

Appendix C: Sample Constitution Format

The following items may be incorporated in a school council constitution:

- Name or organization;
- Philosophy;
- Purpose and Objectives;
- Membership;
 - Election procedures
 - Duties and responsibilities
- Executive;
 - Roles (e.g. Chair, Vice Chair, secretary, treasurer)
 - Terms of office
 - Responsibilities
 - Election procedures
- Sub-committees;
 - Establishment
 - Roles/responsibilities
- Meetings;
 - Number
 - Schedule
 - Quorum
 - Time
 - Decision making processes
 - Conflict of interest process
 - Conflict Resolution Process
- Financial;
 - Signing authorities
- Amendments.