

## **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
    - Edsby
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.