



## **HUMBERSIDE COLLEGIATE INSTITUTE** **STUDENT COUNCIL CONSTITUTION**

**Revised May 2010**

### **1. NAME OF THE ORGANIZATION**

This organization shall be known as the HumberSide Collegiate Institute Student Council

### **2. OBJECTIVES**

- (a) To conduct all student activities in an efficient manner in the best interests of the students.
- (b) To organize and/or help co-ordinate a variety of social events that will promote school spirit, involvement and identity
- (c) To maintain sportsmanship throughout the school benefitting all HumberSide students.
- (d) To deal responsibly with the financial management of the Student Council Funds.
- (e) Provide a forum for input and advice into matters of student life for students within the school.
- (f) *To promote a mutually beneficial interaction between the Council, the student body, the staff, Principals, parents/guardians, the school community and the TDSB through participation on the Student SuperCouncil.*
- (g) To accomplish the above with the guidance and support of the Principal and Staff Advisors

### **3. MEMBERSHIP**

#### **3.1 STUDENT BODY**

##### **3.1.1 DEFINITIONS**

- a) The Student Body includes all students enrolled in HumberSide Collegiate Institute
- b) Full-time students are students with six or more courses on their timetable.

##### **3.1.2 RIGHTS AND PRIVILEGES**

- a) All members of the HumberSide Student Body are entitled to all of the rights, privileges and protections extended to them under the TDSB policies and procedures.
- b) All members of the HumberSide Student Body who are returning to HumberSide for the subsequent school year are eligible to vote in Student Council elections.

- c) All full-time students, who have a teacher sponsor, are permitted to present themselves as candidates for Student Council elections.
- d) Upon payment of the Student Activity Package Fee students are entitled to certain Student Activity Card holder privileges as per Article 3.1.4.

### **3.1.3 LOSS OF RIGHTS AND PRIVILEGES**

- a) The Student Council staff advisor, by liaising with school staff, shall periodically assess the progress of members of the student council to ensure that they are continuing to succeed academically and are contributing to student council leadership throughout their tenure. The Principal, in conjunction with the Student Council, has the right to impose restrictions on a student council member if necessary up to and including removal from Student Council.
- b) Students must follow the Humberside and TDSB Codes of Conduct and school policies. Failure to follow such regulations may result in restrictions of members of the student body.

## **4.0 STUDENT ACTIVITY PACKAGE**

- a) All members of the student body are expected to pay the annual fee for the Student Activity Package.
- b) The price of the Student Activity Card is determined by the Principal after annual consultation with student organizations, staff advisors and the School Advisory Council.
- c) The student body and parents/guardians are notified of the costs associated with the Humberside Student Activity Package in the summer mailing which all members of the student body receive and in the student agenda planner as well as on the school website.
- d) Students who cannot afford to pay the Student Activity Package Fee can make arrangements with their Vice Principal to pay in instalments or may have their fee waived upon consultation with the VP.
- e) Students who purchase the Student Activity Package will receive:
  - i) Student Activity Card
  - ii) Hermes ( School Yearbook)
  - iii) Video Hermes CD (if published)
  - iv) Student Agenda Planner
  - v) Computer consumables for the year
  - vi) Research Success @ Your Library book
- f) All students with a Student Activity Card are entitled to the following privileges:
  - i) Participation in Student Council events
  - ii) Participation in Student Council endorsed clubs and activities
  - iii) Participation in Humberside C.I. competitive extra-curricular athletics teams (additional fees will apply for some teams)
  - iv) Participation in interform and intramural teams and activities

- v) Admission to all regular season home games
  - vi) Admission to HUH (Humberside Ultimate Hysteria spring carnival)
- g) Students who withdraw from Humberside during the school year may be entitled to a refund of part of their Student Activity Package fee upon consultation with the Vice Principal.
- h) Student Activity Cards will be distributed to students as soon as they are issued by the photography company in the fall.

## **5.0 STRUCTURE OF THE HUMBERSIDE COLLEGIATE INSTITUTE STUDENT COUNCIL**

### **5.0.1 HUMBERSIDE COLLEGIATE INSTITUTE STUDENT COUNCIL**

The Humberside Collegiate Institute Student Council shall consist of:

- a) All Student Council Executive Officers
- b) All Grade Representatives
- c) All Convenors
- d) All Class Representatives
- e) Staff advisor(s)

### **5.0.2 EXECUTIVE OFFICERS**

Executive Officers will be elected by the HCI student body. (to comply with policy)  
A Student Council member may hold only one Executive position.

The Executive of the Humberside Collegiate Institute Student Council shall consist of:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Public Relations Officer

### **5.0.3 CABINET**

The Cabinet shall consist of:

- a) All Executive Officers
- b) All Committee Convenors as listed in Article 5.04

### **5.0.4 CONVENORS**

a) The following Convenors will be elected from within Student Council:

- i) Special Events Convenor
- ii) Spirit Convenor
- iii) Dance Convenor

### **5.0.5 GRADE REPRESENTATIVES**

Grade Representatives will be elected by the students of the grade they represent.

- a) Five(5) Grade Representatives from each of grades 10, 11 and 12 are to be elected in May.
- b) Four (4) Grade Representatives from grade 9 are to be elected in the fall.

### **5.0.6 CLASS REPRESENTATIVES**

All home forms will elect one class representative and one alternate in September of each school year.

### **5.0.7 STAFF ADVISORS**

There shall be a minimum of one staff advisor appointed by the principal to provide guidance to the student council.

### **5.0.8 COMMITTEE STRUCTURE**

- a) The following committees are recognized as standing committees:
- I. Dance
  - II. Fundraising
  - III. Special Events
  - IV. Spirit
  - V. Public Relations
- (moved here from under structure section in current constitution)*
- c) The President and Vice-President are ex-officio members of all committees.
- d) All committees, through their convenor, must report regularly to the Student Council.
- e) Ad hoc committees will be appointed as needed by a Student Council vote.
- f) The Student Council must approve all committee recommendations
- g) The Finance committee is a special committee, chaired by the Treasurer. The committee is comprised of four members: Treasurer and one representative each from grades 9 to 12. these members are chosen from the elected Grade Representatives.
- h) The Public Relations committee is a special committee chaired by the Public Relations Officer.

## **6.0 ROLES AND RESPONSIBILITIES OF STUDENT COUNCIL MEMBERS**

- a) To provide by word and deed the highest examples of good citizenship, sportsmanship and school spirit.
- b) Each member who is not a Executive member, must be on at least one Student Council committee
- c) Each member should, to the best of his/her ability, assist in the conduct of as many Student Council activities as possible.
- d) At meetings,
- i. Any member has the right to introduce a motion at the proper time; he/she may also make a notice of motion to be discussed at the next meeting.
  - ii. A member must not interrupt a speaker unless raising a point of order if the rules of procedure are being violated.
- e) Upon recommendation of either the Student Council Executive or the Student Council Advisor(s), a secret ballot may be cast on the eligibility of any member for any of the following reasons:
- i. Missing at least 3 Student Council Meetings
  - ii. Poor academic achievement
  - iii. Lack of school attendance and/or punctuality

iv. School suspensions

## 7.0 JURISDICTION

- a) This society shall have authority over all student activities and give audience to the views of the Principal concerning them. The Principal shall have the veto power. If an issue passes the Student Council on reconsideration by a 2/3 majority and is still vetoed, the Principal and Student Council Executive shall discuss the issue in order to arrive at a compromise solution.
- b) Any club or society formed must apply to the Student Council for endorsement. To apply for endorsement an organization must have a sponsor teacher.
- c) Requests for financial aid from various clubs or societies shall be submitted in writing to the Treasurer. Applicants may remain to answer relevant questions during discussion periods but may not be present during voting.
- d) The Transfer of Power takes place at any time after the election of the new Student Council. During the Transfer of Power, the newly elected Student Council members should conference with their corresponding presiding Student Council members.

## 8.0 CONTINUITY

- a) At the final meeting, the Treasurer will present a complete financial statement. The ledgers and funds shall then be turned over to the new Treasurer. From June 30 to September 1, the Principal and the Treasurer or the Student Council Financial Advisor shall have the power to pay expenses incurred by or for the Student Council. Such expenses are to be submitted for approval to the Student Council at its first meeting in September.
- b) At the April meeting, the Staff Advisor shall appoint an election committee of four graduating students. This committee shall act with the Principal and Staff Advisors to arrange for the election of the new Executive.
- c) The newly elected Executive will oversee the election of the new Grade Representatives.

## 9.0 DUTIES AND RESPONSIBILITIES OF STAFF ADVISORS AND STUDENT COUNCIL MEMBERS

### 9.1 STAFF ADVISORS

- a) To assist the Student Council and its committees in their deliberations and give counsel on any points conflicting or interfering with the Administration of the school.
- b) To liaise with school staff to periodically assess the progress of members of the student council to ensure that they are continuing to succeed academically and are contributing to student council leadership.

### 9.2 PRESIDENT

- a) To call all meetings and conduct them according to the constitution.
- b) To receive all motions and submit them for discussion.
- c) To act as a spokesperson for the Student Council both within the school and in the community.

- d) To put questions to a vote and announce the results.
- e) To cast the deciding vote in case of a tie, not by chance.
- f) In the case of a vacated seat on the Student Council, to notify the runner-up. If no runner-up exists, or if no one accepts, to arrange for a by-election.
- g) To keep the Principal informed of all upcoming Student Council plans.
- h) To excuse Student Council members from Student Council activities because of their required presence at other school activities.
- i) Delegate responsibilities where necessary.
- j) Ensure that no voting of the Student Council involves a conflict of interest.
- k) To be an ex-officio member of all committees.

### **9.3 VICE-PRESIDENT**

- a) To be an ex-officio member of all committees.
- b) Substitute for the President at any functions that the President cannot attend.
- c) Automatically become President if for any reason the President has to stand down.
- d) To act as a liaison between the Student Council and all school athletic teams and academic organizations. This entails keeping the Student Council informed of the activities of these groups, as well as informing them of Student Council policies.
- e) To oversee the creation and distribution of student questionnaires.
- f) To liaise with the TDSB Student SuperCouncil

### **9.4 SECRETARY**

- a) Take minutes of all Executive and Student Council meetings. Typed minutes of these meetings must be provided with the agenda for the next meeting. The secretary shall post them on the bulletin board.
- b) Prepare and distribute membership lists of the Student Council to include the name, email address and telephone number and distribute them to the Student Council, upon approval from the member.
- c) Prepare and distribute membership lists of Class Representatives and the homeforms they represent.
- d) Be responsible for keeping the Student Council's Bulletin Board up to date.
- e) To keep an accurate attendance record at all Executive and Student Council meetings
- f) To notify the President after any member has been absent for three meetings.

- g) To conduct all the correspondence of the Student Council
- h) Be responsible for a clean-up schedule for the maintenance of the Student Council room.
- i) To send congratulations, thanks, or sympathy on behalf of the Student Council and student body to the appropriate person(s) at the appropriate times, in an appropriate manner.

#### **9.5 TREASURER**

- a) To receive all fees and monies obtained from all sources directed to the Student Council
- b) To pay all bills within the approved budget.
- c) To keep members fully aware of the Student Council financial status at every regular meeting.
- d) Keep a complete record of all the financial transactions involving the Student Council.
- e) To chair the Finance Committee and Fundraising Committee
- f) Receive all applications for funds from those organizations wishing funds from the Student Council.

#### **9.6 PUBLIC RELATIONS OFFICER**

- a) To be responsible for all announcements with co-operation of the Administration.
- b) To be responsible for publicizing all school activities within the school.
- c) To call a meeting of all class representatives as soon as possible after each Student Council meeting to inform them of the Student Council's activities.
- d) To represent the school in all media outlets and School Advisory Council meetings.
- e) To appoint an Assistant Public Relations Officer from the members of the Student Council.
- f) To have the option of appointing additional Assistant Public Relations Officers from the student body.

#### **9.7 DUTIES AND RESPONSIBILITIES OF CABINET MEMBERS**

- a) To meet as required
- b) To assist in formulating aims, goals, and policies
- c) To decide on a course of action
- d) To meet with the Principal as per Article 4 (a)
- e) To oversee the annual elections of Student Council members.
- f) To administer the funds collected from the Student Activity Package sales.

#### **9.8 DUTIES AND RESPONSIBILITIES OF COMMITTEE CONVENORS**

- a) To recruit members for their committees.

- b) To fulfill the functions of their committees as outlined below in 9.9.
- c) To make a full written report on the activities and plans of their committees at each regular meeting.
- d) To seek Student Council approval for all major functions of their committees.

## **9.9 DUTIES, ROLES AND RESPONSIBILITIES OF COMMITTEES**

### **9.9.1 DANCE COMMITTEE**

- a) To be responsible for organizing and executing all student dances

### **9.9.2 FINANCE COMMITTEE**

- a) To draw up and present to the Student Council an annual budget by the first week of October
- b) To submit a list of all such bills to the Student Council where any member may ask for information in regard to any bill.
- c) To make all arrangements for the receipts and expenditures, tickets, etc of all money – making activities. These arrangements may be assigned to the committees in charge of the special activity, but the finance committee is responsible for the ultimate receipt of the returns and lists of expenses.
- d) To set up a petty cash fund of not more than \$200.00 to be administered by the Treasurer. A ledger of all transactions is required.
- e) To approve all fund raising drives within the school.
- f) The Secretary of the Finance Committee is to have the minutes of the Finance Committee meetings typed and submitted to the Secretary of the Student Council and these minutes are to be included in the minutes of the subsequent Student Council meeting.

### **9.9.3 FUNDRAISING COMMITTEE**

- a) To be responsible for organizing and executing fundraising events and initiatives for the Student Council and non-profit organizations.
- b) To establish a calendar for the school year's fund raising events in the school.

### **9.9.4 PUBLIC RELATIONS COMMITTEE**

- a) To be responsible for all announcements.
- b) To be responsible for publicizing all school activities within the school.

### **9.9.5 SPECIAL EVENTS COMMITTEE**

- a) To be responsible for organizing and executing all student special events.



b) To be responsible for organizing all student assemblies in conjunction with the Administration

#### **9.9.6 SPIRIT COMMITTEE**

a) To create and maintain a high level of school spirit.

b) To organize events and initiatives that promote school spirit.

c) To organize theme days throughout the calendar year.

d) To be responsible for the order and sale of all Humberside paraphernalia that promote school spirit.

#### **10.0 DUTIES OF CLASS REPRESENTATIVES**

a) Will attend meetings called by the Student Council

b) Will consult with their home form and communicate student council business to the home form students

#### **11.0 MEETINGS**

a) Regular monthly meetings of the Student Council shall be held. More frequent meetings may be held at the discretion of the Executive.

b) Special meetings may be called by the President.

c) 60% attendance is necessary for a quorum

d) The procedure of Student Council meetings will be as follows:

1. Attendance

2. Adoption of Agenda

(emergency additions to the agenda shall be made by 2/3 majority vote)

3. Presentation and adoption of minutes

4. a) Business arising from the Minutes

b) Question Period

5. Reports from the Executive

6. Unfinished Business

7. New Business

8. Notices of Motion

9. Adjournment

e) Meetings will be conducted according to Robert's rules of order.

f) The Executive will meet as deemed necessary by the President or Staff Advisors.

g) The Student Council will take precedence over other activities.

#### **12.0 FINANCIAL PROCEDURES**

a) Any organization or activity receiving funds from the Student Council must submit a list of its student members and teacher sponsor. Each student member must be a holder of a student card.

- b) Each school organization or activity requesting financial assistance is required to prepare and submit a budget, which includes a breakdown of expenditure for the request. The request must include the signature of the sponsor teacher.
- c) The Treasurer will receive all budget requests. All budgets will be considered and assessed by the Finance Committee and Teacher Advisor(s).
- d) Any budget request rejected by the Finance Committee and Teacher Advisor(s) is returned to the organization's or activity's representative with recommendations for adjustment.
- e) Any approved budgets will then be submitted to the Student Council for approval. A simple majority vote is required. Any budget rejected by the Student Council is returned to the organization's representative. A revised budget (if any) may once again be submitted to the Finance Committee and Teacher Advisor, and then to Student Council. A budget proposal may be presented for approval two times only.
- f) Any requests for funding must be submitted in writing to the Treasurer at least 2 weeks prior to a Student Council meeting. The Treasurer shall issue a written account of any funds approved to the teacher sponsor of the organization or activity.
- g) All purchases and payments in the name of the Student Council are to be the responsibility of the Treasurer in conjunction with the Teacher Advisor(s) and Principal. For all expenditures a receipt/invoice shall be required for payment. All purchases require the authorization of the Teacher Advisor(s) and Principal.

### **13.0 NOMINATION AND ELECTION PROCEDURES**

#### **13.1 ELIGIBILITY**

- a) In order to be eligible to run as either a Student Council Grade Representative or Executive candidate, a student must have no less than a 70% average and with no more than one failure from the most recent record (i.e. April report)
- b) All candidates must be full time students as defined by the Ontario Ministry of Education.
- c) Candidates for President, Treasurer and Public Relations Officer shall have already served at least one term as a representative on the Student Council. This also includes past experience on the Announcement Crew for the position of Public Relations Officer.
- d) Any representative who has been expelled by the Student Council will not be eligible to run for re-election for the term immediately following that of the expulsion.
- e) The staff advisor(s) will verify the eligibility of all nominees and will make necessary arrangements for the Student Council Election Assembly.

#### **13.2 NOMINATIONS**

- a) The level of the majority of his/her subjects shall decide a candidate's grade. If this fails, the level of his/her home form will be the official grade level. Students who will have completed four or more years of secondary school attendance will run as fourth year candidates.
- b) Nominations will be on a volunteer basis. Nomination forms must be handed in by the announced deadline.
  - I. Each candidate running for an Executive position must have obtained the signatures of at least 20 returning students.

- II. Each candidate running for a Grade Representative position must have obtained the signatures of at least 20 returning students in her/his own Grade.
- III. Each candidate must provide the names of two staff members who they think will provide a positive reference.
- IV. The staff will be consulted as references for the nominees.

### **13.3 ELECTION PROCEDURES**

- a) Nominations will be closed five school days prior to the election day
- b) Elections will be held on the first possible school day immediately following election speeches.
- c) All executive candidates will be given time in front of a general school assembly to justify their nominations. Speeches should be at least one minute in length.
- d) Any candidate not participating in the all-candidates meeting or election assembly shall provide a medical certificate or have his/her name removed from the ballot. In the event of a legitimate absence (i.e. a school sponsored athletic or academic field trip, a long term illness, a family bereavement, a foreign exchange), the candidate may be represented by a substitute. The Principal or the staff advisor(s) will determine whether an absence is legitimate.
- e) The elections for executive positions will take place in late April / early May. Any Student Council member may run for these executive positions with the proviso that candidates for President, Treasurer and Public Relations Officer shall have already served at least one term as a representative on the Student Council.
- f) The Executive shall be elected by a vote of all returning students.
- g) Should an executive position be decided by fewer than 15 votes, a run-off election shall be held between the top two vote getters on the first possible day.
- h) Grade 10, 11 and 12 Representative candidates shall be given at least one minute in which to present their platforms to an assembly of their grade. Article 10 (d) will apply to all Grade Rep. candidates.
- i) Each Student Council member shall vote only for the Grade Representative candidates of her/his grade.
- j) Only those returning students shall be eligible to vote.
- k) If a tie still exists after the ballots have been counted 3 times, a runoff election will be held between the tied candidates to determine a winner.
- l) Recounts may be requested when fewer than fifteen votes separate the runner-up from the last winning candidate.
- m) If a successful candidate for Grade Representative from the spring election (i) is not in attendance for the following school year, or (ii) resigned from the Student Council, or (iii) did not successfully complete the current school year, or (iv) was expelled by the Student Council, he/she shall be replaced by the runner-up candidate in the election. If this is not possible, new elections will be held to fill the vacancy/vacancies.

- n) In late September of the following school year, the Grade 9 Representatives shall be elected through a majority vote of the grade 9 student body.
- o) In September of the following school year each home form will elect one Class Representative and one alternate.

#### **14.0 CONSTITUTIONAL AMENDMENTS**

A written notice of motion shall be required to change the Constitution. After this notice of motion is given at any meeting, the change may be instituted at the next regular meeting if carried by a majority vote of those present. The basic rules and regulations of the Student Council may be changed at that meeting only if approved by a 2/3 majority vote of those present.