

Student Council Constitution

Adapted from TACSC (The Association of Catholic Student Councils)

Article 1

St. Bonaventure Catholic School

This organization shall be known as the Student Leadership of
St. Bonaventure Catholic School located in Huntington Beach, California.

Article 2

The purpose of SBS Student Leadership shall be to promote the Body of Christ, encourage an Enjoyment of Learning, and Arouse School Spirit within our school. We shall demonstrate the practical application of democracy and contribute to the general welfare of our school and Church community.

Article 3

The Leadership Team

Section 1: The Student Leadership of St. Bonaventure Catholic School will consist of a 11 member Leadership Team consisting of students from grades 7, & 8. Along with the team, 4 additional students will make up the Class Representatives from grades 6.

Section 2: Qualifications and Duties of the Leadership Team

Qualifications and Duties of the PRESIDENT

1. QUALIFICATIONS

- a. Must be in the 8th grade while in office.
- b. Must have attended SBS School for two years before the election.
- c. Must maintain an overall "3.0" average with no grade lower than a "C".
- d. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Supervises all student body activities.
- b. Presides over all student body assemblies.
- c. Represents the school in student body activities with other schools.
- d. Presides over all meetings of the Student Council.
- e. Represents the school in student body activities within the community.
- f. Votes in case of a tie.

Qualifications and Duties of the VICE-PRESIDENT

1. QUALIFICATIONS

- a. Must be in the 7th grade while in office.
- b. Must have attended SBS School for two years before the election.
- c. Must maintain an overall "3.0" average with no grade lower than a "C".
- d. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Serves in the absence of the President and aids in the supervision of student body activities.
- b. Acts as parliamentarian (expert on rules & procedures) during Student Council meetings.
- c. Represents the school in student body activities with other schools and within the community.

Qualifications and Duties of the TREASURER

1. QUALIFICATIONS

- a. Must be in the 7th or 8th grade while in office.
- b. Must maintain an overall "3.0" average with no grade lower than a "C".
- c. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Keeps an accurate record of the student body account and expenditures. Communicates with moderator and school book keeper for account information.
- b. Reports to the Student Council at every meeting on expenditures, income, and balance.
- c. Assists in all student body sales and fundraising activities.
- d. Count money every other week to deposit.

Qualifications and Duties of the SECRETARY

1. QUALIFICATIONS

- a. Must be in the 7th or 8th grade while in office.
- b. Must maintain an overall "3.0" average with no grade lower than a "C".
- c. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Keeps an accurate record of all Student Council meetings.
- b. Keeps copies of minutes and distributes to Student Council members, faculty, and principal as needed.
- c. Prepares "Thank You" notes and any other appropriate and necessary correspondence.

Qualifications and Duties of the Commissioner of RELIGIOUS ACTIVITIES

1. QUALIFICATIONS

- a. Must be in the 7th, or 8th grade while in office.
- b. Must maintain an overall "3.0" average with no grade lower than a "C".
- c. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Assists with student body masses and prayer services.
- b. Coordinates morning and afternoon prayers.
- c. Assists the Commissioner of School Spirit with the coordination of Christian Service Activities and Community Outreach i.e., Thanksgiving Food Drive and Christmas Giving Tree Toy Drive.

Qualifications and Duties of the Commissioner of PUBLICITY

1. QUALIFICATIONS

- a. Must be in the 7th or 8th grade while in office.
- b. Must maintain an overall "3.0" average with no grade lower than a "C".
- c. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Takes charge of publicizing all approved monthly student activities and events via student council school bulletin board.
- b. Publicizes all student council run fundraisers i.e. restaurant family nights.
- c. Assists Commissioner of Spirit and Athletics in school rallies.
- d. Coordinates all necessary daily announcements.

Qualifications and Duties of the COMMISSIONER OF ECOLOGY & SAFETY

1. QUALIFICATIONS

- a. Must be in the 7th, or 8th grade while in office.
- b. Must maintain an overall "3.0" average with no grade lower than a "C".
- c. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Coordinates and develops an ecological program for the school (recycling & proper disposal of trash)
- b. Coordinates ways to encourage students to not waste food during lunchtime.
- c. Informs the school of ecological ways to take care of the school grounds and community.
- d. Leads school activities during Red Ribbon Week.
- e. Collect recycled bottles and cans each week.

Qualifications and Duties of the Commissioner of SCHOOL SPIRIT & PATRIOTISM

1. QUALIFICATIONS

- a. Must be in the 7th, or 8th grade while in office.
- b. Must maintain an overall "B" average with no grade lower than a "C".
- c. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Organizes and plans school rallies.
- b. Works with the cheerleading/spirit squad to increase school spirit.
- c. Assists Commissioner of Religious Activities to promote School Service Projects.
- d. Assists in coordinating all necessary daily announcements.
- e. Assists Commissioner of Ecology & Safety during Red Ribbon Week and coordinates school activities during Catholic Schools Week.

Qualifications and Duties of the COMMISSIONER OF GIRL'S ATHLETICS

1. QUALIFICATIONS

- a. Must be in the 7th, or 8th grade while in office.
- b. Must maintain an overall "B" average with no grade lower than a "C".
- c. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Supervises Girls' Athletic Activities.
- b. Collaborates with the Commissioners of Boy's Athletics/ School Spirit/Publicity in publicizing games as well as organizing school rallies.
- c. Reports on results of all girls' athletic events; if unable to do so, must delegate this responsibility to a capable other.
- d. Assists Physical Education teacher in distribution, upkeep, and collection of athletic equipment.

Qualifications and Duties of the COMMISSIONER OF BOY'S ATHLETICS

1. QUALIFICATIONS

- a. Must be in the 7th, or 8th grade while in office.
- b. Must maintain an overall "B" average with no grade lower than a "C."
- c. Conduct grade cannot be lower than a "B".

2. DUTIES

- a. Supervises Boys' Athletic Activities.
- b. Collaborates with the Commissioners of Girl's Athletics/ School Spirit/Publicity in publicizing games as well as organizing school rallies.
- c. Reports on results of all boys' athletic events; if unable to do so, must delegate this responsibility to a capable other.
- d. Assists Physical Education teacher in distribution, upkeep, and collection of athletic equipment.

Article 4
Nomination and Election Procedure and Policies
How to Run for Student Leadership

Step One: Get the Information and Sign Up

Check Eligibility: Fill Out Pledge Form

Get Pledge Form Signed by your Parents, Teachers, and yourself



Step Two: Campaign Posters & Speech

Only 1 Posters no larger than 22X28 are allowed and must be hung with string on the assigned fences. No Tape Allowed; String only.

Prepare your speech using the speech template provided and submit to the Moderator(s) for approval.



Step Three: Voting

After each candidate gives his/her speech, grades 4-8 will vote for the top five 6th graders, the top six 7th graders, to be on Student Council.

After the 11 Students have been chosen, the 11 students will go through a discernment process to determine which office best fits that student.

Class Representatives

Class Reps will be a part of the council and will be required to come and participate in the meetings. Class Reps will help the Council by participating in committees for school activities. Representatives will be elected in the 5th grade classes.

Student Council Speech Template

Please Note: Student Council Speeches are generally 1-2 minutes long. That's between 270-300 words at an average speaking rate of 150 words per minute.

Introduction

- Greeting; Attention Getter; The Hook; A statement or rhetorical questions to sit your audience up with open ears and mind.
- Who you are - your name and grade in school
- Explain what you want - a part in Student Leadership in the school
- Credibility - your qualifications for student leadership; what are you an expert at; what makes you a good fit for Student Leadership/Government
- Transition to lead to Body

Body

- Your main idea: What is your goal for student leadership? What do you want to achieve for the school? How do you plan to do it? What will benefit the students if they vote for you?
- What creative ideas do you have?
- **Remember...Do not make statements/promises that you cannot fulfill or keep. Be realistic.** (ask a teacher for help/advice)

Closing

- Summary of main idea(s)
- Restate what you want (to be elected for Student Leadership)
- Closer, Clincher, Call for Action (This is your chance to be a little creative --- what can you say to the audience so that they remember to vote for you?)

Article 5

Meetings

- A. The Student Leadership Team shall meet once a week in the moderator's classroom.
- B. Special additional meetings may be called by the moderator, the President, or by a majority vote of the leadership team.

Article 6

Recall and Resignation

Section 1: Cause for Recall

- A. Failure to meet the qualifications and responsibilities shall be considered just call for recall.

Section 2: Resignation

- A. In order for a student leader to resign he/she must submit a written resignation at a formal meeting with the moderator(s) and student leadership team. This resignation must be accepted by the majority of the team, the moderator(s), and the principal.

Sections 3: Vacancy

- A. If a vacancy occurs in any office, except the President, the Student Leaders shall appoint a temporary commissioner for this position until a special election is held. The appointees shall be taken from the class representatives.
- B. No temporary officer shall hold office for more than a month.
- C. In case of a vacancy in the office of the President, the Vice-President shall assure the duties of the President.

Section 4: Steps for Recall

- A. If a student leader fails to meet the qualifications and responsibilities of the office, the following will occur:
 - a. President meeting with the officer to remind him/her of the duties and responsibilities. If it is the president, the vice-president may meet with him/her and give reminders of duties and responsibilities.
 - b. The Moderator(s) shall meet with the student.
 - c. If failure to fulfill responsibilities occurs, the leadership team may set in motion a move to vote for a recall to the moderator and principal.
 - d. The Moderator shall meet with the student, parents, and principal to discuss any further action taken.