

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD
CLARINGTON SCHOOL COUNCIL ASSOCIATION CONSTITUTION**

Updated: September 2016

NAME:

The name of the organization shall be **Clarington School Council Association**, and will be referred to in this document as the "Clarington SCA".

OBJECTIVES:

The Clarington SCA shall act in an advisory and supportive capacity as set out in Kawartha Pine Ridge District School Board (KPR) Policy #B-6.2.

- 1.1 "As a support group, a school councils' association promotes the functioning of school councils by acting as a forum for information dissemination, discussion, training, sharing best practices, and communication among school councils."
- 1.2 "As an advisory group, a school councils' association promotes the functioning of school councils by providing advice and input to both the Boards and school councils, while neither duplicating nor usurping the role of school councils."

This advice and support will be based on the general view of the Clarington SCA members and in the best interest of all the schools and students represented.

ORGANIZATION AND STRUCTURE:

In accordance with the KPR Policy #B-6.2, the Clarington SCA shall:

1. Establish goals, priorities and procedures;
2. Organize information and training sessions to enable members of school councils to gain the knowledge and develop the skills required to fulfill their role;
3. Communicate on an on-going basis with all school councils within the region to seek their views and preferences with regards to matters which the membership has decided will be addressed by a school councils' association;
4. Promote the best interests of the school councils';
5. Participate in Board-wide school councils' associations forums; and
6. Act in good faith.

Membership in the Clarington SCA in accordance with all Board and Ministry guidelines will include the following:

1. At least one Superintendent of Schools;
2. At least one KPR Trustees for the Municipality of Clarington;
3. At least one [but not limited to] elementary principal representative from the Region;
4. At least one [but not limited to] secondary principal representative from the Region;
5. Chairperson or elected designate from the school council of each school within the Municipality of Clarington. The Chairperson or designate must be an elected parent/guardian representative of the school council.

Voting members of the Clarington SCA shall only be parent/guardian members of school councils' in the Municipality of Clarington of the Kawartha Pine Ridge District School Board.

Each school in the Municipality of Clarington has one vote on the Clarington SCA.

TERMS:

The term of office shall be for one (1) year. Members may seek additional terms of office, at the direction of the school council they represent.

EXECUTIVE:

The Chairperson, Vice-Chairperson, Secretary, Treasurer (if needed) and one (or two) Directors for a total of not less than five (5) shall form the Executive. The Executive will be parent members of the Clarington SCA and shall be elected by the Clarington SCA members to form the Executive of the Clarington SCA. The Executive of the Clarington SCA will be a fair representation of the families of schools within the Municipality of Clarington.

Election of the Executive will take place no later than October 31 of each year. The Executive shall be elected in the following order: Chairperson, Vice-Chairperson, Secretary, Treasurer, Director(s).

Should the Chairperson be unable to fulfill their position the Vice-Chair will fill the position until the end of the term.

The term of office for Executive shall be one (1) year. Executive members may seek additional terms of office, if they continue to represent their own school councils'.

ROLES AND RESPONSIBILITIES:

The Clarington SCA members will adhere to the Roles and Responsibilities as set out by the Kawartha Pine Ridge District School Board, Policy B-6.2:

"4.1 The chairperson of the school councils' association shall:

- 4.1.1 call school councils' association meetings in consultation with a superintendent of schools;
- 4.1.2 prepare the agenda for school councils' association meetings as outlined in the association's constitution/guidelines;
- 4.1.3 chair school councils' association meetings;
- 4.1.4 ensure that minutes of school councils association meetings are recorded, maintained and distributed;
- 4.1.5 participate in information and training programs;
- 4.1.6 maintain open, on-going communication with the Board, local area trustees, and superintendents;
- 4.1.7 ensure that there is a regular on-going communication with school councils;
- 4.1.8 adhere to Board policies and administrative regulations;
- 4.1.9 encourage school council representation (from both elementary and secondary schools);
- 4.1.10 encourage and facilitate participation in Board-wide meetings where applicable; and
- 4.1.11 act in good faith.

4.2 Members of the school councils' association shall:

- 4.2.1 participate in school councils' association meetings;
- 4.2.2 participate in information and training programs;
- 4.2.3 act as a link between the school council association and the school council;

- 4.2.4 follow Board policies and procedures and comply with applicable legislation;
- 4.2.5 act in good faith;"

The Vice-Chairperson of the Clarington SCA will assist the Chairperson where necessary. In the event of the absence of the Chairperson the Vice-Chairperson will chair the meetings of the Clarington SCA.

The Secretary of the Clarington SCA will record all minutes and motions of the meetings of the Clarington SCA. The Secretary will ensure the timely distribution of minutes and will with the Chairperson prepare correspondence of the Clarington SCA.

MEETINGS:

The Clarington SCA shall meet no fewer than four (4) times per school year (September to June). The Chairperson will establish the dates and locations of the meetings in consultation with the Executive, a Superintendent of Schools, and School Board Trustees, no later than October 31 of that year.

The Clarington SCA may meet more frequently at the discretion of the Executive, or by written request of at least six (6) members of the Clarington SCA.

The Chairperson in consultation with the Executive will establish the agenda based on input from Clarington SCA members, current issues and Board requests in keeping with Board policy and Clarington SCA guidelines. Clarington SCA members may submit agenda items to the Chairperson, in writing, at least 14 days prior to the meeting date. The Agenda shall include a Superintendent and School Board Trustees report.

All meetings are open to the public; however, only members (as outlined previously) are permitted to vote and each designate will be the official spokesperson for their school.

Members of the Clarington SCA shall have an opportunity to speak at each meeting.

DECISION MAKING:

The Chairperson and Superintendent of Schools will make every effort to ensure that Clarington SCA members have enough information regarding issues before the Clarington SCA, with which to make informed decisions. The Chairperson and a Superintendent of Schools will make every effort to ensure that the items for discussion are appropriate to the goals of the Clarington SCA.

Voting shall be by Committee Protocol as per **Robert's Rules of Order**, (i.e. motions made, seconded and voted upon).

The Chairperson is required to vote on all items before the Clarington SCA.

Voting shall be by show of hands unless any member requests a secret ballot. Election of the Executive is conducted by secret ballot only.

Quorum shall be 50% of the member schools of the Clarington SCA.

A majority vote shall be determined to be 51% of the Clarington SCA members with voting privileges, in attendance.

COMMITTEES:

The Clarington SCA may strike ad hoc or standing committees as required.

CODE OF ETHICS

Members of the Clarington SCA are required to act at all times in the best interest of the Clarington SCA, the Board, and all students and staff represented by the Clarington SCA; and to demonstrate leadership within the communities served. Members will therefore adhere to the following expectations:

- i) Members shall comply with Board policies and practices, as well as the provisions of the Ontario Education Act, Ontario Municipal Conflict of Interest Act, Ontario Freedom of Information and Protection of Privacy Act, and any other relevant legislation.
- ii) The mission, action and vision statements of the Clarington SCA shall guide all Clarington SCA members.
- iii) Clarington SCA Members shall at all times act with decorum and shall be respectful of other Clarington SCA members, and members of staff (school and board) as well as the public. They shall respect the personal integrity of each member of the Association.
- iv) A Clarington SCA member may comment on, or disagree with, a decision taken by the SCA. He/she may not make disparaging remarks about other Clarington SCA members in expressing such comment of disagreement or speculate on the motives of others, while at the meeting or while in the school community. When questions or concerns arise all members shall use the appropriate communication channels
- v) All members shall accept accountability for a decision of the Clarington SCA.
- vi) At meetings, any member that resists the rules of the Clarington SCA, uses offensive language, or gestures, or disobeys the decision of the Chairperson/Acting Chairperson, or the Clarington SCA on points of order, or makes disorderly noises or disturbance may, unless an apology is offered, be ordered by the Chairperson/Acting Chairperson to leave for the remainder of the meeting, and in the case of refusal to do so, may on the order of the Chairperson/Acting Chairperson, be removed from the meeting.
- vii) Every member of the Clarington SCA who is party to a material contract or proposed material contract, or is a director or an officer of, or has a material interest in a part of a material contract, involving the Clarington SCA, shall disclose such interest at the time it arises and shall refrain from participating in a vote on such matters.

AMENDMENTS TO THE CONSTITUTION:

The constitution shall be reviewed every two years. Any amendment to the constitution must be brought to the Clarington SCA in writing at a meeting in which one of the stated purposes is to discuss the constitution. Amendments must be sent to the Clarington SCA members at least one month prior to said meeting. Any amendments must be voted on by the members and be agreed upon by a minimum of 2/3 of the Clarington SCA.

ROBERTS RULES OF ORDER

Roberts Rules of Order, as revised, will govern any meeting of the Clarington SCA, the executive or committees on all matters not covered by the constitution, and for issues of procedural conflict.