

Saint John Bosco Catholic School  
Student Council Constitution  
Ratified February 26, 2018

**Preamble:**

The Student Council is a representative organization inaugurated by St. John Bosco faculty, administration, and student body, for the purpose of developing student's responsibility pertaining to citizenship, charity, fundraising, community and the betterment of Saint John Bosco Catholic School.

It is intended that the members of the Student Council shall:

- I. Bring about a closer understanding between the faculty and student body.
- II. Listen to suggestions of the student body on measures aimed to introduce new ideas.
- III. Stimulate loyalty and spirit toward all the standards and ideals of the school, by faithful observance of all regulations and outstanding cooperation in all activities.

**Article I  
Members**

**Section I:**

The Student Council shall consist of eighth grade Executive Board Officers and fourth through eighth grade Class Representatives.

**Article II  
Student Council Organization**

**Section I:**

President – one (1) eighth grade student

The President represents our school while demonstrating his/her Catholic faith and DWP skills and is the spokesperson for the entire student body and the leader of the Student Council.

- A. S/he communicates with the School Principal and keeps the School Principal informed about Council actions and projects.
- B. S/he runs the meetings along with the Faculty Advisor(s).
- C. S/he works closely with and supports the other Officers and Advisor(s).
- D. S/he counts Council votes and announces the results to the Council. The President only votes when there is a tie.
- E. S/he coordinates daily school announcements with other Council members and SJB staff.

**Section II:**

Vice President – one (1) eighth grader

The Vice President represents SJB while demonstrating his/her Catholic faith and DWP skills and is the spokesperson for the entire student body in the President's absence.

- A. S/he must know the President's responsibilities well and assume the President's role in his/her absence.
- B. S/he must work closely with and support the Officers and Advisor(s).
- C. S/he must create and post an agenda for meetings one week prior to the scheduled meeting date, including organizing motions and speakers.
- D. S/he must select the chairpersons and coordinate the work of any committees.
- E. S/he coordinates daily school announcements with other Council members and SJB staff.

**Section III:**

Secretary – one (1) eighth grader

The Secretary represents SJB while demonstrating his/her Catholic faith and DWP skills and is in charge of the Council communication functions.

- A. S/he works closely with and supports the Officers and Advisor(s).
- B. S/he must keep accurate records of attendance at meetings and council-sponsored events.
- C. S/he must publicize meeting schedules.
- D. S/he must record and post the minutes of the meetings.
- E. S/he must create any letters and press releases using templates provided.
- F. S/he makes sure all necessary materials are at the Council meetings, including copies, paper, markers, etc.
- G. S/he writes formal proposals to the School Principal for changes to handbooks.
- H. S/he writes thank you notes to any adult who helped with a Student Council activity.
- I. S/he coordinates daily school announcements with other Council members and SJB staff..

**Section IV:**

Treasurer – one (1) eighth grader

The Treasurer represents SJB while demonstrating his/her Catholic faith and DWP skills and must keep accurate records of all Council monies.

- A. S/he must work with the School Accountant and Advisor(s) to learn and execute proper financial procedures.
- B. S/he works closely with and supports the Officers and Advisor(s).
- C. S/he must keep a record of all Council monies to create a budget.
- D. S/he must report at each meeting the current Council balance and the updated budget.
- E. S/he is responsible for publicizing the results of fundraisers, donations, contests, etc.
- F. S/he is responsible for making sure all committees submit a project report on funds.
- G. S/he coordinates daily school announcements with other Council members and SJB staff.

**Section V:**

Spirit Director – one (1) eighth grader

The Spirit Director represents SJB while demonstrating his/her Catholic faith and DWP skills and is responsible for encouraging a sense of enthusiasm and loyalty to St. John Bosco.

- A. S/he publicizes events utilizing posters, flyers, announcements, etc.
- B. S/he serves as the faith leader of the Student Council.
- C. S/he is responsible for coordinating pep rallies with the Sports Commissioner, Advisor(s) and Athletic Director(s) as necessary.
- D. S/he coordinates daily school announcements with other Council members and SJB staff.

**Section VI:**

Sports Director – one (1) eighth grader

The Sports Director represents SJB while demonstrating his/her Catholic faith and DWP skills and acts as liaisons to the Athletic Director(s).

- A. S/he participates in daily school announcements regarding sports activities.
- B. S/he publicizes upcoming athletic events and results.
- C. S/he writes daily announcements as they relate to sports activities.

## **Section VII:**

Class Representatives – fourth through eighth grade students, one from each homeroom (10 total)  
Class Representatives represent SJB while demonstrating their Catholic faith and DWP skills and act on behalf of the students who elected them.

- A. They must attend Council Rep meetings and keep notes.
- B. They must coordinate class meetings with homeroom teachers to discuss and vote on school activity-related ideas with classmates.
- C. They support the Officers and Advisor(s) in all Student Council events.
- D. They may periodically participate in school announcements.

## **Article III Campaigning and Elections**

### **Section I:**

#### **Election Application**

Student Council elections for officers will occur in spring for the following school year positions. Elections for Class Representatives for the current school year will take place in early fall. Student Council candidates must submit or comply with the following items within prescribed time frames:

- A. Permission slip signed by their legal guardian.
- B. A typed 150-300 word persuasive essay to be used as a campaign speech.
- C. Two completed "Teacher Recommendation" forms submitted directly from the teacher to the Faculty Advisor(s).
- D. Student Council candidates must have a minimum, cumulative GPA of 85% for the first three quarters of the election school year (certified by their homeroom teacher).

### **Section II:**

#### **Campaign Rules**

- A. All campaigning will be of a positive nature.
- B. One campaign poster (maximum size 24"h x 36"w) may be displayed in the Multipurpose Room for Officer candidates.
- C. Candidates for Officer positions may campaign in the school courtyard before school using a second poster (maximum size 24"h x 36"w).
- D. Faculty Advisors/ Principal reserve the right to approve/reject campaign-related posters.
- E. No other campaign-related paraphernalia is allowed on campus (i.e. stickers, pencils, etc.).
- F. Campaign-related deadlines and other rules will be enforced by Faculty Advisor(s).

### **Section III:**

#### **Candidate Speeches**

- A. Officer speeches will be presented to third through seventh grade students during an assembly to be scheduled on SJB General Election Day in the Spring.
- B. All speeches must be positive in nature and approved by Faculty Advisors/School Principal.
- C. Class Representative speeches will be presented in each homeroom in the Fall.

### **Section IV:**

#### **Voting**

- A. Third through seventh grade students will cast secret votes for Council Officers.
- B. Homeroom students will vote for their Class Representative (4th-8th grades only).
- C. Faculty Advisor(s) shall count voting ballots
- D. The School Principal will announce new Officers as soon as ballot totals are certified.

**Section V:**

## Unsuccessful Officer Candidates

- A. Candidates that are not successfully elected to an Executive Officer position may run for Class Representative.

**Article IV****Ongoing Requirements for all Student Council Members**

St. John Bosco Student Council shall consist of members who continuously model the highest moral standards and ethical behavior in the classroom as well as on the council itself.

**Section I:**

## Behavior

- A. Student Council members are required to maintain satisfactory conduct as determined by the School Principal and Advisor(s).
- B. A Student Council Member may be removed from office because of inappropriate conduct.

**Section II:**

## Grades

- A. All Student Council members are required to maintain a minimum 85% grade point average at the end of each quarter in order to remain on Student Council.
- B. Failure to maintain this academic standard will result in impeachment proceedings.

**Section III:**

## Catholic Values

- A. Student Council members will exemplify Catholic, Christian values.
- B. Students will represent St. John Bosco in a respectful and responsible manner, both on and off the school campus, including on social media.

**Section IV:**

## Participation in Ambassador Program

- A. Student Council members cannot simultaneously be participants in the school Ambassador Program. Incoming Officers must resign their post in the Ambassador Program before assuming duties in Student Council.

**Section V:**

## "Robert's Rules of Order"

- A. All Student Council business will be conducted using "Robert's Rules of Order" for Parliamentary Procedure (See Article VI, Section III).
- B. Faculty Advisor(s) will host training for newly-elected Officers before the end of the school year in which the new Leadership Team is elected/installed.

## Article V Student Council Meetings

### Section I:

#### General Meetings

- A. Student Council meetings will be held twice per month at a time and date determined by the Student Council Executive Board, with the advice and consent of Faculty Advisor(s).
- B. Faculty Advisor(s) reserve the right to modify the time/date of Council meetings as needed to meet the needs of the school community.

### Section II

#### Committee Meetings

- A. Committee meetings will be scheduled by the President and the corresponding Committee Chairperson.

## Article VI

### Parliamentary Procedure

### Section III

#### Student Council Meeting Behavioral Expectations/Procedures

- A. All Student Council business will be conducted using “Robert’s Rules of Order” for Parliamentary Procedure (Appendix A).
- B. Student Council Officers and Class Representatives are required to be familiar with “Robert’s Rules of Order”.
- C. Student Council Officers and Faculty Moderators will assist Classroom Representatives in familiarizing themselves with the Parliamentary Procedure.

## Article VII Attendance

### Section I

#### Unexcused Absences

- A. Student Council Officers and Class Representatives are required to attend Student Council meetings and Student Council sponsored events.
- B. Absences must be reported to the President and Faculty Advisor(s) prior to the meeting or event.
- C. More than **four (4)** unexcused absences will result in impeachment proceedings.

### Section II

#### Excused Absences

- A. Absences for illness or other medical appointments with a note from the student’s legal guardian will be considered excused.
- B. Faculty Advisor(s) reserve the right to determine whether other types of absences are considered excused or unexcused.

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Article VIII  
Faculty Advisors

The Faculty Advisor(s) shall:

- A. Be official representatives of the School Principal and faculty for the Student Council.
- B. Be an official Liaison between the students and the School Principal.
- C. Be “moderators” in the sense of providing guidance and advice concerning Student Council business.
- D. Maintain final approval authority of all Student Council activities in conjunction with the Principal.
- E. Assist/Coordinate chaperoning all Student Council-sponsored activities.

Article IX  
Finance

The Student Council shall self-finance expenses that it incurs through school-approved fundraising opportunities.

**Section I**

Approval of Expenditures

- A. All proposed expenditures shall receive approval from the Faculty Advisor(s).

**Section II**

Money Procedures

- A. All monies received as a result of Council activities shall be promptly deposited in accordance with school procedures as determined by the School Principal.
- B. The Treasurer will complete financial transactions under the supervision of the Office Business Manager.
- C. The full Student Council (Executive Board and Homeroom Representatives) shall set a minimum legacy amount (of at least \$250) within 90 days of the beginning of the new school year to guarantee succeeding Student Council members have available funds to begin activities for the following school year.

**Section III**

Use of Funds

- A. The use of Student Council funds will be determined by vote of the Council and approval of the Faculty Advisor(s), and Principal.

Article X  
Impeachment or Resignation from Student Council

**Section I**

Impeachment Process

- A. Before any impeachment proceeding, the Faculty Advisor(s) shall present the facts to the Student Council Member concerning the indictment.
- B. The relevant Council Member will have an opportunity to explain the circumstances or have the option to resign.

C. If the President is being impeached, the Vice President shall temporarily carry out the duties of the President.

## **Section II**

### Grounds for Impeachment

A. Actions for which the consequence will be impeachment shall be a violation of the duties and responsibilities as outlined in this constitution.

## **Section III**

### Impeachment Request

A. Any member of the Student Council can make a request to the Faculty Advisor(s) to initiate impeachment proceedings of a Council Member.

B. The Faculty Advisor(s) will make an initial determination as to the merit of such a request.

C. In the event of an impeachment hearing, parliamentary procedure will be followed.

## **Section IV**

### Continuity of Office

A. In the event of impeachment or resignation of the President, the Vice President will assume the office of President.

B. Should the Vice President or other Officer be impeached or resign, the vacant position will be offered to the runner up candidate who received the second most votes in the original election.

C. Should that student decline the position offered, a new election will be held.

## **Article XI** **Right to Amend**

### **Section I:**

A. A proposed amendment to this constitution must be presented using parliamentary procedure.

B. The President shall send a copy of the proposed amendment to all members of the Council, Faculty Advisor(s) and School Principal.

C. Amendments may be ratified at any time during the calendar year.

D. Copies of the amended Constitution shall be publicized on the school website in place of the existing published version within seven (7) days of the ratification of an amendment.

Saint John Bosco Catholic School  
Commitment to Student Council Constitution  
2018 – 2019 School Year

We, the undersigned have read the Saint John Bosco Catholic School Constitution and are aware of the responsibilities of our respective positions on, or in support of the Council. We agree to adhere to this Constitution and serve as role models to both Saint John Bosco Catholic School and the community.

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Samuel B, President

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Cole F, Vice-President

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Maura O, Secretary

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Abby M, Treasurer

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Ethan S, Spirit Commissioner

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Carter G, Sports Commissioner

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Mrs. Rafford, Co-Advisor

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Ms. Cook, Co-Advisor

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Mrs. Pettiti, Principal



# PARLIAMENTARY PROCEDURES

	PUTTING THE QUESTION TO A VOTE (For use by the Chairman)
<p><b>FORM OF MAKING MOTIONS</b> (To be used by a Member) Always address the chair with either Mr./Madame Chairperson, President, Presiding Officer.</p>	
<p><b>WH</b> <b>WA</b></p> <p><b>MAIN MOTION</b> I move I move the adoption of this report. I move to present the following resolution . . . I move its adoption.</p>	<p>It has been moved and seconded that . . . Is there any discussion? Is there any further discussion? All those in favor of the motion which is . . . , say "Aye"; Opposed, "No". The motion is carried (or) the motion is lost and you have voted to . . . (repeat the motion).</p>
<p><b>Intr</b> <b>(a m)</b></p> <p><b>AMEND</b> I move to amend the motion by inserting . . . between . . . and . . . I move to amend the motion by adding . . . after . . . I move to amend the motion by striking out . . . <b>Amc</b> I move to amend the motion by striking out . . . and . . . inserting I move to amend by striking out the motion and substituting this motion . . . (read the substitute motion).</p>	<p>It has been moved and seconded to amend by . . . Is there any discussion? All those in favor of amending the motion by . . . , say "Aye". Those opposed, "No". The amendment is carried, or it is lost.  On substitution: vote first on substituting. If carried, vote on the substitute which has become the main motion.</p>
<p><b>Stud</b> <b>detail</b></p> <p><b>REFER TO COMMITTEE</b> I move that this matter be referred to a committee of . . . to be named by . . . with instruction . . .</p>	<p>It has been moved and seconded to place the matter in the hands of a committee. Is there any discussion? All those in favor of placing this matter in the hands of a committee say, "Aye". Those opposed, "No". The motion is carried. You have voted to . . . , (or) the motion is lost.</p>
<p><b>Ask</b> <b>room</b> <b>etc.</b></p> <p><b>TABLE</b> I move that this matter be laid on the table.</p>	<p>It has been moved and seconded that this matter be laid on the table. All those in favor say, "Aye". Those opposed, "No". The motion is laid on the table, or the motion is lost.</p>
<p><b>To s</b> <b>disci</b> <b>one</b></p> <p><b>TAKE FROM THE TABLE</b> I move that the motion . . . be taken from the table.</p>	<p>It has been moved and seconded to take from the table the motion . . . All those in favor say, "Aye". Opposed, "No". The motion is carried and you have taken from the table the motion . . . You have before you the motion . . . (proceed to act on the motion) or, The motion is lost.</p>
<p><b>Obje</b> <b>of sc</b> <b>matte</b></p>	
<p><b>Take</b> <b>previ</b></p> <p><b>PREVIOUS QUESTION</b> I call for (or move) the previous question (2/3 vote). (Stops debate and orders an immediate vote.)</p>	<p>The previous question has been called. Shall we stop debate and order an immediate vote? All those in favor stand. Be seated. Opposed, stand (2/3 vote) The motion is carried, or the motion is lost. (If carried, proceed at once to vote on question pending without further debate.</p>
<p><b>Reco</b> <b>alrea</b></p> <p><b>POSTPONE TO A SET TIME</b> I move that this matter be postponed to . . .</p>	<p>It has been moved and seconded to postpone this matter to . . . Is there any discussion? All those in favor of postponing this matter to . . . say "Aye". Those opposed, "No", and you have . . . (general order).</p>
<p><b>End</b> <b>the n</b></p> <p>I move that this matter be postponed to . . . meeting at (name time) and be made a special order of business. (2/3 vote required)</p>	<p>It has been moved and seconded to postpone this matter to . . . and that it be made a special order of business. Is there any discussion? All those in favor of postponing this matter to . . . and making it a special order, stand. Those opposed, stand. (2/3 vote) The motion is carried, or the motion is lost.</p>
<p><b>POSTPONE INDEFINITELY</b> I move to postpone this matter indefinitely.</p>	<p>It has been moved and seconded to postpone the matter indefinitely. Is there any discussion? All those in favor of this motion which is, to postpone the matter indefinitely, say "AYE". Those opposed, "No". The motion is carried or, the motion is lost.</p>