student learning and well-being.

- The School Community Council aligns its work with provincial and division goals and initiatives.
- The School Community Council is accountable, transparent and responsive in its relationship with parents and the school community.
- The School Community Council recognizes the need for a responsive, caring, professional team consisting of the principal and the staff, which acts in the best interests of our school learning community.

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## **Government by Constitution**

This Council shall operate as outlined within the framework established in this Constitution. The Constitution may be amended by the Executive prior to the annual meeting of the Council or at a special public meeting convened for that purpose. Any subsequent amendments shall be reported to the public at the annual meeting. Should it be deemed necessary to amend the Constitution the process shall be as follows:

- Resolutions regarding Constitutional amendments are to be presented to the Executive for their consideration at least 1 regularly scheduled meeting in advance of the Annual Meeting to be held each spring.
- These will then be considered and voted on by the Executive. Decisions will be made on the basis of majority vote. Any changes that result shall be presented to the public at the annual meeting.

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## **Membership**

Membership in the school Community Council shall be regulated as per Saskatchewan Learning Policy and Regulations and the Prairie Spirit Board Policy with respect to School Community Councils. This policy also regulates the election process and should be considered when applying the Constitution.

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## Purpose

The purpose of the Council is to serve in an advisory capacity, it is to inform the school and support the development and delivery of the School Plan for Improved School Learning.

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## Composition

School Community Councils will be comprised of two kinds of members: **representative** members (with parents in the majority) and **permanent** members.

Parents will form the majority of the **representative membership**, which may include:

- five to eleven elected parent and community members that are representative of the student demographics in the school.
- one Aberdeen Town Council member or a representative from the Aberdeen Recreation Complex Board
- one RCMP officer
- one or two secondary students.

**Permanent members** will include:

- the principal (and/or designate(s) reporting to the principal of the school);
- one teacher;

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## Structure and Officers

Council members shall serve two year terms, commencing with the first general election in the Fall of 2008 and each subsequent Spring as determined by the Board of Education. One half of the Council shall remain in place annually to provide for continuity.

There shall be an executive elected annually from the Representative members of the Council. They will typically be elected at the first meeting following the general election each Spring. The executive shall consist of a Chairperson, a Vice-Chairperson and a Secretary.

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## Roles and Responsibilities

The **Chairperson** will:

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

The **Vice-Chairperson** will;

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

The **Secretary** will;

- take minutes at Council meetings;
  - receive and send correspondence on behalf of the Council;
  - take charge of any official records of the Council;
  - maintain a membership list of all the Members of the Council; and,
  - ensure that appropriate notice is given for all meetings of the Council.
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## School Community Council Sub-Committees

Sub-committees may be appointed on an ad-hoc basis to deal with matters of interest or concern; all sub-committees shall exist at the will of the Council and shall report to the

Council. No sub-committee may make decisions or recommendations without the knowledge and approval of the Council as a whole.

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## Schedule of Meetings

The Council shall have a minimum of three meetings as scheduled by the Chair. In the event that a meeting must be cancelled and re-scheduled, the executive will notify the Council members of the alternate date and/or time.

A **quorum** is necessary for the passage of all resolutions; this quorum shall consist of at least  $\frac{1}{2} + 1$  of all current members for that given term. Meetings may still proceed for the purpose of communication and discussion.

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## Provision for Special Meetings

In the event that the School Community Council Executive deems it necessary they may convene a Special Meeting as they see fit.

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## Means of Public Consultation

- The primary means of consulting with the public shall be through their monthly meetings which are open to the public. It is also recognized that the public may informally talk with Council members and that this information may be worthy of the Council's consideration.
- Surveys and Needs Assessments may also be utilized as means of gathering information from the public.

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## Means of Public Communication

- **Written Communication**
  - Information that requires no clarification or discussion can be presented through posters, web-sites, public notices, e-mail, newsletters, memos and information pamphlets.
- **Verbal Communication**
  - Presentations are the best form of providing information that is complex. Council Members or special guests may be asked to speak to a variety of audiences at special meetings where specific issues can be presented.
- **Media Coverage**
  - The Council, in consultation with school administration, may choose to deliver public service announcements via radio stations, cable television networks or newspapers.
- **Information Networks**
  - Informal networks made up of people who talk to each other regularly and exchange information may also be accessed. More formal networks such as telephone trees and the school talk mail system are also useful for spreading information about events or activities
- **Social Media**
  - The SCC may also share information via Facebook, Instagram and Twitter in consultation with the Principal, using school accounts.

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## Council Code of Conduct

### **A School Council Member shall:**

- Be guided by the overall vision and purpose of School Community Councils.
- Practice the highest standards of honesty and integrity.
- Recognize and respect each member of the school community.
- Encourage a positive atmosphere where individual contributions are encouraged and valued.
- Contribute to consensus building.
- Consider the best interests of all students.

- Use the appropriate communication channels when questions or concerns arise, respect the confidential and sensitive nature of some discussions and only proceed with these considerations in mind.
  - Declare any conflict of interest.
  - Endeavour to be familiar with school and Division policies and operating practices and act in accordance with them.
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## Decision Making Process

Generally the Council believes that consensus is the desired goal when making decisions; however, it recognizes that there are times that the majority vote model is most appropriate, such as when selecting the Executive. Generally, the chairperson, or the vice-chair in their absence, shall determine which method is most appropriate given the circumstances.

### 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 a 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.

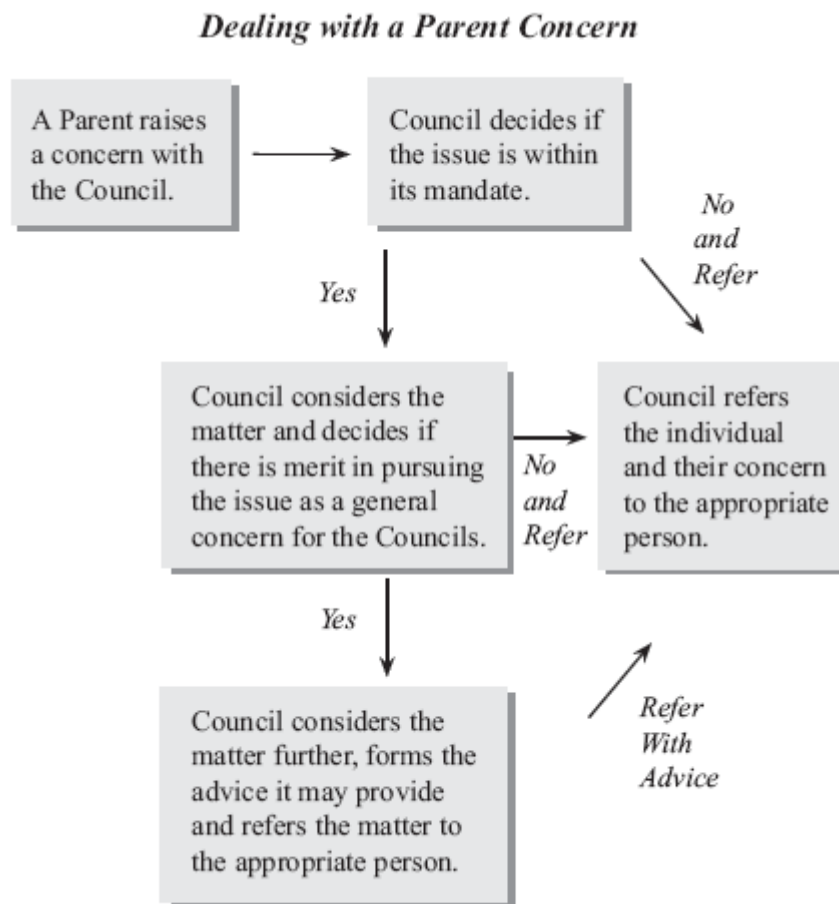
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## Complaints and Concerns Procedure

### 1. Procedures with Respect to School Related Issues

*Any matter concerning an individual student or staff member must be directed to the teacher 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.*

The following flow chart sets out how the matter should be addressed.



## **2. Aberdeen School Community Council Complaints and Concerns Procedures with Respect to Council Operational Issues**

Members of the School Community Council need to exercise flexibility when responding to concerns and complaints related to the operations and responsibilities of Councils. Generally, complaints and concerns fall into two categories:

### **Informal Complaint or Concern Procedure**



Provided Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about Council initiatives or activities expressed informally to members of the Council may be addressed immediately by the Council Member. If Council Members are unsure of the appropriate response, they should say so but indicate that they will check and get back to the individual. If such a commitment is made the Council Member must follow through. After responding to the complaint or concern Council Members should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Council Member should explain how the concern or complaint could be brought to the attention of the Council in a more formal manner. Councils may wish to keep a record of informal complaints or concerns as patterns may provide them with valuable information in evaluating their operations.

#### **Formal Complaint or Concern Procedure**

Concerns or complaints can be brought to the attention of the School Community Council in a formal manner in writing or by presenting the concern/complaint at a School Community Council meeting. Council will provide a written response regarding how they have or will address the concern or complaint.

