William Mason School Community Council Constitution

1. Membership
    1. Representative Membership
        1. The School Community Council will have the following Representative Members:
            - 5 – 9 parent and community members elected at the Annual General Meeting
            - 1 – 2 secondary student(s)
    2. Permanent Members
        1. The School Community Council will have the following Permanent Members:
            - The School Principal,
            - A Staff Member and
            - OPTIONAL Additional members as recommended by the SCC and approved by the North East School Division Board of Education.
2. Officers
    1. The following School Council Officers will be elected annually from among the Members:
        - Chair,
        - Vice-Chair and
        - Secretary/Treasurer or (1) Secretary and Treasurer (2)
3. School Community Council Meetings
    1. Annual General Meeting
        1. The Annual General meeting will be held in April of each year. During this meeting School Community Council members will be selected. Table Officers will be chosen at the first regular meeting, following the AGM.
        2. The School Community Council will have a minimum of five meetings per year, plus one annual meeting.
        3. **If School Community Council is working on a significant project, additional meetings may be held as needed.**
    2. Model of Governance
        1. The Town-Hall Model
            1. In this model members are elected to the School Community Council, but regular meetings are open to the entire school community. Any member of the school community can participate in the meeting and be involved in the discussion of matters brought before the SCC.
    3. Voting & Decision-Making Processes
        1. On matters requiring a formal vote, all members of the SCC with the exception of the Principal and Staff Member may vote.
        2. Majority Vote Model

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

3. Consensus Model
    1. The issue is discussed until consensus is achieved. Consensus decides the issue.
4. Quorum
    1. A quorum of the School Community Council shall be a majority of the Representative Members.

4. Public Consultation and Communication
    1. The School Community Council will consult and communicate with the school community through but not limited to the following strategies:
        - Bulletin Board
        - Website
        - Newsletters
        - Office SCC area
        - Minutes of SCC meetings
        - Social media

5. Conflict of Interest
    1. 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 SCC. 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.

6. Handling Complaints or Concerns
    1. Complaints or concern about an individual student or staff member
        1. 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. Administrative Procedure 408 - Student and Parent Complaints and Grievances, outlines the appropriate procedure to resolve complaints or concerns.
    2. Complaints or Concerns about School Community Council Initiatives or Activities
        1. Informal Complaints or Concerns
            1. Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about SCC 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.

2. Formal Complaints or Concerns
    1. Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the Chair or by requesting that the Chair 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 complaints.

7. Committees
    1. The School Community Council will act in a coordination role for committees operating in support of the SCC and the school program.

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