

## **CONSTITUTION**

Davin School Community Council  
Approved May 13<sup>th</sup>, 2008  
(Last Amendment June 11<sup>th</sup>, 2009)

### **PREAMBLE**

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Pursuant to the provision of Section 140.1 of the *Education Act, 1995, The Education Regulations 1986*, and subject to Board Regulations, the Davin 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**

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The name of this organization shall be the Davin School Community Council.

### **ARTICLE II – Community Definition**

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

### **ARTICLE III – Purpose of the Council**

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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 Davin School in accordance with Regina Public School Board Policy 18.

The Davin School Community Council is established to facilitate continuing communication and promote mutual understanding between Davin 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 Davin 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 Regina Public School Board.

### **ARTICLE IV – Duties of the Council**

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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**

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Section 5.1: Membership shall include the parents/guardians of any students attending Davin School and open to community members who are resident in the prescribed school attendance area subject to Regina School Board Policy 18.

- Section 5.2: The Council shall not exceed seventeen (17) Voting 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
  - 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 Davin School and,
    - one (1) Staff member of Davin School.
- Section 5.3: Voting Members hold membership for a two (2) year term and are eligible for re-appointment/re-election.
- Section 5.4: Since elections occur prior to the commencement of the academic year, two (2) positions on the Council may be reserved for parents of new students of the school. These appointments will be made before October 15<sup>th</sup> of the year. The term will be for one (1) year and they are eligible for re-appointment/re-election. If insufficient new parents fill these positions, the vacancies can be filled through the normal appointment process.
- Section 5.5: The Council may invite, without the rights or privileges bestowed upon the Council, other parents/guardians and/or stakeholders to participate on sub-committees of the Council as deemed necessary for the completion of the Council’s duties.
- Section 5.6: A member of the Council may be required to vacate their membership on the Council as a result of the following:
- a. Absent from three (3) or more consecutive 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
  - d. Cease to be eligible for election as a member as of Davin School Community Council; or
  - e. Failure to conduct themselves in compliance with the Code of Conduct – Article XI.

**ARTICLE VI – Nominations and Election Procedures**

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Elections of 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 Davin School Community Council 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 may verify the eligibility of the candidates through signed declarations. Eligibility for elected positions is defined as:
- a. Parent/guardian of a student attending Davin School; or
  - b. Community members who do not have a student attending Davin, but who are within the Board of Education's School Boundary map for the Davin 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 duly appointed members of the Council.
- 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. **If however, at the time of the AGM, there are nine (9) or less proposed candidates for elected membership, these candidates may be acclaimed without the need of secret ballot election.**
- Section 6.10 All newly elected and appointed members are considered interim until a satisfactory result from a Criminal Records Check is completed by all new Council 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.
- Section 6.12 After consultation with the school Principal and the Council, the Superintendent, School Administrative Services will prepare a list of recommended appointees for submission to the Board of Education to ensure compliance with Policy 18.

## **ARTICLE VII – Officers**

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Section 7.1: The Officers of the Council shall be determined at the Annual General Meeting.

Section 7.2: The Officers of the Council shall, at a minimum, include a Chair, a Vice-chair, Secretary and a Treasurer selected from elected members of the Council and others as determined by the membership of the Council.

### **ARTICLE VIII – Decision Making/ Voting**

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The quorum for the Council shall be 50% +1 of the Voting members.

### **ARTICLE IX – Committees**

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Section 9.1: Committees of the Council will be determined each year by the Council.

### **ARTICLE X – Meetings**

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Section 10.1: The Council shall have no fewer than six (6) Council meetings, including the Annual General Meeting in the school year.

Section 10.2: The Council shall have an Annual General Meeting (AGM) between May 1st and June 30th of each year. The order of business at the AGM shall be:

- a. Call to Order
- b. Adoption of Agenda
- c. Minutes of last AGM
- d. Business arising from the minutes
- e. Chair's Report
- f. Other Reports
- g. Financial Statements and Reports – Current Year
- h. Community Council Budget for next school year
- i. New Business
- j. Nomination and election of Council Members
- k. Appointment of Officers
- l. Adjournment

Section 10.3: The Council has the authority to call, at any time throughout the academic year, other AGM meetings only for purposes of changing the constitution or to fill, through elections, membership vacancies on the Council.

Section 10.4: The Council shall meet, from time to time, at the call of the chair and shall present a report of its activities at every public meeting of the Council.

Section 10.5: 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 XI – Code of Conduct**

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Section 11.1: The Davin 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 11.2: A Council 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 11.3: A parent/guardian who accepts a position as a Davin School Community Council Member:
- a. Upholds the constitution and bylaws, policies and procedures of the Davin 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 11.4: 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 11.5: As a Member of the Davin School Community Council and/or volunteer, 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 Davin 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 Davin 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 XII – Resolutions**

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- Section 12.1: Any Voting Member of the Council may propose resolutions at any meeting of the Council.
- Section 12.2: At the discretion of the Council, any resolution passed by the Council may be forwarded in writing for the information of the Board.

Section 12.3: 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.

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**ARTICLE XIII – Amending the Constitution**

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Section 13.1: 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 13.2: 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 13.3: All amendment approved by the Council must be forwarded to the Board for ratification before they become effective.

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**ARTICLE XIV – Finance**

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Section 14.1: The banking business of the Council or any part thereof shall be transacted with such a chartered bank 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 14.2: The signing authority of the Council shall be any two of the following: The Chair, the Vice-Chair, and Treasurer.

Section 14.3: Any expenditure that exceeds \$100.00 must have the approval of the Davin School Community Council.

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**ARTICLE XV – Indemnity**

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Section 15.1: 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.

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**ARTICLE XVI – Dissolution of the Council**

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Section 16.1: Closure of Davin School shall automatically dissolve the Davin School Community Council and 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 16.2: At the time of dissolution, the Davin School Community Council will be responsible for deciding how to utilize/dispense any unused funds.