

CONSTITUTION

for John W. Gunn School Community Council

MANDATE

- 1) To act as an advocate for children within the educational community for the preservation and enhancement of the highest quality of education at John W. Gunn School.
- 2) To give parents an understanding of the school and its programs and to assist in interpreting all aspects of the school to the rest of the community.
- 3) To work as a team of parents, professionals, community members, and organizations to ensure effective involvement in the processes that affect John W. Gunn School and the education of our children.
- 4) To help create and sustain an environment in which students, staff and parents feel safe, valued and appreciated.
- 5) To follow the parameters of school community councils as established by the Divisional Policy KMA.

ARTICLE I – Name

The name of this council shall be: **John W. Gunn School Community Council** which shall be referred to as JWGSCC or SCC.

ARTICLE II – Membership

- 1) Membership shall be open to all people who are interested in the education and welfare of children and youth.
- 2) There shall be a minimum of one (1) staff member on the SCC who shall be elected by the school staff.
- 3) There shall be one (1) member of the school administrative staff.
- 4) Student representation shall be encouraged and should be selected by students of John W. Gunn School.

ARTICLE III – Officers

- 1) The officers of the School Community Council shall be:
 - a. A Chairperson

- b. A Vice-Chairperson
- c. A Secretary
- d. A Treasurer

All of whom shall be elected at the Council's Annual General Meeting, or AGM.

- 2) Term of office for each position is one (1) year. No elected member may hold the same office for more than three (3) consecutive years.
- 3) Vacancies occurring in any office of the SCC between annual general meetings shall be filled at a general meeting of the membership for the unexpired portion of the term.

ARTICLE IV – Duties of Officers

- 1) The Chairperson shall preside at all meetings of the SCC and be the official spokesperson for the SCC. The Chairperson will hand down all pertinent documents and assist in an orderly transfer upon election of a new Chairperson.
- 2) The Vice-Chairperson shall preside at meetings in the absence of the Chairperson. The Vice-Chairperson shall carry out such duties as may be assigned by the SCC or the Chairperson.
- 3) The Secretary shall keep full and accurate minutes of all meetings of the SCC and officers; and shall conduct the correspondence of the SCC as required.
- 4) The Treasurer shall receive, collect and deposit all funds of the SCC in the financial institution approved by the SCC. The Treasurer shall conduct the financial business of the SCC as directed by the general membership. The Treasurer shall present an up-to-date accurate financial statement at every meeting. The Treasurer shall present an annual report to the SCC's Annual General Meeting. There will be three signing authorities: Chairperson, Vice-Chairperson, and Treasurer; with two of the three signatures required for issuance of any cheques. The Treasurer shall be responsible to see that upon election of a new executive all necessary banking papers are changed over to the new signing officers.

- 5) The officers shall appoint an auditor to audit the books of the SCC as deemed necessary.

ARTICLE V – Standing and Special Committees

- 1) The officers along with the general membership may establish Standing and Special Committees, including a Nominating Committee as required; and shall outline their duties or terms of reference.
- 2) Standing and Special Committees do not have any financial power, or decision-making power.
- 3) All committees are responsible to the officers and the SCC. All decisions will be made by the SCC after a report is written and a vote is taken.

ARTICLE VI – Elections and Voting

- 1) Election of all officers shall take place at the AGM, with the exception of vacancies that occur during a term of office. There will be an election held for that specific office to complete the unexpired term.
- 2) The vote shall be by ballot.
- 3) Majority of votes shall elect.
- 4) Each voting member shall be entitled to one (1) vote. All voting members shall be eligible to nominate, vote, or stand for election to office.
- 5) The installation of officers shall take place at the close of the AGM, and they shall hold office until their successors are installed.
- 6) A call for nominations should be made at least one (1) month before the AGM.

ARTICLE VII – Meetings

- 1) There shall be a minimum of four (4) regular meetings of the SCC annually.
- 2) For voting purposes, the quorum for a meeting of the SCC shall be ½ the officers plus one (1).
- 3) Special meetings of the SCC may be called by the officers.
- 4) Special meetings of the officers may be called by the Chairperson.
- 5) An agenda for regular meetings shall be struck by the officers.
- 6) The AGM to elect the SCC officers shall be held no later than the end of October.

- 7) A special meeting of the SCC will be held within three (3) weeks, but no sooner than three (3) school days, of receipt of a written request signed by ten (10) eligible members. The request shall state the purpose for which the meeting is called.

ARTICLE VIII – Financial Authority

- 1) All expenditures must be accompanied by receipts.
- 2) The Chairperson or Vice-Chairperson in conjunction with the Treasurer may authorize expenditures of SCC funds up to \$50.00.
- 3) Expenditures in excess of \$50.00 require the authority of the SCC.
- 4) Expenditures in excess of \$200.00 require a notice of motion at a SCC meeting prior to the vote with a minimum notice of one (1) month.

ARTICLE IX – Resolutions and Delegations

- 1) All resolutions from this SCC to any department of the provincial or federal government and/or school division shall be voted on by the general membership of the SCC.
- 2) The SCC shall make representations to the school board or other community boards or agencies. These representations must reflect the views of the general membership of the SCC.

ARTICLE X – Amendments to Constitution

- 1) An amendment formula for this document will be presented by the officers for approval at the AGM.

ARTICLE XI – Dissolution

- 1) If dissolution occurs, all SCC funds and records shall be turned over to John W. Gunn School administration.

ARTICLE XII – Rules of Order

- 1) The rules contained in Robert's Rules of Order shall govern all matters of procedure. NOTE: A copy of the SCC's Constitution and a copy of Robert's Rules of Order shall be affixed to the minute book for quick reference at all meetings.

- 2) The chairperson cannot make a motion nor have voting privileges. In the event of a tie, the Chairperson may cast the tie-breaking vote.
- 3) All decisions will be made by motion, seconded and voted on with majority rule.