

WINSTON KNOLL COLLEGIATE



“Where Tradition Meets The Future!”

CONSTITUTION
OF THE
WINSTON KNOLL COLLEGIATE COMMUNITY COUNCIL
ESTABLISHED OCTOBER 3, 2007

Preamble

Pursuant to the provisions of Section `40.1 of The Education Act, 1995, The Education Regulations, and subject to Board Policy, School Community Councils will be established under the jurisdiction of the Board of Education of the Regina School Division No. 4 of Saskatchewan.

A School Community Council is established to facilitate continuing communication and promote mutual understanding between the school and the community. The Council has a key role for the learning success and well being of all students, and to encourage and facilitate parent and community engagement in school planning and improvement processes. A School Community Council will provide an ongoing organization through which the opinions, concerns and proposals of the electors and parents/guardians may be brought to the attention of the Board.

Article 1 – Council Name

The name of this organization shall be the Winston Knoll Collegiate Community Council.

Article 2 – Purpose of the Council/Code of Conduct

The Purpose of this Council is to act in an advisory capacity to the Board on matters pertaining to the education of the children enrolled in the school in accordance with Regina Public School Board Policy #18.

(<http://www.rbe.sk.ca/index.asp?id=schoolcommunitycouncils#>)

The goal of the Council is to foster positive, cooperative, student focused and forward looking relationships among parents, the school and the community. A Council Member shall:

- Be guided by the overall vision and purpose of School Community Councils.
- Practice the highest standards of honesty and integrity,
- Recognize and respect each member of the school community.
- Encourage a positive atmosphere where individual contributions are encouraged and valued.
- Contribute to consensus building.

- Consider the best interests of all students.
- Use the appropriate communication channels when questions or concerns arise.
- Declare any conflict of interest.
- Endeavour to be familiar with school and Division policies and operating practices and act in accordance with them

Meetings shall be conducted according to “Roberts Rules of Order” See appendix A

Article 3 – Membership

Section 1. Membership shall include the parents/guardians of any students attending the school and be open to community members resident in the prescribed school attendance area subject to Board Policy 18.

Section 2. A Council shall not exceed 17 (seventeen) Voting Members that include:

- 1- Elected Membership – no fewer than five and no more than nine must be elected and parents/guardians must form the majority; and
- 2- Appointed Membership – no more than one less the number of elected membership shall be appointed.

Section 3. Voting Members, with the exception of appointed students, hold a membership for a two year term and are eligible for reappointment or reelection; appointed students are appointed for one year term and are eligible for reappointment. The Board may appoint a vacancy in an elected member’s position until the next general election.

Article 4 – Committees

Section 1. The Council may invite, without the rights or privileges bestowed upon the Council, other parents/guardians and/or stakeholders to participate on sub-committees as deemed necessary for the completion of the Council’s duties.

Section 2. Sub-committees shall include:

- 1 – Volunteer Committee
- 2 – Web Page Committee
- 3 – Grant Funding Process
- 4 – Concession Committee

Additional sub-committees will be established as needed.

Article 5 – Meetings

- Section 1. Council shall have no fewer than 6 (six) Council meetings, including the Annual General Meeting in the school year. These meetings will be open to all parents/guardians of Winston Knoll students and members of the community. Members of the public, who are not Council members, may attend and may provide information, feedback to, as well as raise questions with, Council members.
- Section 2. Council shall have an Annual General Meeting to hold elections on the first Wednesday in May each year. Up to 9 (nine) members may be elected to Council. In the event that there are more members running for election than positions on Council, a member of the school Administration shall be appointed as an electoral officer. It will be the responsibility of the electoral officer to prepare, distribute and count ballots used in the election process.
- Section 3. Executive meetings shall be held at the discretion of the current executive.

Article 6 – Officers

- Section 1. The Officers of the Council shall be determined at the Annual General Meeting. 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 Officer be absent for three consecutive meetings without prior approval from Council, 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 Treasurer and a Secretary to be selected from either the elected or

appointed members or students 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 WKC 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

Secretary

- To record minutes of the Monthly and Annual meeting
- To receive and prepare all correspondence of the organization

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 September meeting

Article 7 – 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
- Disburse Council raised monies through the Grant Funding Process

Article 8 – Finance

- Section 1. The Council shall be a “not for profit, non-borrowing” organization
- Section 2. The Council’s fiscal year shall be August 1 – July 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 or a Member at large
- 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 Councils Executive.

Article 9 – Decision Making/Voting

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

Article 10 – 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.
- Section 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 11 – Amending the Constitution

- Section 1. Any Voting Member of the Council may propose an amendment to this constitution by serving notice of motion of this intent at one of the Council meetings held between September and April. Motion for changes to the constitutions will not be allowed at either the May or June Council meeting. All proposed changes will be voted on at the Annual Meeting held the first Wednesday in May.
- Section 2. An amendment, in order to be passed at a subsequent meeting of Council, must receive at least 2/3 (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 12 – Public Communication and Consultations

Section 1. All Council meetings shall be promoted to all Parents/Guardians of WKC students and members of the community. This shall be done through the WKCCC annual calendar, WKC website and other notification methods available to Council.

Article 13 – 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 educational concerns of the students affected.
- Section 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(s) offered in the school(s) in the attendance area mentioned herein.

Appendix A

Robert's Rules of Order - Summary Version

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved.

Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone

- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified