



PJ Gillen School
School Community Council (SCC) Constitution



1. Mission Statement

(insert Mission Statement here...)

2. Guiding Principles

(Guiding principles align with the Mission Statement)

3. Membership

1. Representative Members
 - a. Representative Member is defined as any elected member of the SCC.
 - b. Council must elect five to fifteen Representative Members. Representative Members are elected at the Annual General Meeting (AGM) held before November 15.
 - c. Representative Members will serve a two-year term.
 - d. Representative Members must attend three of the five regularly scheduled meetings. Non-compliance will result in the member's resignation.
2. Permanent Members
 - a. Principal
 - b. Vice Principal
 - c. Teacher
 - i) Selected by PJ Gillen Staff or on a rotational basis.
3. Officers
 - a. Council officers will be selected annually from among the Representative Members.
 - b. Officers selected will include:
 - i) Chairperson
 - ii) Vice-Chairperson
 - iii) Secretary
 - iv) Treasurer

v) Committee Chairs

4. Officers

- 1) Chairperson
 - a. The Chairperson will:
 - i. Oversee council operations
 - ii. Conduct council meetings
 - iii. Ensure that all members have input into discussion and decisions
 - iv. Act as spokesperson for council
 - v. Prepare council meeting agendas in consultation with the principal and other designated council members
- 2) Vice-Chairperson
 - a. The Vice-Chairperson will:
 - i. Support the Chairperson
 - ii. Perform responsibilities assigned by the Chairperson
 - iii. Maintain the intention of standing for election as Chairperson when that term expires
 - iv. Conduct council meetings in the absence of the Chairperson
- 3) Secretary
 - a. The Secretary will:
 - i. Record and prepare council meeting minutes
 - ii. Receive and send correspondence on behalf of the council
 - iii. Take charge of official records of council
 - iv. Ensure that appropriate notice is given for all council meetings
- 4) Treasurer
 - a. The Treasurer will:
 - i. Manage council finances using procedures outlined in Chapter 6: Administration of School Community Council Funds, Board policy and Administrative Procedures.

5. Committees

Council may choose to designate committees and appoint Representative Members as committee chairs dependent upon local initiatives and circumstances.

6. Meetings

1) Annual General Meeting (AGM)

- a. The AGM must be advertised at least one month prior to the date of the meeting.
- b. The agenda (Appendix 1) will be shared at least two weeks prior to the AGM.
- c. Calls for Nominations (Appendix 3) will be shared with the school community at least four weeks prior to the AGM.
- d. Nominations may also be accepted from the floor of the AGM.
- e. Individuals may be nominated by another person or volunteer to stand for election.
- f. The AGM shall convene yearly before November 15 where the SCC will:
 - Review minutes from the previous year's AGM (Appendix 2)
 - Elect new members using a Voting Ballot (Appendix 4).
 - Select officers.
 - Provide an Annual General Report on the activities of the most recent year, including a financial report.
 - Conduct other business determined by council.
 - Provide a forum for dialogue with parents and the community.

2) Regular Meetings

- a. The SCC shall meet at least five times a school year, in addition to the Annual General Meeting.
- b. The SCC shall post membership and meeting information on the SCC page of the school website.
- c. The agenda (Appendix 5) will be shared at least 1 week prior to the regular meeting date.
- d. The SCC will keep meeting minutes (Appendix 6) and post all meeting minutes to the SCC page of the school website within five days of approval.
- e. Meeting minutes will be shared by the SCC Secretary within seven days of the meeting date to all SCC members.
- f. Prepare and update Activity and Financial Plan (Appendix 7). The SCC shall post the Annual Activity Report on the SCC page of the school website.

3) Governance/Decision Making

- a. Regular meetings will follow a Representative Governance Model where the council represents the school community. Meetings are open to the public, but only members of the elected council may decide upon matters at hand.
- b. Council will follow the Majority Vote Model to make decisions. In this model, an issue is discussed, and a vote is taken. A majority vote determines the outcome.

- Only Representative Members may vote on matters requiring a formal vote.
- A quorum must be present during votes of council. A quorum is defined as a majority of the Representative members present.

7. General Operations

1) Code of Conduct

- a. The SCC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- b. A council 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.
- c. A person who accepts a position as a member of the SCC shall:
 - Honour the role of the SCC.
 - Be guided by the overall vision and purpose of the SCC.
 - Perform duties with honesty and integrity.
 - Endeavour to be familiar with the vision, mission and shared values of GSSD. and perform their duties accordingly.
 - Endeavour to become familiar with Administrative Procedures of GSSD.
 - Work to ensure the well-being of students is of primary focus in all decisions.
 - Respect the rights of all individuals.
 - Encourage a positive atmosphere where individual contributions are valued.
 - Contribute to consensus building.
 - Encourage and support parents and students with individual concerns to act on their own behalf and provide information on processes for processing concerns.
 - Work to ensure that issues are resolved through due process.
 - Strive to be informed and only share information that is reliable and correct.
 - Respect all confidential information.
 - Declare any conflict of interest.
 - Support public education.
- d. Intervention for an Initial or Minor Infraction of the Code of Conduct – where potential Code of Conduct infractions are raised, the Council Chair shall:
 - a. Seek understanding regarding the nature of the allegation or concern.
 - b. Discuss and resolve the concern with the member in confidence.
- e. Intervention of Repeated or Major Infractions of the Code of Conduct – where infractions of this nature are clearly evident, council shall provide a written statement signed by the Council Chair, addressing the concern and indicating

that the actions that brought about a violation of the Code of Conduct on the part of the member must cease.

- f. Further Progressive Intervention for Repeated Infractions of the Code of Conduct:
 - a. In continued incidents involving a violation of Code of Conduct, council shall consider imposing sanctions on the member in question.
 - b. In further continued incidents involving a violation of Code of Conduct, council shall consider seeking the resignation of the member in question.
- 2) Consultation
- a. Communication with the Board
 - i) Local Board member will be provided with dates and times for all meetings and are welcome to attend SCC meetings.
 - b. Communication with Senior Administration
 - i) SCC meeting dates will be shared with Superintendent of Education.
 - ii) If an individual council wishes to meet with the Superintendent of Education, the principal shall invite that individual to attend a meeting.
 - c. Communication with the School
 - i) Administration will encourage staff to be receptive to parents who exercise appropriate avenues and opportunities to offer advice at the school level.
 - ii) Administration will promote communication between the school, home and community. Some methods that might be used to promote communication are, but are not limited to:
 - i) Adult volunteers
 - ii) Bulletins and newsletters
 - iii) Student-Lead conferences
 - iv) School visits
 - v) School displays
 - vi) School handbook
 - vii) School website
 - viii) School social media
 - iii) The principal will present the annual Learning Improvement Plan (LIP) to council at the first SCC meeting of the year. The principal will seek SCC discussion and involvement in the development of the LIP. SCC Chairperson will be asked to sign the LIP in the space provided to indicate SCC support of the plan.
 - d. Communication with the Community
 - i) Council will initiate activities to promote communication between the school, home and community. Some methods that might be used to promote communication are, but are not limited to:

- i) Adult volunteers
- ii) Bulletins and newsletters
- iii) Student-Lead conferences
- iv) School visits
- v) School displays
- vi) School handbook
- vii) School website
- viii) School social media

3) Conflict of Interest

If a council member finds himself/herself in a position of a conflict of interest regarding an issue being discussed by council, the member(s) shall declare a conflict of interest, leave the room for the portion of the meeting discussing the issue, and not vote on the issue.

4) Complaints or Grievances

- a. As a representative body, council may receive complaints or grievances about their operations or broader operations of the school.
- b. Any matter concerning a student or staff member should be immediately directed to the principal.
- c. Informal Complaints/Grievances
 - i. Where complains or grievances about council operations are raised with a council member, that member should immediately refer the individual to the Chairperson and inform the Chairperson of the concern or grievance.
 - ii. If the individual is not satisfied with the response from the Chairperson, the concern or grievance should be brought to the attention of the council in a formal manner.
- d. Formal Complaints/Grievance
 - i. Formal concerns or complaints can be brought to the attention of council by:
 - 1. Addressing the concern in writing to the Chairperson, or
 - 2. Requesting that the Chairperson provide the individual with an opportunity to meet with council to discuss the concern.
 - ii. In cases where a formal complaint or grievance has been raised, council will provide a written response regarding how the matter will be addressed.

8. Amending the Constitution

- 1. PJG SCC may amend its constitution during the Annual General Meeting by approving changes as a council, then receiving Board or designate approval for those changes.

2. Proposed amendments must be shared publicly at least two weeks prior to the date of the Annual General Meeting.
3. Amendments made to the PJG SCC Constitution must be approved at the following two levels before they are official:
 - a. PJG SCC level
 - b. GSSD Board of Education or designate

Appendix

1. PJG SCC AGM Agenda Outline
2. PJG SCC AGM Meeting Minutes Outline
3. PJG SCC Call for Nomination
4. PJG SCC Voting Ballet
5. PJG SCC Regular Meeting Agenda Outline
6. PJG SCC Regular Meeting Minutes Outline
7. PJG SCC Activity and Financial Plan

Appendix 1

PJ Gillen School Community Council Annual General Meeting Agenda (Date, Time)

1. Call to Order
2. Review Meeting Norms
3. Review (previous year) AGM minutes
4. Elections
5. Annual Report for the Previous Year
 - 4.1 Financial Report
 - 4.2 Activity Report
 - 4.3 Committee Reports
6. Selection of Officers
 - 5.1 Chair
 - 5.2 Vice-Chair
 - 5.3 Secretary
 - 5.4 Treasurer
 - 5.5 Other
7. Other Business
8. Open Discussion
9. Adjournment

Appendix 2

PJ Gillen School Community Council Annual General Meeting Minutes

(Date, Time)

Present

Absent

- 1. Call to Order**
- 2. Approval of Previous Year Minutes**
- 3. Elections**
- 4. Annual Reports for the Previous Year**
- 5. Selection of Officers**
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Other
- 6. Other Business**
- 7. Open Discussion**
- 8. Adjourned – at (time)**

(name)

SCC Chair

(name)

SCC Secretary

Appendix 4

PJ Gillen School Community Council Voting Ballot

	Nominee's Name	Place an X here to vote for this Nominee
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Appendix 5

PJ Gillen School Community Council Regular Meeting Agenda

(Date, Time)

1. Call to Order
2. Welcome and Introductions
3. Review Meeting Norms
4. Approval of Agenda
5. Approval of Minutes
6. Follow Up Items From Last Meeting
7. New Business
8. Reports
 - 8.1 Chairperson's Report
 - 8.2 Principal's Report
 - 8.3 Treasurer's Report
 - 8.4 GSSD Trustee's Report
 - 8.5 Committee Reports
9. Next Meeting
10. Adjournment

Appendix 6

PJ Gillen School Community Council Meeting Minutes

(Date, Time)

Present

Absent

- 1. Call to Order**
- 2. Welcome and Introductions**
- 3. Review Meeting Norms**
- 4. Approval of the Agenda**
- 5. Approval of the Minutes**
- 6. Follow up Items from Last Meeting**
- 7. New Business**
- 8. Reports**
- 9. Next Meeting**
- 10. Adjourned**

(name)
SCC Chair

(name)
SCC Secretary

Appendix 7

**PJ Gillen School Community Council
(year) Activity and Financial Plan**

PJ Gillen’s SCC prioritizes the school’s Learning Improvement Plan and has developed a series of planned actions to support achievement of those outcomes. The SCC’s activity plan and related financial implications are as follows:

SCC Activity Plan in Support of LIP		
Priority Area (from LIP)	Activities	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Activity Cost		\$
SCC Fundraising Plan		