

Administrative Procedure 111 – Appendix F

Sample School Community Council Constitution

1. Membership
 - 1.1 Elected Membership
 - 1.1.1 The School Community Council will have the following Elected Members:
 - 5-9 parent and community members elected at the Annual General Meeting
 - 1.2 Appointed Members
 - 1.2.1 The School Community Council will have the following Appointed Members:
 - The School Principal,
 - A teacher and
 - Additional members as recommended by the SCC and approved by the Prairie South School Division Board of Education.
 - 1-2 secondary student(s)
2. Officers
 - 2.1 The following School Council Officers will be elected annually from among the Members:
 - Chair,
 - Vice-Chair and
 - Secretary
 - 2.2 The Chair and Vice-Chair shall be Elected Members.
3. School Community Council Meetings
 - 3.1 The School Community Council will have a minimum of five meetings per year, plus one annual meeting in April.
 - 3.2 Voting
 - 3.2.1 On matters requiring a formal vote, all members of the SCC with the exception of the Principal may vote.
 - 3.3 Quorum
 - 3.3.1 A quorum of the School Community Council shall be a majority of the Elected Members.
4. Public Consultation and Communication
 - 4.1 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. Amend the Constitution
 - 5.1 The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.