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## **DORINTOSH SCHOOL COMMUNITY COUNCIL'S CONSTITUTION**

### **1 Membership**

#### 1.1 Representative Membership

The Dorintosh School Community Council will have the following Representative Members:

- 7 parent and community members elected at the Annual General Meeting for two year terms.

#### 1.2 Permanent Membership

The Dorintosh School Community Council will have the following Permanent Members:

- The Dorintosh Central School Principal
- A Dorintosh Central School Teacher
- A member of the Dorintosh Village Council
- A member of the Dorintosh Community Cooperative
- A member of the Dorintosh Seniors Club
- A First Nations Representative

### **2 Officers**

The following Dorintosh School Community Council Officers will be elected annually from among the Representative Members:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

2.2 See Appendix B for Roles & Responsibilities of Officers.

### **3 School Community Council Meetings**

#### Annual General Meeting

The annual general meeting will be held in the fall of each year. During this meeting School Community Council members will be selected and officers will be chosen.

The Dorintosh School Community Council will meet ten times per school year.

#### Model of Governance

The Dorintosh School Community Council will govern using the Representative Model.

- The Representative Model sees the Dorintosh School Community Council as representing the wider school community. Meetings are open to the public but only members of the Dorintosh School Community Council may decide upon matters brought before the DSCC. The Dorintosh School Community

Council reports to the school community using a communications strategy, an annual report and the Annual General Meeting.

#### Voting

On matters requiring a formal vote, all Members of the Dorintosh School Community Council may vote.

#### Quorum

A quorum of the Dorintosh School Community Council shall be a majority of the Members.

#### Special Meeting

A special meeting of the Dorintosh School Community Council will be called by the chair of the DSCC if required to do so by the Board of Education or a request is received in writing by the chair and in consultation with two other Council Members deem it necessary to call a meeting.

## **4 Public Consultation and Communication**

The Dorintosh School Community Council will consult with the school community through the following strategies.

- Annual General Meeting
- A Member will be appointed to approach for input.
- Permanent Membership

The Dorintosh School Community Council will communicate with the school community and the Board of Education through the following strategies:

- School website
- Word of mouth
- Highlights as required in the Dorintosh School Newsletter

## **5 Dorintosh School Community Council Code of Conduct**

The Dorintosh School Community Council will adopt the Code of Conduct of the the Saskatchewan Association of School Councils.

## **6 Conflict of Interest**

A Dorintosh School Community Council member may occasionally find him/herself in a conflict of interest in terms of some issue under consideration by the DSCC. When this happens, the Member should declare that s/he is in a conflict of interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

## **7 Decision-Making Process**

Majority Vote Model

The issue is discussed and a vote is taken. The majority vote decides the issue.

## **8 Handling Complaints or Concerns**

Complaints or Concerns about an Individual Student or Staff Member

Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the Dorintosh School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Board of Education Policy (Parent and Student Concerns) outlines the appropriate procedure to resolve complaints or concerns.

Complaints or Concerns about Dorintosh School Community Council Initiatives or Activities  
Informal Complaints or Concerns

- Provided Dorintosh School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about DSCC Initiatives or activities expressed informally to members of the Dorintosh School Community Council may be addressed immediately by the Member. If a Member is unsure of the appropriate response, s/he should say so but indicate that s/he will check and get back to the individual. If such a commitment is made the Member must follow through. After responding to the complaint could be brought to the attention of the Dorintosh School Community Council in a more formal manner.

Formal Complaints

- Formal complaints to be discussed at a council meeting will be received by the chair, in writing, in advance of the next council meeting. If the chair and two other board members do not feel that there was enough prior notice given, the complaint will be tabled until the following council meeting.

## **9 Conflict Resolution Process**

The Conflict Resolution Process will be used by the Dorintosh School Community Council to address both internal conflict, which may occur among individuals within the Dorintosh School Community Council and external conflict that may occur between the Dorintosh School Community Council and individuals, groups or organization outside of the DSCC. The conflict resolution process is outlined in A Handbook for School Community Councils and Principals (p 99).

If reasonable attempts to resolve the conflict have been unsuccessful, the Principal or the Chairperson will contact the Superintendent of Schools.

## **10 Committees**

The Dorintosh School Community Council will act in a coordination role for committees operating in support of the DSCC and the Dorintosh School program.

## **11 Amendments to the Constitution**

The Dorintosh School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

**Appendices:**

Appendix A – The Code of Conduct

Appendix B – The Roles & Responsibilities of Officers

Appendix C