

Mt. Carmel School Student Council Constitution and By-Laws



Adopted from St. Augustine Catholic High School Constitution and By-Laws May 2015

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PREAMBLE

The education and well being of students is a shared responsibility involving the school, students, their families and the members of the community.

The Mount Carmel School Student Council will strive to provide opportunities to build community, strengthen home/school/diocese partnership and work together as a community of believers committed to putting the values of our faith into practice in the education of our youth.

ARTICLE I - NAME

The name of the Catholic School Council is the Mt. Carmel School Student Council, hereinafter referred to as "Student Council," "Student Government," or "STUCO."

ARTICLE II - MEMBERSHIP

Membership in the Council shall be selected by popular vote. There shall be a President, Vice-President, Secretary, Treasurer, and Moderator. Each class or homeroom should have the same position as the overall STUCO with an exception of class representatives.

The school president or other appointed staff or faculty will serve as the Student Council adviser.

ARTICLE III – OFFICERS

The Officers of the Council shall be the President, Vice President, Secretary, Treasurer and Moderator and such other Officers as Council deems are required to carry out the activities of the Student Council.

No person shall hold more than one (1) office in any given school year in Student Council. The members of the Council shall elect from among themselves the Officers of the Council at the first council meeting, which must be held within the first thirty (30) days of the school year. The student council shall consists of grades -7-12.

ARTICLE IV - BY-LAWS

The School Community and its properly constituted Council shall be governed by this Constitution and its procedural By-Laws, drafted and approved by the members of the School Community.

ARTICLE V - AMENDMENTS

The Constitution and the By-Laws of the Council shall only be amended in accordance with the procedures set forth in the By-Laws.

BY-LAWS OF THE MOUNT CARMEL STUDENT COUNCIL

SECTION I - STRUCTURE OF COUNCIL

1. Composition of Council

The Council shall be as representative as possible of the School Student Community. Students shall form the majority of its members. Membership on the Council shall be determined in the following ways:

- a. The candidates or elected student must be enrolled in the school and shall be elected by fellow students who are enrolled in the school as well.
- b. The President or other appointee of the school shall be a designated adviser.
- c. The class representatives (2) shall be elected by the members of the class.

2. Elections

An election for the overall STUCO officers will take place during the month of April, which shall be conducted by the current STUCO. Grades 6-12 are to be included in this election. Class officer elections are to take place during the first week of the new school year. The school's leadership team shall swear in new members in front of the student body as an official recognition of their position in office.

The current Student Council shall be responsible for the overall operation of the nomination and election process.

3. Term of Office

At the first election of the properly constituted Council, newly elected members of the Council shall be elected for a term of one (1) school year.

A member of the School Council may be re-elected.

4. Meetings

One of the first official meetings shall include the Leadership Retreat, which will be planned by STUCO to determine the student activity calendar for that year. Class officers should meet with their peers at least once a week and the Student Council should schedule a meeting with the class officers to discuss school issues, events, and ideas at least one time during each school week.

The Council shall hold a minimum of one meeting a month unless unique circumstances are presented.

5. Quorum

A quorum for the transaction of business at any meeting of the Council shall be defined as at least one officer or representative from each class or homeroom in attendance.

Those who are not present are responsible for getting the information from STUCO to inform their peers.

6. Voting and Decision Making

The MCS Student Council subscribes to the practice of 'one member, one vote'. Thus, each member of council is entitled to exercise that practice when votes are taken.

7. Vacancies

If any elected position becomes vacant, the student body (if a STUCO position is vacant) or the class directly affected by the vacancy shall conduct a special election.

A vacancy in the membership of the School Council does not prevent the Council from exercising its authority.

8. Annual Report

The Student Council shall annually submit a written report on its activities to the President and Leadership team. This report will include a report from all committees, including all fundraising activities. The report will be made available to the entire school community via the school website. It shall be presented by the overall STUCO Officers.

9. Impeachment and Removal From Office

For overall STUCO Officers: Should the need of impeaching and removal of an officer or officers arise based on disorderly conduct, failure to meet minimum requirements or abuse towards the student body as deemed appropriate by the leadership team after the submission of a petition signed by 30% or more members of the electorate. If approved by the leadership team, the impeachment will be left to a vote by the student body. The impeachment and removal from office will only take place with two-thirds of the entire voting student body in favor of the motion.

For Class Officers, a re-election approved by the class supervisor(s) may take place to remove and replace a current officer(s). A person(s) can only be removed from office with a two-thirds votes in favor of the motion by members of that class.

SECTION II - DUTIES OF OFFICERS

President

- a. *act as the official spokesperson of the Council*
- b. *provide the necessary leadership in the formation and effective operation of a vital Council*
- c. *chair all general meetings of the Student Council and represent the student body in general meetings such as Leadership team meetings.*

In consultation with the advisor, the president shall:

- d. call the Council meetings
- e. prepare the agenda for Council meetings
- f. ensure that the minutes of the Council meetings are accurately recorded and maintained
- g. participate in information and training programs
- h. regularly communicate with the administration
- i. prepare the Annual Report of the activities
- j. ensure regular communication with the student body (through email, social media, etc.)
- k. ensure that there is regular communication with the members of the School Community
- l. consult with Board staff and trustees as required
- m. remain neutral and impartial
- n. ensure that these constitution and by-laws are reviewed a minimum of every five (5) years.
- o. represent STUCO on the school's leadership team

Vice-President

During the absence or inability of the president, the duties and powers of the president shall be exercised by the vice president. The vice-president moreover, shall assist the president, at all times, in the discharge of his/her duties.

Secretary

The Secretary of the Council shall:

- a. record minutes of the proceedings of all formal and informal STUCO meetings
- b. provide draft minutes of the meetings to the president
- c. ensure that minutes and records of the Council are available for examination
- d. attend to all official correspondence and communication, posting of notices and filing of records as directed by STUCO.
- e. perform such other duties as may from time to time be determined by STUCO
- f. in the absence of both the president and the vice-president, the Secretary shall be acting-president.

Treasurer

The treasurer must maintain full accounts of all receipts and disbursements of the Council.

The Treasurer of the Council shall:

- a. authorize all invoices approved by the Council and be a signing officer on the cheque requisition form for all payments made on behalf of the Council
- b. provide, at regular meetings of the Council or whenever required, a written account of all transactions of the Council and the financial position of the same based on an account of all Council transactions provided by the School
- c. Keep track of the progress of fulfilling the allocations

Moderator

The moderator will respectfully maintain proper decorum during meetings and events of the Student Council. The moderator moreover, shall assist the Council, at all times, in the discharge of their duties.

Class Officers

The class officers will act as a link between each grade and the Council. They will fulfill their respective duties in the capacity as indicated for the overall STUCO officers above.

SECTION III – COMMITTEES

The Council shall make appointments to such Standing Committees of the Council (committees which exist year after year and meet regularly) and ad hoc Committees of the Council (committees appointed to deal with a specific issue, report on it and then are disbanded) as may

be required to carry out the activities of the Council and shall, where possible, appoint a Chair of each such committee from among the Council members. Committee membership shall be drawn from the members of the student body.

The adviser or president, or his/ her designate, shall be ex officio members of each Standing and ad hoc Committee. All Committees shall report to the Council to obtain final approval of the committee's recommendations. Committees shall include but not be limited to:

Marianas March Against Cancer Committee (standing committee)

Knight Ambassadors Committee (standing committee)

Fundraising Committee (standing committee)

Parent Engagement Committee (standing committee)

Social Media Committee (standing committee)

SECTION IV – Student Tax and Merit-Demerit System

Each club, class, or student organization will be taxed 5% for each fundraising activity, which will go towards the Student Council funds. These funds are to be used for specific events that progress the council's projects or benefit the entire student body. Tax exemption proposals can be made and will be taken on a case-by-case basis for special circumstances to be determined by STUCO.

School faculty, staff, administrators, STUCO Officers, and Class Officers may issue demerits and merits to students. The class shall be rewarded or punished for reaching a certain amount of merit and demerits. The STUCO advisor or president shall publish a weekly ranking of each class' merit count.

The rewards are as follows:

100 merits - Casual Day

200 merits - Pizza Party, which is to be funded by STUCO

300 merits - Field Trip, must be educational or community service oriented

The punishment is as follows:

20 demerits - Class is responsible for entire lunch clean up throughout the week.

It should be noted that the entire class, not homerooms, benefit from the reward or affected by the punishment. Merits will be "cashed-in" and are non-refundable. Classes must give one week's notice before cashing in.

SECTION V - CONFLICT RESOLUTION

The following points shall guide conflict resolution:

- a. every Council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her
- b. speakers to an issue will maintain a calm and respectful tone at all times
- c. speakers will be allowed to speak without interruption
- d. the president's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interests of all members
- e. if no common ground can be identified, the president will seek to clarify preferences among all members before proceeding further
- f. if all attempts at resolving the conflict have been exhausted without success, the president shall request the intervention of the adviser, president, or other senior administrator of the school to facilitate a resolution to the conflict.

SECTION VI - FUNDS

Funds raised by the Council shall be used for school related activities and equipment and to pay for the general expenses of carrying out the business of the Council.

SECTION VII - AMENDMENTS

The Constitution and the By-Laws of the Council may be amended in any school year if the Council deems fit.

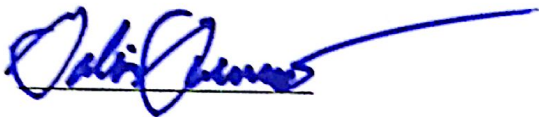
Amendments must be approved by the majority of the all STUCO Officers, class officers, and school administration. Amendments that do not receive approval may not be re-proposed in the same year.

SECTION VIII- CONSTITUTION AND BY-LAWS BINDING

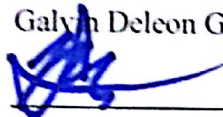
All members of the Council shall abide by this Constitution and its accompanying By-Laws, in both spirit and letter.

The Constitution and By-Laws of the Council shall be in force and effect from the date that they are passed by the Council and approved by school administration.

This Constitution and its accompanying By-Laws are accepted and authorized by the Mt. Carmel School leadership team and student council on the *25th day of April, 2016 at the Mt. Carmel Cathedral* by:



Galyin Deleon Guerrero, MCS President



Markel Toves, STUCO Vice President

Janika Taimanao, STUCO Secretary



and the newly sworn in members of the 2016-2017 Student Council:



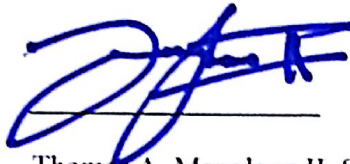
Zeno Deleon Guerrero, STUCO President



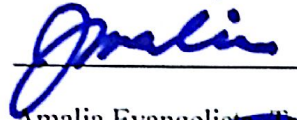
Brianna Hunter, STUCO Secretary



You Jin Jun, STUCO Moderator



Thomas A. Manglona II, STUCO President



Amalia Evangelista, Treasurer



Sung Hun Ryu, Moderator



Jaqueline Doctor, STUCO Vice President



Eligiah Camacho, Treasurer