

CONSTITUTION

Ethel Milliken School Community Council

Approved on April 3, 2008 and amended at General Meeting May 26, 2009

PREAMBLE

Pursuant to the provision of Section 140.1 of the *Education Act, 1995, The Education Regulations 1986*, and subject to Board Regulations, the Ethel Milliken School Community Council is established under the jurisdiction of the Board of Education of the Regina School Division No.4 of Saskatchewan.

ARTICLE I - Name

The name of this organization shall be the Ethel Milliken School Community Council (the Council).

ARTICLE II – Community Definition

The Ethel Milliken School “community” is the prescribed school attendance area defined in Regina School Board Policy 18.

ARTICLE III – Purpose of the Council

The purpose of the Council is to act in an advisory capacity to the Board of Education on matters pertaining to the education of the students enrolled at Ethel Milliken in accordance with Board of Education Policy 18.

The Ethel Milliken School Community Council is established to facilitate continuing communication and promote mutual understanding between Ethel Milliken School and the community. The Council has a shared responsibility for the learning success and the well-being of all students. It is also responsible for encouraging and facilitating parent/guardian and community engagement in school planning and improvement processes. The Ethel Milliken School Community Council is an organization through which the opinions, concerns and proposals of the electors and parents/guardians may be brought to the attention of the Board of Education.

ARTICLE IV – Duties of the Council

The Council shall:

- Facilitate parent/guardian and community participation in school planning and the development of school learning improvement plans.
- Communicate, at a minimum, 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 about or complaints about any student, family members or guardian of any student, teacher, administrator or either employee of or member of the Board of Education.
- Comply with the regulations and policies of the Board.
- Maintain Board-approved constitution.
- Account publicly for the expenditure of funds related to the operation of the Council.

ARTICLE V—Membership, Executive Committee and Sub-committees

- Section 5.1: Membership shall include the parents/guardians of any students attending Ethel Milliken School, the principal and staff of Ethel Milliken School, and community members who are resident in the prescribed school attendance area subject to Regina School Board Policy 18.
- Section 5.2: The Council's Executive Committee shall not exceed twelve (12) Members that include:
- a. Elected Membership – no fewer than five (5) and no more than nine (9) must be elected and parents/guardians form the majority; and elected positions will include:
Chair, Vice-Chair, Treasurer, Secretary
 - b. Appointed Membership – no more than one (1) less than the number of Elected Membership shall be appointed.
Appointed members must include:
 - the Principal of Ethel Milliken School and,
 - one (1) Staff member of Ethel Milliken School
 - the immediate past chair person
- Section 5.3: Executive Committee Members hold membership for a two (2) year term and are eligible for re-appointment/re-election, with exception of the Past Chair position which is a 1-year term following a 2-year elected Chair term.
- Section 5.4: The Executive Committee may invite other parents/guardians and/or stakeholders to participate on Council sub-committees, without the rights or privileges bestowed upon the Executive Committee, as deemed necessary for the completion of the Council's duties.
- Section 5.5: A member of the Executive Committee may be required to vacate their membership on the Executive Committee as a result of any of the following:
- a. Absent from three (3) or more Executive Committee or Council meetings in a given year; or
 - b. Has not received a satisfactory result from the Criminal Records Check (as per Regina Board of Education Procedures AP 402 and 403); or
 - c. Convicted of an indictable offence; or
Cease to be eligible for election as a member as of Ethel Milliken School Community Council; or
 - d. Failure to conduct themselves in compliance with the Code of Conduct – Article XI.

ARTICLE VI – Nominations and Election Procedures

Elections of Executive Committee members will proceed in the following manner:

- Section 6.1 A Board employee, other than a principal, will act as the electoral officer and conduct the election process.
- Section 6.2 Ethel Milliken School Community Council Executive Committee will identify the number of vacancies at least five (5) weeks prior to the Annual General Meeting of the Council, notifying the electoral officer.

- Section 6.3 Public notification of the Annual General Meeting and elections will be publicly communicated at least four (4) weeks prior to the meeting date.
- Section 6.4 School boundary maps, election processes and procedures shall be available at the School.
- Section 6.5 A list of candidates will be presented during the Annual General Meeting. The list of candidates will be compiled from individuals that meet the following criteria:
- a. Contact the school in the four (4) week period prior to the elections to request that their name stand; or
 - b. During the Annual General Meeting, request to have their name placed on the list or receive a nomination from the floor and agree to let their name stand.
- Section 6.6 The required staff representative will be appointed by the in-school administration.
- Section 6.7 The electoral officer will verify the eligibility of the candidates through signed declarations. Eligibility for elected positions is defined as:
- a. Parent/guardian of a student attending Ethel Milliken School; or
 - b. Community members who do not have a student attending Ethel Milliken but who reside within the Board of Education's School Boundary map for the Ethel Milliken School Community Council.
- Section 6.8 Electors attending the Annual General Meeting will be required to self declare their eligibility prior to voting. Eligibility to have standing as a voting member is defined the same as 6.7 above as well as the staff of Ethel Milliken School.
- Section 6.9 The electoral officer will conduct a secret ballot and announce successful candidates, based on the highest vote counts, to fill the number of position vacancies.
- Section 6.10 All newly elected and appointed Executive Committee members are considered interim until a satisfactory result from a Criminal Records Check is completed by all new Executive Committee members.
- Section 6.11 Within ten (10) school days after the election, the electoral officer will provide to the Superintendent, School Administrative Services:
- a. The list of all candidates;
 - b. The names of successful candidates, their term and the results of the Criminal Records Check;
 - c. The list of officer's names; and
 - d. Any notification as to elected membership being less than the 5 person minimum.

ARTICLE VII – Decision Making/ Voting

Quorum for Council meetings requires the attendance of over 50% of the Executive Committee members.

ARTICLE VIII – Meetings

- Section 8.1: The Council shall have no fewer than four (4) Council meetings in the school year, the first meeting as set out in Section 9.2, a second meeting during the month of November, a third meeting between February and April and the last meeting as set out in Section 9.3.
- Section 8.2: The Council shall have its first meeting of the school year between August 15 and September 30 of each year. The order of business at this meeting shall be:
- a. Call to Order
 - b. Adoption of Agenda
 - c. Minutes of last Meeting
 - d. Business arising from the minutes
 - e. Chair's Report
 - f. Other Reports
 - g. Financial Statements and Reports – Previous Year
 - h. Council Budget for the current school year
 - i. New Business
 - j. Adjournment
- Section 8.3: The Council shall have an Annual General Meeting (AGM) as its last meeting of the school year between May 1st and June 30th of each year. The order of business at this meeting shall be:
- a. Call to Order
 - b. Adoption of Agenda
 - c. Minutes of last Meeting
 - d. Business arising from the minutes
 - e. Chair's Report
 - f. Other Reports
 - g. Financial Statements and Reports – Current Year
 - h. New Business
 - i. Nomination and election of Executive Committee Members
 - j. Adjournment
- Section 8.4: The Executive Committee has the authority to call, at any time throughout the academic year, other general meetings only for purposes of changing the constitution or to fill, through elections, membership vacancies on the Council.
- Section 8.5: The Executive Committee shall meet, from time to time, at the call of the chair and shall present a report of its activities at every meeting of the Council.
- Section 8.6: On any procedural matter not dealt with in this Constitution the Chair shall refer to and be guided by the provisions of Roberts Rules of Order, latest revised edition.

ARTICLE IX – Code of Conduct

- Section 9.1: The Ethel Milliken School Community Council is not a forum for the discussion of individual school personnel, students, parents/guardians or other individual members of the school community.
- Section 9.2: An Executive Committee 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.
- Section 9.3: A parent/guardian who accepts a position as an Ethel Milliken School Community Council Executive Committee Member:
- a. Upholds the constitution and bylaws, policies and procedures of the Ethel Milliken School Community Council.
 - b. Performs his/her duties with honesty and integrity.
 - c. Works to ensure that the well-being of students is the primary focus of all decisions.
 - d. Respects the rights of all individuals.
 - e. Takes the direction from the Council, ensuring that the representation processes are in place.
- Section 9.4: Encourages and supports parents/guardians, students and community members with individual concerns to act on their behalf and provides information on the process for taking forward concerns.
- Section 9.5: As a Member of the Ethel Milliken School Community Council Executive Committee and/or committee or subcommittee of the Council, a Member shall
- a. Be guided by the policy, vision, goals and principles of the Community Council;
 - b. Know and work toward the vision for Ethel Milliken School;
 - c. Endeavour to be familiar with school policies and operating practises and act in accordance with them;
 - d. Practise the highest standards of honesty, accuracy, integrity and truth;
 - e. Encourage a positive atmosphere where individual contributions are encouraged and valued;
 - f. Recognize and respect the personal integrity of each member of the Council and the school;
 - g. Apply democratic principles;
 - h. Consider the best interest of all students and community;
 - i. Limit discussion at Council meetings to matters of concern to Ethel Milliken School as a whole;
 - j. Use the appropriate communication channels when questions or concerns arise;
 - k. Promote high standards of ethical practice within the school community;
 - l. Accept accountability for the decision of the Council; and
 - m. Declare any conflict of interest and not participate in the discussion and abstain from any vote pertaining to the declared conflict.

ARTICLE X – Resolutions

- Section 10.1: Any Voting Member of the Council may propose resolutions at any meeting of the Council.
- Section 10.2: At the discretion of the Council, any resolution passed by the Council may be forwarded in writing for the information of the Board.
- Section 10.3: Any resolution forwarded to the Board must be accompanied with information as to where and when the resolution was discussed and the number of Council members attending the meeting.

ARTICLE XI – Amending the Constitution

- Section 11.1: 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.
- Section 11.2: An amendment, in order to be passed at a subsequent meeting of the Council, must receive at least two-thirds (2/3) of the votes cast.
- Section 11.3: All amendments approved by the Council must be forwarded to the Board for ratification before they become effective.

ARTICLE XII – Finance

- Section 12.1: The banking business of the Council or any part thereof shall be transacted with such a financial institution as the Officers may designate, appoint, or authorize from time to time by resolution and all such banking business or any part thereof shall be transacted on behalf of the Council by the Chair or Vice Chair together with the Treasurer as the Council may designate, direct or authorize by resolution.
- Section 12.2: The signing authority of the Council shall be any two of the elected Officers.
- Section 12.3: Any expenditure that exceeds \$100.00 must have the approval of the Ethel Milliken School Community Council Executive Committee.
- Section 12.4: All of the financial business of the Council shall be conducted through the non-profit *Ethel Milliken Parent and Teacher Association Inc.* (EMPTA).

ARTICLE XIII – Indemnity

- Section 13.1: Every member of the Council, his/her heirs, executors, and administrators shall be indemnified out of the funds of the Regina School Board from and against:
- a. All costs, charges expenses whatsoever which said members sustains or incurs in or about any actions, suit or proceeding which is brought against him/her for or in respect to any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of his/her duties.

- b. All other costs, charges and expenses which he/she sustains or incurs in or about in relation to the affairs of the Council.

ARTICLE XIV – Dissolution of the Council

Section 14.1: Closure of Ethel Milliken School shall automatically dissolve the Ethel Milliken School Community Council and Executive Committee 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 educational concerns of the students affected.

Section 14.2: Any assets of the Council, at its dissolution, shall be forwarded to the Board, who shall use the funds to improve the educational program offered in the school(s) in the attendance areas mentioned herein.