

HAMIOTA COLLEGIATE
INSTITUTE

STUDENT COUNCIL
CONSTITUTION

February 1985

June 2009

June 2013

March 2016

HAMIOTA COLLEGIATE INSTITUTE STUDENT COUNCIL CONSTITUTION

Article I

That this document shall hereby cancel all other such documents applying to the student organization of Hamiota Collegiate as are now in existence.

Article II

The name of this organization shall be the Hamiota Collegiate Student Council hereafter referred to as the "Student Council". The school colors are red and white and cannot be changed.

Article III

That all organized student activities shall be under the supervision of the Council, whose duty it will be to oversee and to forward the said activities. The Principal shall reserve the right to render void any proposal of the Student Council that he / she considers detrimental to the welfare of the school.

Article IV

Purpose of the organization shall be:

- Clause:
1. To promote extra-curricular activities
 2. To develop a spirit of co-operation and good will, and responsibility among the students of the school.
 3. To enhance relations between Hamiota Collegiate, individuals, and organizations within the community.

Article V

- Clause:
1. All students are expected to be members of the organization
 2. Membership privileges include the right to:
 - i. vote in the school elections
 - ii. hold student office
 - iii. participate in all extra-curricular and intramural activities

Article VI

The Student Council shall be comprised of:

1. Voting Members (The Executive)
2. Non-Voting Members (Staff Advisor, President votes to break ties) IE. Room Rep or Grade 11 VP

Article VII

- i) All executive positions are elected by students.
- ii) The consent of the nominees must be obtained before the election
- iii) Any vacant positions in a first election may be filled by way of a second election

Article VIII

The Executive membership shall consist of:

- i) President
- ii) Vice President
- iii) Secretary
- iv) Treasurer
- v) Social Convenor
- vi) Literary Rep
- vii) Sports Rep
- viii) Canteen Rep
- ix) Grade 11 Junior President
- x) Grade 12 Room Rep

Article IX

Duties of Executive members:

Clause:

1. President

It shall be the duty of the PRESIDENT:

- i) To call all meetings and to conduct the same according to parliamentary procedure
- ii) To be an ex-officio member of all societies and to be a member of and allowed to attend all committees
- iii) To represent the student body in public functions pertaining to the students

- iv) To keep the student body informed about Council business through intercom announcements, room rep reports, general assemblies, open general meetings.

2. Vice President

It shall be the duty of the VICE PRESIDENT:

- i) To attend all Student Council meetings
- ii) To conduct and call meetings in the absence of or at the request of the President
- iii) To assist the President in his or her duties
- iv) To organize and oversee school clothing orders

3. Secretary

It shall be the duty of the SECRETARY:

- i) To attend all Student Council meetings
- ii) To keep accurate and up to date minutes of all meetings of the Student Council
- iii) To be responsible for all correspondence of the Student Council
- iv) To prepare and keep a roll call at Student Council meetings
- v) To notify Student Council members of all meetings
- vi) To organize and oversee the Fall Supper

4. Treasurer

It shall be the duty of the TREASURER:

- i) To attend all Student Council meetings
- ii) To keep an accurate record of all receipts and expenditures of the Council, and provide same to the school office.
- iii) To supervise the collection of all revenues
- iv) To have a completed deposit sheet and to roll and count all funds, listing sources of cash, cheques, etc.
- v) To transfer all funds and deposit sheets to the school office for deposit.

5. Literary Representative

It shall be the duty of the LITERARY REP:

- i) To organize a committee to be in charge of the assembling and publication of the annual yearbook
- ii) To make a monthly written report and financial statement
- iii) To carry out any duties assigned by the President

6. Social Representative

It shall be the duty of the SOCIAL REP:

- i) To organize a committee to be in charge of all social functions of the Collegiate which are sponsored by the Council
- ii) To make a monthly written and financial statement
- iii) To carry out any duties assigned by the President

7. Sports Representative

It shall be the duty of the SPORTS REP:

- i) To assist the Physical Education teacher with the intramural program if they so require
- ii) To establish and collect registration fees for inter-school sports
- iii) To distribute, collect and maintain uniforms
- iv) To assist in the organization of inter-school tournaments
- v) To make a monthly written report and financial statement
- vi) To carry out any duties assigned by the President.

8. Canteen Representative

It shall be the duty of the CANTEEN REP:

- i) To create a menu and purchase supplies for any event where a canteen is deemed necessary
- ii) To schedule students to volunteer in the canteen for these events
- iii) To prepare the food for events
- iv) To be responsible for the management of funds associated with Collegiate canteens
- v) To ensure that the canteen area is clean and tidy after all events
- vi) To be responsible for keeping the vending machine supplied with healthy snacks by ordering supplies.

In addition to these positions, a Grade Rep from each grade will be appointed. These students are to attend meetings and report pertinent information back to their homerooms. It is also the responsibility of the Grade 12 Room Rep to write articles for the Crossroads newspaper, Leader, and school newsletter under the direction of the staff advisor.

Article XI

Clause: 1. Student Council will not be responsible for the loss of any uniforms or for the damage of any uniform. The student is responsible in all cases.

2. Each student checking out a school uniform will pay a caution fee. Provided the uniforms are returned in accordance with #3 and #4 below, the fee will be returned to the student.
3. At the end of a sports season, team members will be notified to return uniforms. If, after 10 days, uniforms are not returned, the person will be responsible for paying for his / her own uniform.
4. If the uniforms are not returned in the same condition as issued, a fine to be determined by the Student Council will be levied.

Article XII

Clause:

1. Student Council will meet at regularly stated intervals. The time and place of assembly is to be determined at the first meeting each September
2. Extra meetings will be called at the discretion of the President or faculty advisor as the need arises.
3. Two thirds (2/3) of the voting members shall constitute a quorum.
4. If any member should miss three regular meetings without a valid reason, he or she may lose their seat by decision of the Student Council. If a council member is aware of the fact that they are going to miss the meeting, they should contact the President.
5. The names of the late arrivals at regular meetings shall be recorded in the minutes.
6. Order of business shall be:
 - i) Roll call
 - ii) Minutes of the previous meeting
 - iii) Business arising from the minutes
 - iv) Committee reports
 - v) New business

Article XIII

1. Room representatives will be selected within two weeks
2. Elections of Student Council executive will be held no later than March 25.
3. No candidates for an executive office shall be nominated from grades lower than Grade XI.
a) Council will consist of a Grade 11 student-at-large who will be selected by the executive by process of written application no later than the first month of the school year
4. In addition to having the written consent of the nominee for an executive position, there must be a minimum of ten names on a written nomination
5. No student may sign more than one nomination paper for each office.
6. Nomination papers must be approved by the Principal.
7. Nomination papers must be filed no later than the Friday before the elections.
8. Campaigning will take place following the announcement of candidates and will continue until the preceding day of election. All campaign material must be removed from the school at that time.
9. Candidates for the executive positions will give a speech of a minimum of 3 minutes at a time decided by the present Student Council.
10. Candidates must be taking a complete grade and maintain an average of 50%
11. From the date of election, the new Council members will attend meetings until the end of March. The new Council will take office on the first meeting day in April.

Article XIV

- Clause:
1. When the office of President becomes vacant, the Vice-President shall assume that office.
 2. When the office of Vice-President becomes vacant, the secretary shall be appointed to that office
 3. When the office of Secretary, Treasurer, Sports, Social, Literary or Canteen Rep becomes vacant, one of the room representatives shall be appointed to that office.
 4. When an office of a representative becomes vacant, it shall be filled by appointment in the section of the student body concerned.

Article XV

- Clause:
1. The Student Council shall regulate all expenditures of the organization funds subject to the approval of the faculty advisor.

2. The Treasurer's books shall be audited at the end of June. Auditor is to be appointed by the Division Office at the beginning of the school year.

3. The student executive will, upon election, determine an estimated budget for the next school year

4. Mileage will be paid to any student that, with prior permission of the Staff Advisor and the principal, makes an authorized trip to Brandon to purchase goods or run errands that cannot be done locally. The student must have pre-approval and submit a mileage form to the office immediately following.