

# Delphi Secondary Alternative School - Student Council Constitution

## ARTICLE I: APPELLATION

The name of this organization is the Delphi Student Council.

## ARTICLE II: OBJECTIVES/PURPOSE

The objective and purpose of the Student Council shall be to:

- a. Represent the students of Delphi Secondary Alternative School.
- b. Voice the concerns and ideas of the student body.
- c. Unify the student body through the coordination of activities, events, and initiatives that promote school spirit, pride, a sense of community, and the unique identity of the school.
- d. Encourage character education, high standards, and philanthropy.

## ARTICLE III: AUTHORITY

- Section 1 All powers of the Student Council are delegated to it by the school administration and/or the board of education.
- Section 2 The actions of the Student Council are subject to review, and possible veto, by the Head of Program of the school.
- Section 3 The Head of Program shall appoint a member of the faculty as an advisor to help supervise and aid the Student Council in its activities and projects.
- Section 4 To formally request an amendment to this constitution, the President of the Student Council must oversee the following process:
- a. Council debates reasons for amending the constitution and discusses an alternative proposal.
  - b. Motion to amend the constitution is moved, seconded, and carried.
    - i. Final vote reflects over 70% in favor at each of the three governing branches of the Student Council.
  - c. Motion outlining the exact points of the alternative proposal is moved, seconded, and carried.
    - i. Final vote reflects over 70% in favor at each of the three governing branches of the Student Council.
  - d. In written form, the President of the Student Council presents the reason(s) for amending the constitution and an alternative proposal(s) to the Head of Program.
  - e. The Head of Program discusses the amendment request with school staff.
  - f. The Head of Program communicates the final ruling to the President of the Student Council.

## ARTICLE IV: ORGANIZATION AND MEMBERSHIP

- Section 1 The council shall consist of registered members of Delphi Secondary Alternative School.
- Section 2 All members of the Student Council shall be elected democratically into office.
- Section 3 The Student Council shall be divided into the following three governing branches:

- a. The Executive Branch
  - I. This branch, also known as the Executive Office, shall consist of the President of the Student Council, the Vice President, the Treasurer, and the Secretary.
- b. The Legislative Branch
  - I. This branch, also known as the House of Reps, shall include: the Chamber of Clubs and the Chamber of Grades.
  - II. The Chamber of Clubs shall consist of all the Club Reps at Delphi.
  - III. The Chamber of Grades shall consist of all four Grade Reps at Delphi.
- c. The Judicial Branch
  - I. This branch shall consist of all the staff members at Delphi Secondary Alternative School; they shall ensure that the council does not infringe any component of the constitution. Any ruling passed by this branch shall thereon be binding and final.

- Section 4 The electoral model at all levels shall be the Preferential Voting System (See Article XI).
- Section 5 Voting power shall be allocated as per Article IX.
- Section 6 Meetings shall be conducted using Robert’s Rules.

**ARTICLE V: EXPECTATIONS OF ALL STUDENT COUNCIL MEMBERS**

- Section 1 All Student Council members shall maintain a minimum of 70% average throughout the year. Averages shall be checked regularly by staff advisors. Failure to maintain a 70% average shall result in a suspension of duties.
- Section 2 All members of the Student Council shall conduct themselves with integrity at all times, adhere to the highest of expectations, and model the behaviours and ethics expected of a democratically elected official.
- Section 3 No member shall hold more than one position in the Student Council.
- Section 4 In terms of leadership skills, members shall demonstrate:
  - a. a positive attitude and strong school spirit
  - b. effective communication skills
  - c. initiative and cooperation
  - d. prioritization and effective time management
  - e. high standards in academics
  - f. active participation in all club and school wide activities and events
  - g. compassion and sensitivity to all students
  - h. commitment to responsibilities as per this constitution

**ARTICLE VI: DUTIES OF ALL STUDENT COUNCIL MEMBERS**

- Section 1 The President of the Student Council shall:
  - a. Ensure the constitution is followed.
  - b. Call, conduct, and chair meetings regularly and when deemed necessary.
    - I. Shall conduct meetings in an orderly and efficient manner; facilitate discussion and group decision-making.
    - II. Shall encourage participation from all members while sustaining an environment that promotes respect, equity, and collaboration.
  - c. Create and submit agendas to staff advisors the day prior.
  - d. Ensure meeting minutes are recorded and distributed by the secretary in a timely fashion.

- e. Enforce council procedures and decisions.
- f. Act as the voice of all the student body; model strong leadership skills, behave with dignity, represent the school's values, and always keep the best interests of the student body at heart.
- g. Act as the spokesperson for the Student Council when approved by both the council and staff advisors.
- h. Ensure all decisions impacting classes or timetabling are presented to staff advisors prior to making any announcements to the student body.
- i. Oversee the creation, organization, and management of all school activities, spirit events and school-wide initiatives.
- j. Help coordinate the scheduling of all activities, events, and initiatives related to both the council and each individual club.
- k. Ensure school and club activities and events are distinct from each other and when advised, provide support for Club and Grade Reps and their own activities and events.
- l. Oversee and make final decisions regarding the Conflict Resolution process as per Article X.
- m. Help create and implement all strategies related to promotions and public relations.
- n. Determine and announce all the winners of the Delphi Spirit Awards.

## Section 2

The Vice President of the Student Council shall:

- a. Assume the duties of the President of the Student Council when the elected President is incapacitated.
- b. Assist the President in all their duties as stipulated above.
- c. Visit all the clubs and classes in the school on a rotating basis and when deemed necessary.
- d. Provide advice, support, and encouragement to all Club and Grade Reps.
- e. Take and record attendance at each council meeting.
- f. Ensure the Treasurer, Secretary, Club Reps, and Grade Reps are following through with the expectations and duties outlined in this Constitution.
- g. Oversee the complaint process as per Article XI.
- h. Organize and oversee all Grade Rep elections.

## Section 3

The Treasurer of the Student Council shall:

- a. Oversee the handling and management of all monies collected by the Student Council.
- b. Maintain accurate records of all monies and do a monthly update on the financial records. Such records shall include the following where necessary:
  - I. income statement
  - II. balance sheet
  - III. cash flow
- c. Communicate to the Staff Advisors, in writing and on a regular basis or as per request, the council's financial statements.
- d. Investigate periodically the spending of funds granted to the school and monies raised by the Student Council and individual clubs. These findings shall be reported to the President of the Student Council.
- e. Collect accurate financial statements of each individual club from Club Reps on the last Wednesday of every month.

- f. Process requests for Student Council funds. No funds shall be allocated without the formal consent of the Student Council and Staff Advisors.
- g. Ensure that receipts are created and provided for all transactions involving the Student Council. This may include donations to individual clubs, donations to charities, donations from businesses to the school, fundraising monies, etc.
- h. Assist the President in ensuring that the Student Council remains financially viable.

Section 4

The Secretary of the Student Council shall:

- a. Attend all Student Council meetings and Staff Meetings when requested.
- b. Take accurate minutes of all Student Council meetings and ensure that these minutes are free of grammatical and spelling errors. These minutes shall be archived for a period of five years.
- c. Distribute minutes immediately after each meeting and use the same format consistently. The recipients of these minutes shall be all the Student Council members and Staff Advisors.
- d. Assist the President of the Student Council in setting the agenda for each council meeting; this agenda shall be distributed to all members and Staff Advisors one day prior to the official meeting date.
- e. Ensure agendas include the following:
  - I. Concerns of the student body (those voiced verbally or submitted in writing via the Student Council suggestion box).
  - II. Important reminders of key dates and council responsibilities.
- f. Inform Staff Advisors and the student body of Student Council events, activities, and school-wide initiatives.
- g. Collect Attendance sheets from each individual club on the last Tuesday of every month.
- h. Collect documented work from Club Reps and Grade Reps and submit to the club responsible for documenting and archiving the school year.
- i. Help the President Determine and announce all the winners of the Delphi Spirit Awards.

Section 5

The Club Reps of the Student Council shall:

- a. Attend all Student Council meetings and staff meetings as per request.
- b. Suggest agenda items in advance to the Secretary.
- c. Propose and/or debate ideas during council meetings.
- d. Vote on all motions moved and seconded at the Student Council.
- e. Share concerns, ideas, and requests (promotion, fundraising, organization, management, and economic supports) related to the needs and vision of their individual club.
- f. Ensure individual club keeps and submits attendance sheets to the Secretary on the last Tuesday of every month.
- g. Ensure individual club keeps and submits all financial statements to the Treasurer on the last Wednesday of every month.
- h. Ensure club activities and events are documented and presented promptly to the Secretary for inclusion in the school archives.
- i. Organize and instruct individual club members, when advised, to support Student Council activities, events, and initiatives.

Section 6

The Grade Reps of the Student Council shall:

- a. Attend all Student Council meetings and staff meetings as per request.
- b. Bring student concerns to the attention of the Secretary in advance and suggest agenda items.
- c. Propose and/or debate ideas during council meetings.
- d. Vote on all motions moved and seconded at the Student Council.
- e. Share concerns, ideas, and requests related to the needs and wants of their grade.
- f. Assist in the scheduling, organization, implementation, and coordination of all school wide activities, events, and initiatives.
- g. Provide support for Club Reps in their individual club activities and events when the Student Council has agreed to provide assistance as per the request of an individual Club Rep.
- h. Ensure all Student Council and individual club activities, events, and initiatives do not conflict with important academic (i.e. test or assignment due dates) or non-academic (i.e. field trips) dates related to their grade.
- i. Ensure grade activities or work that is deemed “significant”, in the context of representing the identity and values of Delphi, is documented and presented promptly to the Secretary.

## ARTICLE VII: ELECTIONS

- Section 1      The Elections Committee shall oversee the elections for all Student Council positions.
- a. This committee shall consist of the Head of Program, the appointed Staff Advisor, the Club Staff Advisors, the President of the Student Council (provided they are leaving the following year) and the Vice President.
    - I. The President, along with the Staff Advisors, shall organize and oversee the elections for all Executive Office positions. If the President has a direct interest in any of the positions, the Staff Advisors will take on the role fully.
    - II. The President and Vice President shall organize and oversee the in-class elections for all the Grade Reps.
    - III. The Club Staff Advisors shall organize and oversee the in-club elections for all Club Reps.
  - b. The President and Vice President shall learn all the stipulations of the electoral process and implement them with efficiency and integrity.
  - c. The President and Vice President shall communicate regularly with the Staff advisors to offer updates on campaign concerns and successes.
  - d. The school shall use the Preferential Voting System as the electoral model for all the positions of the Student Council. (See Article XI)
- Section 2      The elections for all the Executive Office and Grade Rep positions, with the exception of the Grade 9 Rep who will be elected promptly at the start of the next school year, shall take place within a period of two weeks and conclude no later than the first few weeks in June. The elections for Club Reps shall take place promptly at the start of the next school year.
- Section 3      Nomination Forms for Executive Office positions must be completed and submitted to the Staff Advisors no later than two days before Election Day.
- a. Nomination forms shall include the signatures of 10 different students and 2 different teachers.
  - b. Candidates running for office must have a minimum of 70% as a cumulative average in all their current courses.

- c. Candidates for Executive Office positions must be enrolled in grades 11 or 12 at the start of the following school year. Furthermore, they must have at least one year of experience in a leadership role (i.e. club rep, grade rep, or executive position).
- d. Candidates shall receive a copy of the constitution along with the requested nomination form; they shall read the constitution and sign the nomination form indicating they have read and understood all the provisions therein. No nomination form shall be accepted without this particular signature.

Section 4 Campaign days shall be limited to five school days preceding Election Day. The President and Vice President shall create and announce, in consultation with the Staff Advisors, a schedule and format for an assembly wherein campaign speeches shall be delivered.

- a. All candidates shall speak for a fixed amount of time.
- b. All candidates must submit their speeches to the Staff Advisors at least two days before being given.
  - I. Candidates without a viable speech one day ahead of the elections shall be removed from the entire operation.

Section 5 The Elections Committee shall organize and supervise the entire voting operation on Election Day.

- a. The student body must be informed in a clear and precise way about the important aspects of the Preferential Voting System model. Also, the student body shall be educated on the job responsibilities associated with each council position to promote informed selections.
- b. Ballots must be created with a list of all the candidates running for office in each position and also, with clear instructions on how to vote.
- c. A ballot shall be considered spoiled if the Staff Advisors deem it to be invalid based on the voting instructions and expectations communicated to the student body beforehand. A spoiled ballot shall not count in the overall vote.
- d. Completed ballots must be kept by the Staff Advisors for one week after the elections in case a recount is necessary.

Section 6 Candidates must adhere to the campaign policies outlined below. Failure to comply with these policies may result in the candidate's removal from the election (any removal must be approved by the Staff Advisors).

- a. Campaign materials shall not have any negative connotations.
- b. Campaign materials shall not include any implicit messages.
- c. Campaign materials must be approved by Staff Advisors before being duplicated, distributed, and/or posted.
- d. Campaign materials shall not be posted on windows.
- e. A maximum of 5 pieces of campaign materials can be posted by any one candidate.
- f. All campaign materials are to be removed immediately after the election results have been announced to the school.
- g. All campaign materials shall be contained within the school.
- h. Campaigning on social media is strictly prohibited.
  - I. In the instance where evidence of the use of social media for the purposes of campaigning is brought to the attention of the Staff Advisors, the candidate shall be removed immediately from the Election.

Section 7 Club Reps will be democratically elected through an in-club voting process where the Club Staff Advisor will supervise and implement the same democratic model used for each of the other council positions.

- Section 8 Any vacancy in office, except for the President, shall be filled either by an appropriate bi-election or by a vote of the Student Council in consultation with the Staff Advisors; whichever is deemed more beneficial to the best interests of the student body.
- Section 9 A vacancy in the position of the President of the Student Council shall be filled by a bi-election only. From the start of the vacancy up to the point in time where a new member is elected President, the Vice President shall assume all presidential duties.

#### **ARTICLE VIII: INDIVIDUAL CLUB ORGANIZATION AND EXPECTATIONS**

- Section 1 Individual Clubs shall create a manifesto wherein they will outline their identity: name, purpose, goals, and values. This must be completed and submitted to the Student Council within two weeks after the Club Rep has been elected.
- Section 2 All Individual Club meeting times shall be debated and scheduled at a Student Council meeting at the beginning of the school year.
- Section 3 Upon being elected, the Club Rep shall appoint a Vice President to support in the leadership of the club.
- Section 4 Individual Clubs shall take attendance and minutes at each meeting. The minutes shall be distributed promptly to all club members. On the last Tuesday of every month, the attendance record shall be submitted to the Secretary.
- Section 5 Individual Clubs shall keep a record of all the club's financial transactions. On the last Wednesday of every month, this record shall be submitted to the Treasurer.
- Section 6 Clubs shall determine what major events they would like to run and develop fundraising activities and promotional strategies. All events and activities should be as distinct as possible between all the individual clubs. Club Reps shall bring all important dates and strategies to the Student Council for discussion and scheduling. The Staff Advisors shall determine the maximum number of activities and events to be run by each individual club and the council itself.
- Section 7 Individual club members are expected to participate actively in all school activities, events, and initiatives and to provide assistance when deemed necessary by the Student Council. In addition, Club Reps shall set up a policy clarifying how membership is kept and if necessary, how a member can be reinstated after being disciplined or dismissed.
- Section 8 Individual clubs shall request support from the Student Council when deemed appropriate and necessary.
- Section 9 Decision-making at the individual club level shall be determined by majority rule.
- Section 10 Failure to submit any of the mandatory club information to the Student Council shall result in a warning from the Vice President. After three violations, the Student Council, with the consultation of the Staff Advisors, shall make a ruling on the future of the club (i.e. restructure, reorganize, fold, create new club, etc).

#### **ARTICLE IX: COUNCIL MEETINGS**

- Section 1 Quorum - At least 51% of the Student Council, including the President or the Vice President, must be present for any business to be passed and made binding.
- Section 2 Any member of the Student Council that misses three meetings without providing an explanation to the Vice President shall be regarded as a delinquent member and shall be reported to the Staff Advisors. The Staff Advisors shall determine a course of action which could include a reprimand, suspension of duties, or dismissal from office.
- Section 3 The Student Council will follow Robert's Rules to conduct its affairs.

- Section 4 Meetings shall be held once every week at a specific place and time agreed upon by the Student Council in consultation with the Staff Advisors.
- Section 5 Meetings shall be open to all the members of the school; students may sit in but only in observation mode.
- Section 6 Meetings shall be closed if deemed necessary by the Student Council in consultation with the Staff Advisors.
- Section 7 The President shall chair, or designate someone to chair on their behalf, every meeting.

**ARTICLE X: COUNCIL MOTION VOTING SYSTEM**

Section 1 To promote leadership through discussion, negotiation, compromising, collaboration, and problem-solving, the motion voting system at the Student Council shall equate votes to percentages through a model that strategically creates a minority government context. The three branches of the council are expected to work closely together to arrive at decisions that reflect the values of the school and the best interests of the student body.

Section 2 The vote to percentage model shall be as indicated here:

- a. Executive Branch
  - I. President – 15%
  - II. Vice President – 10%
  - III. Treasurer – 10%
  - IV. Secretary – 10%  
45%
- b. Club Reps (each)
  - I. Each Rep - \_\_\_\_\_ (divided by total number of Club Reps)  
35%
- c. Grade Reps (each)
  - I. Each Rep - 5% (X4)  
20%

Section 3 A motion shall be carried when more than 50% is achieved. Any combination of votes is acceptable as long as the required majority is reached.

Section 4 In the event that a member is absent from a meeting, their voting percentage shall be distributed evenly amongst the remaining members within their branch or chamber; this shall keep the division of voting power intact.

**ARTICLE XI: COMPLAINT PROCESS AND CONFLICT RESOLUTION**

Section 1 In situations where there is a difference of opinion, members are expected to conduct themselves with calm, reason, integrity, and always keeping in mind they are a representative of the school and should act accordingly.

Section 2 In situations where a member feels the Council or a specific member(s) has not acted in accordance with the values and expectations outlined in this constitution, and an attempted approach to resolve the matter did not lead to an outcome deemed satisfactory, they may file a formal complaint. The complaint process will be as follows:

- a. Complainant shall fill out a Form XI and submit it to the Vice President for consideration. If the Vice President is unable to review the complaint form, the President shall take on the duty. If the President is unable to conduct the review, the Secretary shall take the form and forward it to the Staff Advisors. In urgent situations, a member may submit the complaint form directly to the Staff Advisors.



- b. The Vice President shall meet with the complainant promptly after to discuss the matter further.
- c. Upon discussing the matter with the complainant, the Vice President shall analyze the unique circumstances of the situation to determine the best course of action. Options may include:
  - I. Speaking with the parties involved and work towards an understanding or conclusion that everyone can support.
  - II. Issuing a warning (with a thorough explanation) to the accused party along with a reminder of the values and expectations outlined within the constitution.
  - III. Bringing the matter to the attention of the President and then maybe to the full Student Council to attempt a resolution.
  - IV. Approaching the Staff Advisors to seek advice and support.
  - V. Requesting a temporary or full suspension from office; only Staff Advisors can approve a suspension and all its details.

**ARTICLE XII: PREFERENTIAL VOTING SYSTEM**

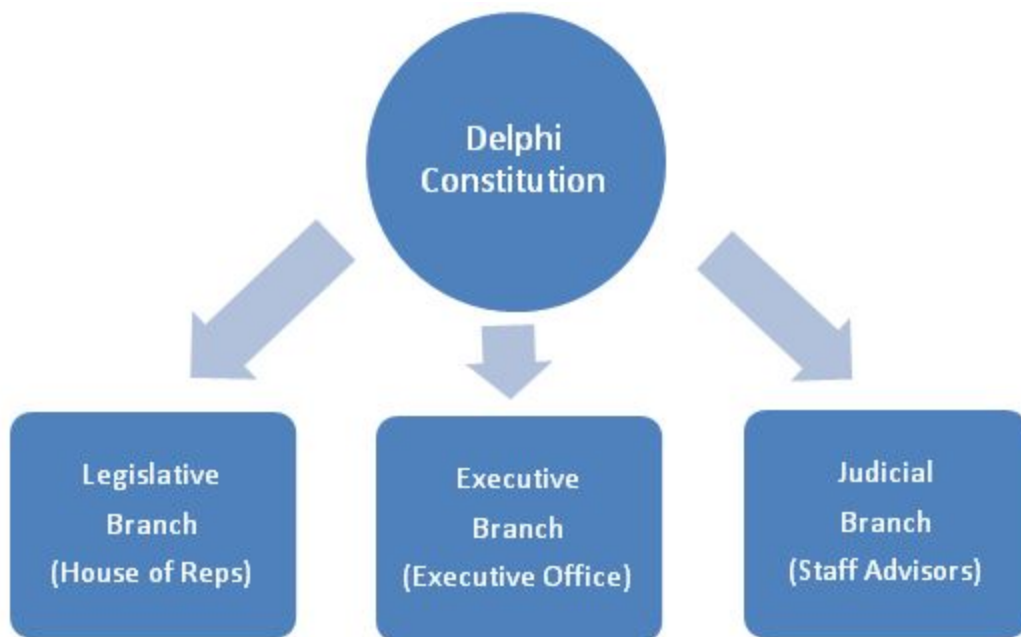
- Section 1           The electoral model for all the elections for Student Council positions shall be the Preferential Voting System. The system consists of the following aspects:
- a. For each Student Council position, a ballot shall be distributed containing the names of each candidate.
  - b. Voters shall rank their preferred candidates from first choice to last choice.
  - c. When the polls close, the votes shall be tallied by the Staff Advisors (Executive Office), the President and Vice President (Grade Reps), and the Club Staff Advisors (Club Reps).
  - d. The Elections Committee will count and determine all the first place votes that each candidate received.
  - e. If a candidate emerges with more than 50% of the total vote after the first count, they are declared the winner.
  - f. If a candidate does not emerge with more than 50% of the total vote after the first count, the following process will take place:
    - I. The candidate with the lowest number of first place votes received will be eliminated.
    - II. The voters who selected the eliminated candidate as their first choice will now have their second choice become their first; these new first choices shall then be distributed accordingly to the candidates.
    - III. If a candidate emerges with more than 50% of the total vote after this second count, they are declared the winner.
    - IV. If a candidate does not emerge with more than 50% of the total vote after the second count, the process shall repeat itself until a winner emerges.
  - g. Tie-Breaker Rules (where no candidate emerges the winner after the first count):
    - I. If only two candidates run and they finish tied for votes, the Staff Advisors shall consult with the rest of the school staff to determine the

- winning candidate through a secret vote where majority rule applies.
- II. If only three candidates run and the bottom two candidates are tied, the second place votes of the tied candidates shall be distributed with no one being eliminated. If after the second count there is still no winner, the tied candidates from the first round shall be eliminated and the candidate with the most original first place votes shall be declared the winner.
  - III. If four candidates run and the bottom two candidates are tied, the tied candidates shall both be eliminated and their second place votes shall be distributed.

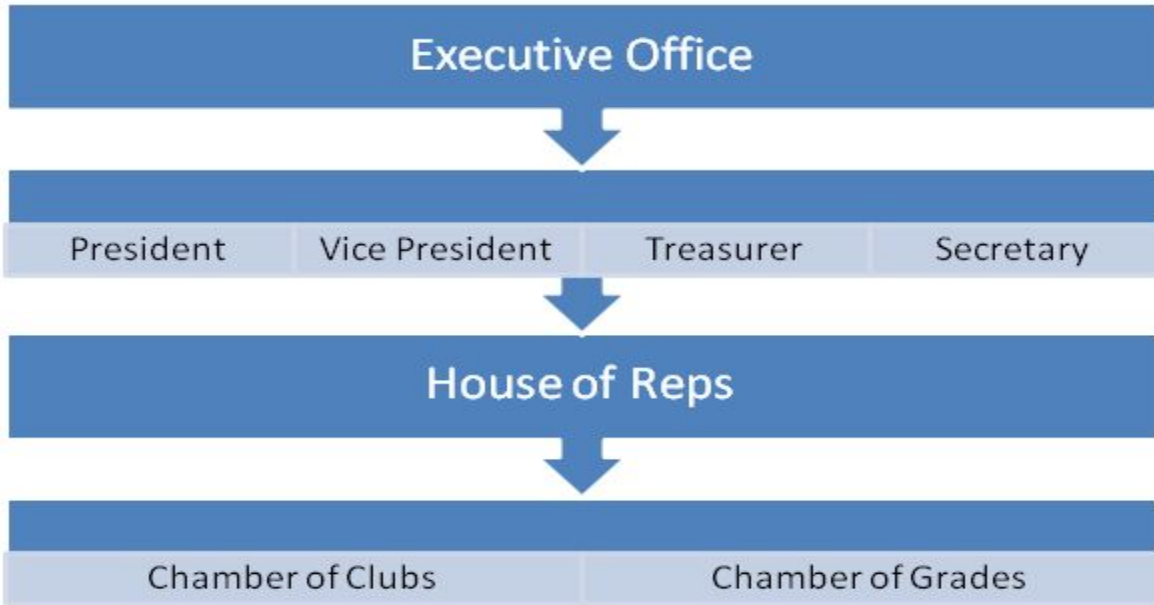
### **ARTICLE XIII: DELPHI SPIRIT AWARDS**

- Section 1 To promote school spirit and reward commitment to character education, academics, and school community, the Executive Office of the Student Council, with the approval of the Staff Advisors, shall present awards for Student(s) of the month and Club(s) of the month.
- a. The Student of the Month Award shall be presented to a distinguished student in each grade. Assessment criteria shall include: class attendance and punctuality, marks, effort, positive attitude and behavior in and out of class, and participation in school activities.
  - b. The Club of the Month Award shall be presented to one distinguished school club. Assessment criteria shall include: overall member attendance, timely submission of all required documents, money raised through donations or fundraising activities, organization of successful activities, campaigns, or events, and representation of the values of the school within and outside the walls of this institution.

## Delphi Student Council – Branches of Government

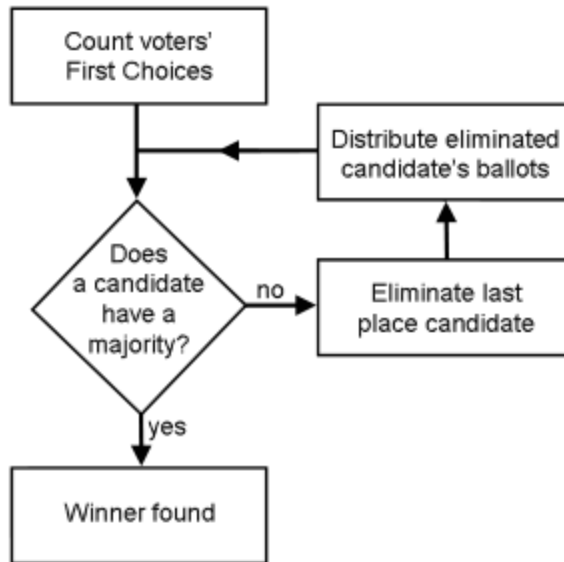


## Delphi Student Council – Government Structure



## Preferential Voting System - Flow Chart

### IRV counting flowchart



# FORM XI

**Complainant** (Print your name):

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**Complaint:**

- **Who?** (parties involved/affected)
- **What?** (all the relevant details of the issue)
- **Where?** (the place(s) in which the issue happened/is happening)
- **When?** (all relevant details in terms of time and dates)
- **Why?** (the reasons you feel it is worth filing this formal complaint; cite constitution articles/sections if applicable)
- **How?** (what you would like to see happen as a result of this action)

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**Complainant Signature:** \_\_\_\_\_ **Date/Time Signed:** \_\_\_\_\_

**VP/President Signature/Date** (indicating when complaint was received): \_\_\_\_\_ **Date:** \_\_\_\_\_

*The VP or President must now refer to the constitution (or see Staff Advisors if deemed necessary) for guidance on the best course of action.*

**Resolution** (to be filled out by VP or President): Summary of the resolution or non-resolution details including the date the form was submitted to the Staff Advisor (*the complaint process is only final once a Staff Advisor has reviewed all the details and signed off below*)

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**Staff Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_