

WINDSOR SECONDARY SCHOOL STUDENTS' COUNCIL CONSTITUTION

ARTICLE I THE STUDENT ASSOCIATION

- Section 1.1 The Student Association of Windsor Secondary School, referred to as the Student Association, and shall consist of all students currently enrolled in Windsor Secondary School. Cross-enrolled students are deemed members of the Student Association for whichever school is their home school.
- Section 1.2 The yearly Student Association membership fees shall be assessed of all Windsor students at the time of registration. Such fees shall be fixed by the administration at the end of each school year for the following year.
- Section 1.3 The representative body of the Student Association shall be the Students' Council.

ARTICLE II THE STUDENTS' COUNCIL

- Section 2.1 The chief legislative body of the Student Association shall be the Students' Council of Windsor Secondary School, referred to as the Students' Council.
- Section 2.2 The duties of the Students' Council are:
- (a) to be the deciding body in all matters relating to the interpretation of this constitution and all business of the Student Council.
 - (b) to govern and co-ordinate student council sponsored events of the Student Association.
 - (c) to attend all concerns and suggestions of the Student Association and Faculty.
 - (d) to oversee all clubs within the school
 - (e) to oversee distribution of funding for clubs from Student Fees
- Section 2.3 The Student's Council shall consist of the following:

Ex-Officio Members (Staff Members):

- One (1) administrative advisor or designate
- Additional Faculty advisors and Staff Sponsors are possible but not mandatory

Executive:

- One (1) elected President
- Two (2) elected Vice-presidents (must be from different grades)
- One (1) elected Treasurer
- One (1) elected Secretary
- One (1) elected Communications Officer

Students can choose to run as co-executives and share the duties of one office with the prior approval from the Faculty Advisor and/or Teacher Sponsors

Other Members:

- Maximum four (4) elected Grade 12 representatives
- Maximum four (4) elected Grade 11 representatives
- Maximum three (3) elected grade 10 representatives
- Maximum three (3) elected Grade 9 representatives
- Maximum three (3) elected Grade 8 representatives
- Maximum of one (1) elected ESL representative
- Maximum of one (1) elected International representative
- These are intended to be the maximum number of Reps at each grade level – however, the Council can function with less grade reps at each level
- Additional grade reps to the maximum are possible upon a written appeal for a one year exemption made to the Student Council Executive
- Unlimited volunteer Members-at-Large (must be approved by Advisor) – do not have voting power but are allowed to have input in discussions and decision-making. The cut off for joining as a member at large is Oct 1st. If it falls on a weekend, it would be the Friday before.

ARTICLE III OBJECTIVES OF THE STUDENTS' COUNCIL

Section 3.1

The objectives of the Students' Council are:

- (a) To provide effective leadership for the Windsor Student body.
- (b) To promote school spirit and involvement in school activities by encouraging the formation of school clubs and coordinating extra-curricular activities in cooperation with the Staff and Administration.
- (c) To supply a link through which the students may speak to the Administration and/or Staff of the school.
- (d) To promote effective relationships and communication between Windsor Secondary School and the surrounding community.
- (e) to provide the opportunity for members to acquire leadership skills.
- (f) to promote positive inter-school and intra-school relations
- (g) To promote awareness of student related activities and opportunities.

Section 3.2

THE OBJECTIVES OF THE EXECUTIVE MEMBERS ARE:

- (a) To provide all the above on behalf of the student council body in addition to:
 - a. To address applications from all clubs within the school and approve those clubs using the Club application form (Appendix 1)
 - b. To provide an opportunity for clubs to apply for Grant money for their clubs using the Club Grant Application form (Appendix 2 and 3) utilizing the process outlined in Appendix 4
- (b) At the beginning of each year, the executive contact the administration to obtain the following funds allocated from student fees:
 - a. \$3.00 per student enrolled for the Student Council main budget
 - b. \$0.75 per student enrolled for the Student Council Club budget

ARTICLE IV THE DUTIES OF THE MEMBERS OF THE STUDENTS' COUNCIL

Section 4.1 The Administrative Advisor of Windsor Secondary School (and/or their designate) shall be an ex-officio member of the Students' Council, and all sub-committees. The advisor has responsibility for all activities of the Student Association, and as such, no undertaking, athletic contest, social function, nor any other student activities sponsored by the Students' Council shall be carried out without prior knowledge and consent of the Administrative Advisor. He or she shall also have the power to veto any decision of the Students' Council, or sub-committees, should he or she deem such action necessary.

Section 4.2 The Faculty Advisor(s) or Sponsor(s) shall:

- (a) be volunteers.
- (b) be approved by the Students' Council.
- (c) attend scheduled meetings of the Students' Council.
- (d) advise and assist the council on matters and decisions concerning the Student Council
- (e) To organize an Inter-Club Meeting in order to:
 - a) Distribute dates for fundraising activities, namely bake sales
 - b) Provide an outline to all clubs regarding fundraiser processes (Appendix 5)

Section 4.3 The President shall: (with the support of the Advisor)

- (a) chair all meetings of the Students' Council according to the procedures agreed upon by Council.
 - Help prepare and distribute an agenda for the meeting (can delegate to Secretary but must approve)
 - call meetings to order at the scheduled start time
 - announce the business in the order it is to be presented
 - recognize members who wish to speak
 - state motions, put them to vote, announce the result
 - adjourn the group
- (b) meet with the Faculty Advisors regularly, and the Principal whenever necessary, to discuss matters pertaining to student affairs.
- (c) enforce Section 8.3.
- (d) represent the school in intra-school and inter-school matters and activities
- (e) have current knowledge of Students' Council finances.
- (f) have one (1) vote on all Student Council matters
- (g) perform all other duties incidental to this office.

Section 4.4 The Vice-Presidents shall:

- (a) assume the responsibilities of the President in his or her absence
- (b) chair the meetings when the President wishes to express opinions
- (c) assist the President in carrying out the duties of the office
- (d) maintain contacts with other school clubs and committees
- (e) ensure the general promotion of student council events

- (f) have two (2) votes on all Student Council matters
- (g) perform all other duties incidental to this office

Section 4.5

The Treasurer shall:

- (a) keep an accurate account of all receipts and expenditures of all funds in co-operation with Windsor's Business Assistant and be prepared to present a written, updated financial report to the Students' Council monthly and after every event
- (b) have one (1) vote on all Student Council matters
- (c) Can represent Student Council at meetings with outside groups upon the request of the President
- (d) performs all duties incidental to the office

Section 4.6

The Secretary shall:

- (a) keep a summary of all council activities for the entire year and ensure that a copy is passed on to the incoming council
- (b) keep a register of membership attendance at all Students' Council meeting
- (c) Prepare and distribute and agenda for the meeting as requested by President and/or staff / Admin sponsor
- (d) prepares all outgoing correspondence for the Students' Council, filing a copy for further reference
- (e) informs Council of all correspondence and files all correspondence received
- (f) keep a file of committee reports and correspondence and updates Student Council files
- (g) hands to the President before each meeting a list of unfinished business of committees that are to report and of the announcements to be made at the next meeting
- (h) present weekly minutes at meetings
- (i) have one (1) vote on all Student Council matters
- (j) performs all duties incidental to the office

Section 4.7

The Communications Officer shall:

- (a) do all communications regarding activities with Student Council, prepare announcements and forward them to the faculty advisor, forward all minutes and agendas to be posted on the school website to our administrative assistant at the school, oversee or create any media that pertains to student council promotion, etc
- (b) participate actively in Students' Council activities
- (c) have one (1) vote on all Student Council matters
- (d) perform all other duties incidental to this

Section 4.8

Each Grade Representative shall:

- (a) be a representative of all students in his or her grade
- (b) participate actively in Students' Council activities
- (c) have one (1) vote on all Student Council matters
- (d) carry to the Council all matters which the students of his/her grade wish to have discussed, and make it known to his/her grade that council meetings are in fact open to public observation
- (e) perform all other duties incidental to this office

Section 4.9

The ESL and International Reps Shall

- (a) they must be a full time student staying the entire year
- (b) be a voice for students that are either ESL or International (depending on their representation)
- (c) participate in Student Council Activities
- (d) have (1) vote each on all Student Council Matters
- (e) carry to the Council all matters which their group wish to have discussed and make it known to their group that all Student Council meetings are open to public observation
- (f) perform all other duties incidental to this office

Section 4.10

Each Member-At-Large Shall:

- (a) participate actively in Students' Council activities

Section 4.11

It is the duty of all outgoing members of the Students' Council to inform the members of the newly elected Council of all duties, records, and other procedures pertaining to their office.

ARTICLE V THE ELECTIONS

Section 5.1

There shall be an election for the office of the executive members of the Students' Council and the returning Grade Representatives (9 – 12) near the close of the school year. There shall be an election for Grade 8 representatives at the soonest possible time in the new school year.

Section 5.2

The elections shall be supervised by members of the retiring Council who are not seeking election.

Section 5.3

- (a) All students in the running for the position of President must have at least TWO year's leadership experience on the Students' Council or have submitted a written appeal to the Student's Council.
- (b) All students in the running for the position of President must demonstrate active participation and regular attendance from previous years as members of the Students' Council.

Section 5.4

Students wishing to run for all other Executive positions in the Students' Council (except for the position of President), must have ONE years' experience as members of the Students' Council or have submitted a written appeal to the Students' Council. If an executive position is resigned from during the year of service, then the applicants for the position do not need one prior year on the executive or on council; however, the applicants up for the position who have experience of at least one year on council will take precedent.

Section 5.5

The position of President must be held by students Grade 11 or 12. A grade 11 may hold the position of President in the event that there is no grade 12 available and they have obtained written consent

Section 5.6

The positions of Secretary and Treasurer should be held by students in Grades 10-12.

Section 5.7

Nominations

- (a) The nomination forms for each Executive or Student Council position must be signed by at least ten (10) nominators within the student body
- (b) Nominators for Grade Representatives must be in the grade of the candidate they are nominating.
- (c) Nominations must be received with the allocated period of time denoted on the form

Section 5.8

In the event of only one nomination being received, that candidate shall be elected by acclamation.

Section 5.9

All students nominated for Council positions are subjected to approval by the Faculty Advisors to ensure they meet qualification for the office, including being a full-time Windsor student in good standing. Those who are not deemed to be qualified candidates may appeal to the Principal.

ARTICLE VI **CAMPAIGNING**

Section 6.1

It is the responsibility of the retiring Council to:

- (a) organize and run an election in conjunction with the Administrative Advisor and/or Faculty Advisor(s).
- (b) ensure that at least three (3) days be made available immediately prior to the election for the purpose of campaigning.
- (c) organize a meeting during the week prior to campaign commencement to explain campaign rules and regulations to candidates and campaign managers.
- (d) advise each candidate that it is his or her responsibility to ensure that all campaign materials be removed by 5:00 p.m (if you play sports and have a game or practice this deadline may mean that you have to remove your posters at lunch to meet the deadline) on the day prior to election.
- (e) ensure that publicity posters and other forms of campaign advertising be in good taste.
- (f) advise candidates that any candidate who actively encourages defacement or destruction of an opponent's campaign material shall have their name stricken from the ballot
- (g) Any posters put up in violation of this rule, the candidate may be withdrawn from the race.
- (h) No campaigning can take place in the cafeteria during the vote, or they may be disqualified from the ballot.

Section 6.2

Election Day Procedures

- (a) All members of the Windsor Student Association, with the exception of Grade 12 students, shall be able to vote for the next year's Executive and Grade representatives.
- (b) Elections shall be held as close as possible to the last week of May.
- (c) A polling station shall be established in a private, enclosed area, under the supervision of the retiring Students' Council or members not running in the election and at least one Advisor or volunteer staff member.
- (d) There will be student pollsters with a complete list of names of the students for each grade checking off the voters' names as they arrive to vote. The voter must initial or sign by his or her name.

- (e) Polls shall remain open for the lunch-hour and for one half hour after school, on voting day.
- (f) The ballots must be collected and counted at the earliest possible time by at least two students supervised by an Advisor or a staff member.
- (g) There shall be an advance poll after school on the day prior to Election Day.
- (h) It is the duty of the scrutinizers to keep secret the number of votes received by each candidate.
- (i) The candidate receiving the greatest number of votes for the particular office shall be declared elected to that office
- (j) Candidates seeking re-election shall in no way take part in the scrutinizing, counting of ballots, or running of the election.

Section 6.3

The Ballot

- (a) Voting for Student Council members shall be by secret ballot.
- (b) The names of all candidates running for the same position shall be listed in alphabetical order by surname
- (c) Students may vote for only one student to each of the Executive positions, and for as many representatives as are allowed to that grades office.
- (d) If a member wishes to withdraw his or her name, a letter of withdrawal shall be required.
- (e) After the winners of the election have been determined, he or she must formally accept the office. If he or she does not, the office goes to the candidate with the next highest vote total.
- (f) After the office has been filled, all of the other candidates must be notified of the results before the decision is released to the public.

Section 6.4

In the event of a tie for an Executive or Grade Rep Position

- (a) Any position in a tie, that any Executive or Grade Rep is going for, they are excluded from this process
- (b) The present Executive on Student Council will hold a secret ballot vote.
- (c) If a tie occurs with the present Executive, the present Grade Reps will hold a secret ballot vote.
- (d) If a tie occurs with the Grade Reps, the Teacher Sponsor(s) and Faculty Advisor will decide.
- (e) Present Executive or Grade Reps involved in the tie will not be permitted to participate in the voting process to resolve the tie.

ARTICLE VII **GENERAL**

Section 7.1

- (a) All offices of the Council are held for one (1) year or until a successor is installed.
- (b) The newly elected Council shall meet at least once with the present Council for the purpose of handing over responsibilities.
- (c) If a member wishes to resign from their office, a letter of resignation shall be required.
- (d) If the President vacates office for any reason, the Vice-President shall assume the office of President.
- (e) If another Executive Position comes open, it must be filled by a grade representative decided upon by the Student Council.

- (f) If any member of the Council displays a lack of interest in the Council's activities or responsibilities he/she may be asked to resign by the Executive Council and the Faculty Advisors.

ARTICLE VIII MEETINGS AND COMMITTEES

- Section 8.1 The elected Council should meet at least once every four (4) weeks. The executive council shall meet at least one in the interim (between the general meetings) and the sub-committees shall meet at the discretion of the individual committees.
- Section 8.2 At any meetings of the Students' Council, two-thirds (2/3) of the membership of the executive, council or sub-committee, shall constitute a quorum.
- Section 8.3 All voting members of the Students' Council are expected to regularly attend Student Council activities. Those members who miss any three (3) meetings of the Council without valid excuses previously presented to one of the Faculty Advisors and/or the President may be requested to resign by the President on approval of the Council after discussing this matter with Faculty Advisor. Members-at-Large are expected to attend most meetings of the Student Council.
- Section 8.4 Student Assemblies may be called on the order of the Council provided the approval of the Principal has been received.
- Section 8.5 A member wishing to address the Students' Council at a meeting shall ask the President to include the issue in the following week's agenda.
- Section 8.6 Any member of the Student Association shall be able to share his or her opinion as a "visitor" at any Students' Council meeting provided they have provided written request and summary of the issue to the President and/or Advisor at least one week in advance of the meeting.
- Section 8.7 Sub-committees are in charge of a specific job that needs to be done regularly.
- Section 8.8
- (a) Special committees are formed to do a particular job with a leader in charge of the committee.
 - (a) The specific work is outlined in the motion that establishes it.
 - (b) When the task is completed, a report is submitted and the committee disbands.

ARTICLE IX READING OF THE CONSTITUTION

- Section 9.1 It is the duty of the members of the Students' Council to read the contents of this constitution and to ensure that they are familiar with their responsibilities.

ARTICLE X AMENDMENTS TO THIS CONSTITUTION

- Section 10.1
- (a) This Constitution may be amended in whole or in part by a 2/3 vote of the Students' Council at a properly constituted meeting.
 - (b) This constitution shall be reviewed at least once a year by the Students' Council.
 - (c) This Constitution remains in effect until amended.

This Constitution was composed on December 24th, 1998 by the Students' Council Constitution Committee. The first amendment was made to the original copy on October 10th, 2008.

The second amendment was made to the October 10th, 2008 version on Sept 28th, 2010

The Third amendment was made to the September 28th, 2010 version on September 21st, 2011

The Fourth amendment was made to the September 21st, 2011 version on September 28th, 2013

The Fifth amendment was made to the Sept 28th, 2013 version on

Article 1 changed to article I, Article 11 changed to article II, Article 111 changed to Article III

Section 2.3 changed to include Communications Officer

Section 2.3 changed from:

Co-executives are possible upon written appeal to Students can choose to run as co-executives and share the duties of one office.

Section 2.3 changed to fix grammatical errors (none influencing intent)

Section 4.7 added

Previous Section 4.7 changed to section 4.8, Previous Section 4.8 changed to section 4.9, Previous Section 4.9 changed to section 4.10

Article 6 changed to fix grammatical errors (none influencing intent)

Section 6.4 added

Article 7 changed to fix grammatical errors (none influencing intent)

The Sixth Amendment was made to the September 28th, 2014 version on May 11, 2015

Article 2, Section 2.2 (d) added:

Article 3, Section 3.2 added

Article 4 Section 4.2 added,

The Seventh Amendment was made to the May 11, 2015

Article 2, Section 2.3 (Vice President)

Article 4, Section 4.4

The Eighth Amendment was made November 2016 but not implemented till Sept 2017

Article 2.3 (other members) added were ESL and International Reps

Article 4.9 (added)

The Ninth Amendment was made January 2018

Article 5.4 was amended to include an executive who leaves a position