

**BROOKLIN HIGH SCHOOL
SCHOOL COMMUNITY COUNCIL
CONSTITUTION & BYLAWS**

ARTICLE 1 – Name

The name of this group shall be Brooklin High School Community Council (hereinafter referred to as the “Council”).

ARTICLE 2 – Purpose

The purpose of our School Community Council (SCC) is through active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

The School Community Council’s primary means of achieving its purpose is by making recommendations in accordance with the Regulations to the Principal of the school and the Durham District School Board (DDSB).

ARTICLE 3 – Regulations

The School Community Council functions in accordance with:

- 1) Ontario Regulation 612/00 and Amendments to Regulation 612/00
- 2) Amendments to Regulation 298 (Ontario Regulation 613/00) made under the Education Act
- 3) Durham District School Board Policy #1219N

The SCC is also guided by:

- 1) The Ontario Ministry of Education document “School Councils – A Guide for Members”: revised in 2002
- 2) The Durham District School Board School Community Council Handbook

ARTICLE 4 – Membership

4.1 Membership shall include the following elected and/or appointed representatives:

Student	1	Appointed by Student Parliament
Teacher(s)	1	Elected by teachers
Non-Teaching Staff	1	Elected by non-teaching staff
Community Representative	1	Appointed by Council
Parents/Guardians	20	Elected by parents
Principal	1	Non-voting
TOTAL:	25	

All of the officers, parents, students, community representatives, teaching and non-teaching positions shall be designated one-year terms of office.

4.2 Students

The Council shall include one (1) student appointed by Student Parliament.

4.3 Officers

- 4.3.1 The Officers of the Council shall be elected annually from within its membership (i.e. SCC Council members) at the first Council meeting and are to be two (2) Co-Chairpersons and a Secretary.
- 4.3.2 The Co-Chairperson may seek additional office to the maximum of **2 terms**.

ARTICLE 5 –Responsibilities of the Council

5.1 Advisory Function

Council may make recommendations to the Principal of the school or to the DDSB on any matter, as per regulations 612/00s.20.

5.2 Focus

The Council members will:

- 5.2.1 Promote the best interest of the school community.
- 5.2.2 Maintain a school-wide focus on all issues.
- 5.2.3 Respect the personal and professional rights and responsibilities of individuals.
- 5.2.4 Encourage the participation of parents from all groups and of other people within the school community.
- 5.2.5 Promote the all-round development of students and encourage the achievement of academic excellence, in order to help students maximize their career opportunities and become useful members of the society.

ARTICLE 6 – Role of Council Members

6.1 Co-Chairperson

The Co-Chairpersons of the Council shall:

- 6.1.1 Ensure that the agenda is prepared in consultation with the Principal and distributed to Council members at least **two (2) school days** prior to the Council meeting.
- 6.1.2 Ensure that committees are appropriately appointed as required.

6.2 Secretary

The Secretary of the Council shall:

- 6.2.1 Maintain complete records of all meetings in a timely manner.
- 6.2.2 Ensure that the minutes (approved first by the Co-Chairpersons and Principal) are distributed via email to the Principal for posting on the website, **seven days** prior to the next meeting.
- 6.2.3 Ensure a complete set of minutes and information papers distributed at council meetings is kept on the school website.
- 6.2.4 Maintain the attendance records of all Council members and inform the Co-Chairperson immediately if the attendance of an elected or appointed member falls below the accepted level (60% or failure to attend 3 consecutive meetings – see Article 10).

6.3 Principal

The Principal of the school shall:

- 6.3.1 Communicate with the Co-Chairpersons of the Council to set the agenda and discuss SCC issues.
- 6.3.2 Ensure that any mail addressed to the SCC which comes to the school, is distributed to each Co-Chairperson in a timely manner.
- 6.3.3 Ensure that Council minutes are archived in the school for a minimum of 4 years.

6.3.4 Provide written reports to Council when requested, which would aid in achieving their advisory function and purpose, when available.

6.4 Council Members

Members of the Council shall:

6.4.1 Attend Council meetings on a regular basis (See Article 10).

6.4.2 Declare a conflict of interest in matters that they, members of their family or business in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Council.

ARTICLE 7 – Committees

7.1 Once a committee is formed, a chairperson shall be appointed immediately by either the Council or members of that committee.

7.2 Committee members will make monthly written reports to the Council on the findings and recommendations of the committee.

ARTICLE 8 – Meetings

8.1 The Principal shall post school community council meetings to the school website.

8.2 The Council will schedule regular monthly meetings in: October, November, February, March, and May

ARTICLE 9 – Quorum/Voting

9.1 Although Council will strive for consensus, a simple majority of those members present rules in matters brought to a vote.

ARTICLE 10 – Attendance

10.1 Should a Council member miss three consecutive meetings and/or not attend as least 60% of the meetings within one Council year without just cause, that member may be asked to resign.

10.2 If a position of elected representative becomes vacant from resignation or any other reasons, the Council may appoint an eligible person to serve the balance of the term of office until the next election.

ARTICLE 11 – Elections and Appointments of Parent/Guardian Representatives

11.1 If the number of parents applying for the Council exceeds 20 then an Elections Ad Hoc Committee shall be appointed by the Council. Candidates who are declaring cannot be members of this Ad Hoc Committee.

11.2 The Elections Ad Hoc Committee will meet with the Principal and decide on their duties, which will include the following:

- a. Establishing an eligible voters' list
- b. Deciding on the deadline for submission of Candidate Declaration, voting hours, voting rules and notifying the community of the same
- c. Publicizing the election and notifying voters of the names of the candidates
- d. Two scrutinizers will be chosen by the Principal to oversee the counting of the ballots

- e. Coordinating appeals; the Principal shall make the final ruling on any appeals.
 - f. Keeping a record of election statistics and making a debriefing report to the Council.
- 11.3** Parents/guardians wishing to seek a term on the Council shall complete a Candidate Declaration Form and return it to the Principal on or before the published deadline.
- 11.4** The candidates list and voting information shall be made available in the school office five (5) school days prior to the election.
- 11.5** Candidates shall be listed by surname on the ballot in random order to be determined by lot.
- 11.6** Elections will be conducted by secret ballot. Neither proxy nor absentee voting is permitted. Voters must be present at the school and must vote in person.
- 11.7** Each parent/guardian of students enrolled in the school may cast one vote for each position of parent/guardian representative posted in a particular election.
- 11.8** If there is a tie for the final position for a representative on the Council, the winner shall be determined by lot drawn by the Principal in the presence of the candidates or their representative, if they so desire.
- 11.9** If the number of declared candidates shall be acclaimed and no election shall be held.
- 11.10** No individual campaign literature for Council elections may be distributed or posted on school property.
- 11.11** School and Board resources, both human and material, may not be used to support any candidates.
- 11.12** The names of the successful candidates shall be posted on the school website.

ARTICLE 12- Amendments

The constitution and bylaws may be amended at any general meeting of the council by a two-thirds vote of the members present and voting, provided that the amendment has been submitted in writing to the council and has been published as a notice of motion to all members at the preceding meeting.