

**King City Secondary School Council**

**K.C.S.S.C.**

# **Constitution**

February 2001  
revised September 2001  
revised February 2014  
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# KING CITY SECONDARY SCHOOL COUNCIL (KCSSC) Constitution

## 1. Roles and Responsibilities of the KCSSC

The King City Secondary School Council is an advisory body which will provide advice to the school principal and, where appropriate, to the school board on any matters that the Council has identified as priorities, including, but not limited to:

- Development, implementation and review of the school plan for continuous improvement through involvement in such matters as:
  - school code of behaviour;
  - curriculum and program goals and priorities;
  - the response of the school or school board to achievement in provincial and board assessment programs;
  - school budget priorities and allocations;
  - school homework policies
- Support for school, family and community partnerships that assist parents in the education of the children through involvement in matters such as:
  - school based services; partnerships with agencies, associations, and communities related to social, health, recreational, and nutritional programs;
  - local co-ordination of services for children and youth;
  - local school/community communication strategies.
- Preparation and review of the school profile through involvement in matters such as:
  - developing criteria to assist in the selection of the school principal/vice-principal.
- Other matters such as:
  - the local school year calendar;
  - extra-curricular activities in the school;
  - development, implementation, and review of board policies at the local level;
  - local capital improvement plans;
  - methods of reporting to parents and to the community;
  - field trip practices;
  - local school safety procedures;
  - community use of school facilities.

The King City Secondary School Council shall:

- meet a minimum of four times per year with all meetings being open to the community;
- communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the council, and to report on the activities of the council to the school community;
- promote the best interests of the whole school community;
- review the school council constitution annually;
- produce and make accessible an annual report to all the school parents and community members. This annual report shall be submitted to the Director of Education no later than April 30 each year and shall include:
  - a list of members;
  - a summary of meetings held and attendance at those meetings;
  - a summary of the council's activities for the past year and may include such other matters as the school council deems appropriate.

## **2. Code of Ethics**

All members of the council are equal partners and shall abide by the following Code of Ethics:

- to represent the best interests of all students and do nothing to violate their trust;
- not use their Council membership for their own personal advantage nor for the individual advantage of other persons;
- to focus efforts on the purpose of the Council and not on personal goals;
- not to disclose confidential information to any person other than fellow Council Members during and after their term in office;
- to perform their duties as a Council Member conscientiously, honestly and in good faith;
- to accept responsibility for decisions made at legally convened meetings of the Council, regardless of whether or not the Council Member was in attendance;
- never to exercise authority as a Council Member, except in a meeting of the Council or while carrying out the responsibilities delegated by the Council pursuant to this constitution or as motioned by a legally convened Council meeting; and
- to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

In addition the members of any committee of the Council shall abide by the Code of Ethics.

### **3. Council Positions and Selection Process**

(a) The membership of the KCSSC shall attempt reasonable representation of the parties with an interest in the success and excellence of the education program and facilities provided at King City Secondary School, including the students, teaching staff, non-teaching staff, community and parents.

- The School Principal and/or Vice Principal(s) shall be a designated member with no vote on Council.
- Up to sixteen representatives, which reflects a two to one ratio of parents to non-parent members, shall be elected by the parents and guardians of King City Secondary School in accordance with the election procedures as set out herein. Each parent shall have one vote on the Council. A parent representative is a parent who has a child registered for attendance the following school year at King City Secondary School at the time of elections.
- Up to two teaching staff members shall be elected as representatives to the council by the teaching, staff. Teacher representatives shall have one vote each.
- Up to two non-teaching staff members shall be elected as representatives to the council by the non-teaching, staff. Non-teaching staff members shall have one vote each.
- Up to two students shall be elected as representatives to the council by the student body. The student members shall have one vote each.
- One community member shall be appointed by majority vote of the council. The community member shall be active in the community in a business, volunteer, or elected capacity. The community member shall have one vote on the council.

Notwithstanding the foregoing, in accordance with the guidelines provided by the Ministry of Education, parent representatives shall form the majority of the voting members. The size of the school council shall not be less than eleven members.

## **(b) Process for the Election of Parent Representatives to the KCSSC**

An election/nominations committee shall be struck in June and disbanded once the election has been completed in September. The committee shall consist of from 1 to 3 members of the school community, may solicit assistance from other members of the school community and shall have the following responsibilities:

- To prepare and outline details regarding the election process for the current year, including dates for nominations, meetings and the election, and to submit that information to the Council for approval.
- To actively seek and to receive nominations for the Council.
- To compile and disseminate information regarding the candidates.
- To arrange for an opportunity for the school community to meet candidates and cast their vote.
- To organize and facilitate an election by secret ballot.
- To conduct the election and count the ballots.
- To notify the candidates and the school community of the election results.
- To meet and review their procedures and to make recommendations for the following year.

Elections shall be held by secret ballot unless candidates are to be acclaimed.

The election committee shall be responsible to keep the ballots for a period of six weeks following the election in order to allow for a recount if required, after which time the ballots shall be destroyed.

- (c)** It is expected the Council will appoint the community representative prior to the first meeting of the new council in October.

## **4. Terms of Office**

All terms of office are for two years, with the exception of:

- the principal, who shall be a designated member;
- the student(s), whose term of office shall be one year;
- the community representatives, who shall be appointed by the council for either a one or two year term.

Terms of office for parent members will be structured to incorporate an overlap. Therefore, in the first year, half the parent positions will be elected for a one year term and the remaining positions will be two-year terms. This type of overlap will necessitate yearly elections for parent members in the future.

Elected and appointed members may seek additional terms of office.

## **5. Executive Committee**

The KCSSC shall elect an Executive Committee, immediately following the annual election in September, consisting of the following positions:

- A Chair to be elected by the Council from the parent representatives;
- A Vice-Chair to be elected by the Council from the parent representatives. The Vice Chair will act as the Chair, should the Chair be absent from a meeting.
- A Secretary-Treasurer, or a Secretary and a Treasurer, to be elected by the Council from the council representatives.
- The Principal/Vice-Principal shall be a designated member on the Executive.
- In lieu of a Chair and vice-Chair, two Co-chairs may be elected by the Council from the parent representatives.

## **6. Committees:**

The Council may appoint committees as required to assist the activities of the Council. The Chair of a Committee shall be a member of the Council.

## **7. Decision-Making**

The Council will strive to reach consensus on all decisions. If consensus cannot be reached, a vote will be taken. A motion will be passed if it is supported by a majority of the Council Members in attendance, provided that no less than fifty percent of voting members are in attendance.

## **8. Removal of Council Member**

The Council may choose to remove from the Council any member who commits a serious breach of the Code of Ethics, or any member who misses three consecutive meetings of the Council, and shall undertake to appoint a replacement.

## **9. Membership**

The members of the council are accountable to the constituents they serve and shall:

- maintain a school-wide perspective on issues;
- regularly participate in council meetings;
- participate in information and training programs;
- act as a link between the school council and the community;
- encourage the participation of parents from all groups and of other people within the school community.

## 10. Vacant Positions

Positions that remain vacant on the Council after September elections or that become vacant due to resignation, or removal, shall be filled as soon as possible in the following manner:

- Parent Representatives: The Council will seek volunteers and make an appointment.
- Student Representative: to be elected by the students.
- Teacher Representative: to be elected by the teaching staff.
- Non-Teaching Representative: to be elected by the non-teaching staff.
- Community Representative: by on-going recruitment by the Council. The Council in office may elect to fill this position with a parent member who is otherwise active in the community in a business, volunteer or elected capacity.

## 11. Conflict

### ***Conflict of Interest***

If an individual council member perceives him/herself to be in a conflict of interest, he/she is honour bound to declare the conflict at the earliest possible opportunity to the Chair and also at the time of the meeting, so that the minutes may reflect this declaration.

### ***Conflict Resolution***

The council will undertake to resolve all internal conflicts within its' mandate in a timely manner. The Executive may, if necessary, choose to involve an outside person to assist with the conflict resolution process.

## 12. Review and Renewal of Constitution

Proposals for modifications to the Constitution may be made by the KCSSC as a body, or by other interested members of the school community by submission to the Council, or by presentation to a general meeting, of the Council.

Modifications to the Constitution shall be adopted by a majority vote at any general meeting of the Council provided that a notice of the Agenda of such meeting has been distributed to the school community, that a vote to modify the Constitution is included on that Agenda, and that the general school membership has been duly notified of the meeting date, time and Agenda.

## 13. Rules of Order

All meetings of the Council shall be governed by the Constitution of the Council. In cases where this is inadequate, Robert's Rules of Order in the latest available edition shall govern.