

MacNeill School Community Council Constitution  
Adopted May 2011

**Article I: Name**

The name of this organization shall be the MacNeill School Community Council.

**Article II: Purpose of the Council/Group Norms**

The purpose of this Council is to support student learning and well-being within the school. The Council provides support and communication between staff, students, parents, the community and the School Board. The members shall be respectful and non-judgmental of others opinions. The Council shall follow the four facets our children are taught: I respect, I belong, I'm responsible and I want to know. In the words of Uncle Budd, our community will strive to "Be the Best You Can Be" and "Do the Best You Can Do."

**Article III: Membership**

**Section 1.**

Membership shall include the parents/guardians of any pupils attending the school and be open to community members and residents in the prescribed school attendance area subject to Board Policy KCB.

**Section 2.**

A Council shall not exceed 17 voting members that include:

- (1) Elected Membership - no fewer than five and no more than nine must be elected and parents/guardians form the majority
- (2) Appointed Membership - no more than one less the number of the Elected Membership be appointed, and to include the school principal and one teacher.
- (3) Voting members hold a membership for a two year term and are eligible for reappointment or re-election. The Board may appoint someone to fill a vacancy in an elected member's position until the next general election.

## **Article IV: Committees**

The MacNeill School Community Council has created several sub-committees as listed below:

-Financial Committee

-Fundraising Committee

-Playground Improvements Committee

Additional sub-committees will be established as necessary. Committees operating within the MacNeill School Community Council will give regular updates at our monthly meetings.

## **Article V: Officers**

### **Section 1.**

The officers of the Council shall be determined at the Annual General Meeting (usually held in May). Once elected, members shall meet and discuss who will hold the various positions on Council. Once determined, the names and positions of the new Council members must be submitted to the school Principal who will forward the information to the Board of Education for final approval.

Should a Council Member, elected or appointed, be absent for three consecutive meetings without sending regrets to the chair or vice-chair, they may be asked to resign their position on Council. If required, the Board of Education shall appoint a replacement to serve until the next Council elections are held.

### **Section 2.**

The officers of the Council shall, at a minimum, include a chair, a vice-chair, a secretary and a treasurer selected from elected members of the Council and others as to be determined by the membership of the Council.

### **Section 3.**

Responsibilities of the Officers

#### **Chairperson:**

-To chair all meetings.

-To prepare the agenda for meetings.

-To be an ex-officio member of all committees.

-To maintain communication with the MacNeill School Administration.

-To delegate responsibilities as they arise.

-To be one of the signing officers.

**Vice-Chairperson:**

- To assume Chairperson's duties in her/his absence.
- To assist the Chairperson in any duties as required.
- To be one of the signing officers.

**Secretary:**

- To record minutes of the Monthly and Annual meetings.
- To receive and prepare all correspondence of the organization.
- To be one of the signing officers.

**Treasurer:**

- To maintain the financial records of the organization.
- To carry out disbursements authorized by Council.
- To be one of the signing officers.
- To prepare a financial statement for the Annual General Meeting.
- To prepare a proposed budget for the October meeting.

**Article VI: Duties of School Community Councils**

The Council shall:

- Facilitate parent and community participation in school planning and the development of school learning improvement plans.
- Communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments.
- Participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities.
- Provide advice to the Board, School staff or other agencies involved in the learning and development of students.
- Not discuss or be given access to personal confidential information or complaints about any student, family member or guardian of any student, teacher, administrator or other employee of or member of the Board.
- Comply with the policies of the Board.
- Maintain a Board-approved constitution.
- Account publicly for the expenditure of funds related to the operation of the Council.

## **Article VII: Finance**

### **Section 1.**

The Council shall be a "not for profit, non-borrowing" organization.

### **Section 2.**

The Council's fiscal year shall be September 1 to August 31. An annual financial statement accompanied by corresponding bank statements shall be presented at the October meeting.

### **Section 3**

A proposed annual budget shall be prepared and presented to the membership at the October meeting.

### **Section 4.**

General financial matters shall be discussed at any Council meeting. The Executive retains the right to authorize expenditures should the need arise between Council meetings.

### **Section 5.**

Signing authority for cheques and related financial matters shall be the Treasurer and one of either the Chairperson, Vice Chairperson or the Secretary.

### **Section 6.**

All bills, invoices or receipts must be submitted to the Executive for payment or reimbursement.

### **Section 7.**

An annual review of the financial status of the Council will be completed by a qualified source. This source may not be a member of the Council's Executive.

### **Section 8.**

All cheques drawn upon the MacNeill SCC bank account(s), as well as all legal papers and contracts, shall be executed on behalf of the MacNeill SCC by the treasurer and Co-signed by either the Chairperson, Vice-Chairperson or the Secretary.

## **Article VIII: Decision Making/Voting**

### **Section 1.**

The quorum for any Council meeting shall be 50% plus 1 of the Voting Members.

## **Article IX: Resolutions**

### **Section 1.**

Any Voting Member of the Council may propose resolutions at any meeting of the Council.

### **Section 2.**

At the discretion of the Council, any resolution passed by the Council may be forwarded in writing for the information of the Board.

## **Article X: Amending the Constitution**

### **Section 1.**

Any Voting Member of the Council may propose an amendment to this constitution by serving a notice of motion of this intent at one of the Council meetings. Motion for changes to the constitution will not be allowed at either the May or June Council meetings. All proposed changes will be voted on at the Annual Meeting held in May.

### **Section 2.**

An amendment, in order to be passed at a subsequent meeting of the Council, must receive at least two-thirds of the votes cast.

### **Section 3.**

All amendments approved by the Council must be forwarded to the Board for ratification before they become effective.

## **Article XI: Dissolution**

### **Section 1.**

Closure of any school shall automatically dissolve its School Community Council and the Council 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 education concerns of the pupils affected.

### **Section 2.**

In the event of dissolution of the Council, its property and assets, after payment of all liabilities, shall be transferred to the Board, who shall use the funds to improve the educational program(s) offered in the school(s) in the attendance area mentioned herein.