

Father Michael Goetz Catholic Secondary School

**STUDENT COUNCIL CONSTITUTION**

Revised May 9, 2018 PM Joshua Shanthiyapillai

 

**Article I: Name**

The Name of the organization shall be-

*The Student Council of Father Michael Goetz Secondary School*

The motto of the organization shall be-

*Involved, Inspired, In spirit*

Mission Statement: *The mission of the Father Michael Goetz Secondary School Student Council is to represent the student body to our administrators and our community in all aspects of student life through advocacy, diligence, and activities in accordance with the teachings and values of the Catholic Churc*h.

**Article II: Purpose and Role of Student Council**

The Student Council of Father Michael Goetz Secondary School shall:

* a)  Create and maintain a high level of school spirit.
* b)  Act as a liaison between the student body, school and community organizations  (e.g. – church).
* c)  Provide leadership and positive role-modeling for all students of the school.
* d)  Provide venues for the entire student body to become involved in activities.
* e)  Uphold the values that define the Catholic Faith community.
* f)  Provide a democratic forum in which students may address school-related issues that affect their lives.
* g)  Provide opportunities for students to contribute to their community and to appropriate charities.
* h)  Carry out fund-raising events/activities as per the Board’s GAP 538.00 to help support the efforts of a variety of school and community organizations.

**Article III: Members (Election and Campaigning Rules) A. Structure**

As a whole, the Student Council will operate as a single governing body; however, within this Canadian parliamentary-based structure, there are divisions of labour and responsibility that denote the hierarchy of the Student Council. The following committees are a part of the Student Council structure and are comprised of the positions noted below:

 

**The Executive Committee:** Prime Minister, Deputy Prime Minister(s), Minister of Records (Parliamentary Secretary), Minister of Finance

**Representative Committee:** Minister of Art, Minister of Public Relations, Minister of Technical Affairs, Jr. Minister of Records, Minister of Faith, Minister of EnvironmentalAffairs, Minister of Athletics, Minister of Diversity, Student Voice Rep, Grade 9, 10, 11 and 12 Representatives and Honorary Members.

1. Student Council Members who are voted in by the student body consist of:

*Prime Minister, Deputy Prime Minister(s), Minister of Records (Parliamentary Secretary), Minister of Finance, Minister of Faith, Minister of Public Relations, Minister of Art, Minister of Athletics, Minister of Diversity and Jr. Ministers of Records.*

1. Members of the Council who are not voted in consist of:

*Staff Advisors, Minister of Environmental Affairs, Minister of Technical Affairs, Grade Representatives and Honorary Members*

**B. Membership**

Each student in the school has the right to become a member of the Student Council, provided that he/she meets Council criteria (see Election Guide) and is selected through either an election or an appointment process.

**C. Eligibility**

Please see “Electoral Guide for the Student Council” (2006/7) and Article III, Section F “Roles and Responsibilities” of this constitution.

**D. Campaigning Rules**

Please see “Campaigning Rules‟ in the “Electoral Guide for the Student Council.”

**E. Recall Procedures**

1. All Student Council members are expected to attend all meetings and fulfill their specific and general duties as a member of the Student Council. When a Student Council member acquires a certain number of absences, lates, early departures with or without sufficient explanation (see below), and/or does not fulfill the duties of their position or as a member of the Student Council, that member will:

*a)* Have an interview with the Staff Advisor, Prime Minister and Deputy Prime Minister(s) after missing (2) meetings, or after a total of (3) lates without an explanation. This will count as (1) absence. Such a meeting will also occur if the member misses a total of (4) meetings (or has a total of 4 hours of lates) with reasonable explanation, and/or has not fulfilled their duties in their position or as a member of the Student Council in the opinion of the Prime Minister and all Staff Advisors.

*b)*Be suspended from the Student Council for a period of (14) days (2 weeks) after missing (4) meetings (or after a total number of times late) without reasonable explanation, and/or has not fulfilled their duties in their position or as a member of the Student Council in the opinion of the Prime Minister and all Staff Advisors.

* + i)  While suspended, the Student Council member shall not be allowed to participate in any Student Council event, shall not have the right to vote, shall not obtain a Student Council admit, and shall not use any other Student Council privilege associated with their role on Student Council.
	+ ii)  The suspended member is expected to keep informed about on- going Student Council business and events, and will meet with the Prime Minister, Deputy Prime Minister(s) and Staff Advisor(s) before returning to duty.

*c)*Dismissed from the Student Council after a motion of non-confidence (see Article III, Section E and Article IV, Sections A & B of Constitution).

1. Academic policy: continued participation in Student Council activities is contingent upon the fulfillment of a Council member’s obligation as a Catholic student to perform to the best of his/her ability. Council privileges will be revoked and the Student Council member suspended and/or dismissed (as stated in Article III, Section C and Section E, Sub-section “b”) if the student does not demonstrate:

*a)*Punctuality and regular attendance in all classes unless the Student Council member has obtained the permission of the subject teacher and Staff Advisor(s) to miss particular classes and/or has parental permission for occasional legitimate absences. In the former case, a Student Council admit form must be obtained by the member from an Advisor and shown to the subject teacher concerned.

*b)*The achievement and maintenance of a minimum 75% academic average. Copies of report cards and/or Student Council Monitoring forms must be submitted to Staff Advisors as requested as proof of academic average. Failure to maintain this required academic average will be dealt with by the Prime Minister and Staff Advisor(s). Exceptions may be made for extenuating circumstances under the discretion of the Staff Advisors and/or the principal.

*c)*Conduct that is acceptable to the moral or physical tone of the school (as outlined in the Catholic Code of Conduct)

1. A motion of non-confidence carried out by three-fourths (3/4) of the Student Council and approved by all Advisors present may be moved against any member on the grounds of improper performance of duties or misuse of privileges. The following process must be followed:

 *a)*Staff Advisors and/or Principal must be notified.

*b)*A meeting shall be set up with the Prime Minister, Staff Advisor(s) and  involved parties.

*c)*If an accord cannot be reached, the non-confidence vote can be carried out at the next executive meeting.

4. Should a position become open either through a lack of candidates or a non-confidence vote, or other unexpected circumstances, the position may first be opened to suitable Student Council members. If there is still no suitable replacement, the position may be offered to the Honorary members, if applicable. If a replacement still is not found, then the position will be opened up to the runner-up, if applicable, in the previous election. If the position yet remains available, it may be opened up to the general student body. In the latter case, a vote will be conducted by all Council members (Bi-Election). An available position must be filled within two (2) weeks following its becoming open. All applicants will be expected to submit to Council the regular documents from the Elections Guide according to the timelines set by Council.

**ARTICLE IV: ROLES AND RESPONSIBILITES OF COUNCIL MEMBERS**

 **A. Council Roles: General Duties and Responsibilities**

Each Student Council member shall:

* i)  Be responsible to the Council, its Advisors, the student body and to the school as a whole.
* ii)  Be expected to gain approval from Staff Advisors and the Prime Minister for any and all actions undertaken in the performance of their Council role.
* iii)  Be responsible for managing the Council on a daily basis.
* iv) Continue to meet their academic, moral and professional obligations as a student of Father Michael Goetz Secondary School and as a Council member.
* v)  Familiarize oneself with all Council-related documents and literature and act in accordance with such.
* vi) Maintain strict confidentiality concerning all Council matters. Any information disseminated at Council meetings via e-mail and/or by any other means is considered confidential and is not to be discussed in any format with anyone not on Council.
* vii) Be considered to have gained **parental permission** (by virtue of parent consent for Council involvement) **for the receipt and transmission of Council communications conducted via e-mail/social media**. E-mail should be used for only urgent Council business and all Council business conducted in this manner should be done **professionally**, should include at the bottom of the transmission the Board disclaimer below and, if sent from a Staff Advisor, should include their full name and title. (Facebook, social media- PR or PM only)

Please be aware that the Board has the right to monitor any and all electronic mail transmissions to and from its schools.

viii) Be positive role models in every sense for the general student body.

 ix) Endeavor to aid other executive members when needed.

x) In accordance with Council procedures, recruit and/or appoint students to various committees, and encourage new student candidates to run for Council positions in the next school year.

xi) Prepare, organize and execute appropriate activities as called for by their position, and shall report regularly to Council on all of their job-related activities.

xii) Be responsible for acting as homeroom liaisons. (e.g. – for candy-gram distribution, etc.)

 **B: Council Roles: Specific Duties and Responsibilities**

**PRIME MINISTER:**

It shall be the duty of the Prime Minister to:

* i)  Act as the spokesperson for all students to the Administration, Parents Committee and to the general public.
* ii)  Preside over all Council meetings and activities.
* iii)  Proofread, check on and gather all activity requests (this includes proposals, equipment request forms and invoices/contracts).
* iv) Consult with Staff Advisors to gain their approval prior to announcing or confirming any activity or action on behalf of Council.
* v) Liaise with Staff Advisors and Council members on a regular basis.
* vi) Represent students at monthly School Council meetings or appoint someone in their place.
* vii) Call a meeting of the student body to attend an open forum at least once a semester.
* viii) Direct/Head all Student Council events/activities and be accountable for their success and quality.
* ix) Attend to the concerns of the student body by attempting to resolve or represent issues to necessary authorities.
* x)   Ensure the active involvement of the Student Council within the school community and the follow-through of each member in the performance of their duties. Advise Staff Advisor(s) immediately of any problems in this area. This includes a performance review (both academic and council-related) once a semester of all council members.
* xi)   Receive and reply in a professional manner to all correspondence pertaining to Student Council business (mail, faxes, email, notes, etc.) in a timely fashion and in consultation with Staff Advisors.
* xii)  At the AGM, assign proposal duties to all council members.
* xiii) Be responsible for addressing the student body in a professional manner in various forums, orally and in writing, (e.g. -- public address system, assemblies, agenda book) throughout the school year.
* xiv)   Uphold the rules and regulations of the Student Council Constitution and all of its supporting documents; be the lead role model of the Catholic Code of Conduct and of the Father Michael Goetz policies and expectations.

**DEPUTY PRIME MINISTER(S):**

It shall be the duty of the Deputy Prime Minister(s) to:

* i)  Assume the duties of the Prime Minister in their absence.
* ii)  Work responsibly with the Prime Minister and other members of Council in the execution of their duties as required.
* iii)  Monitor and ensure all members (including the Prime Minister) are meeting their responsibilities and fulfilling their duties according to their position requirements as members of Student Council.
* v) Ensuring even distribution of duties and maintaining order during meetings.
* vi) Run sub-committees on specialty issues or events that may arise in any given school year.
* vii) File and maintain all hard copies of proposals.

**MINISTER OF RECORDS (PARLIAMENTARY SECRETARY):**

It shall be the duty of the Minister of Records to:

* i)  Record the details of each meeting and distribute them in a timely manner to  Advisors and Council members, and to keep a detailed, accurate and professional record of details in a binder.
* ii)  To ensure that previous meeting details have been approved by each Council member at the start of each meeting.
* iii)  Record attendance at all executive meetings; collect and distribute correspondence; photocopy whenever necessary.
* iv)  Be available to assist the Prime Minister and Deputy Prime Minister(s) with their duties as required.
* v)  Keep an accurate record of all Student Council members and their contact information for the school for present and future purposes.
* vi)  Keep soft copies of all Student Council documents, proposals, finance templates and all other templates.

**MINISTER OF FINANCE:**

It shall be the duty of the Minister of Finance to:

* i)  Perform all financial transactions for Council in a timely, organized, neat and secure fashion.
* ii) Prepare a budget for each proposal.
* iii) Advise and regularly update Student Council on all money matters.
* iiii) When necessary, liaise with the school Budget Secretary regarding Council finances.
* v) Prepare sales sheets prior to student council event sales begin.
* vi) When needed, handle money accurately.
* vii) Keep track of ticket sales.

**MINISTER OF TECHNICAL AFFAIRS:**

It shall be the duty of the Minister of Technical Affairs to:

* i) Be a member of the Audio/Visual Crew with a minimum of one year of prior  experience. This includes attending all AV crew meetings.
* ii) Set up and run all AV equipment when necessary for Student Council events.
* iii) Be responsible for all technical aspects of any student council run events.
* iv) Be responsible for running all expanding social media platforms.

**MINISTER OF ART:**

It shall be the duty of the Minister of Art to:

* i) Advertise all Student Council activities and events by use of posters, flyers, or any appropriate means of marketing with the assistance of the Minister of Public Relations.
* ii) Head the advertising committee and recruit reliable members for this committee, which will be responsible for making posters and flyers to be posted in the school.
* iii) Organize, store and be responsible for all advertising supplies.
* iv) Liaise with the Minister of Public Relations and other Council members as necessary in the performance of duties.
* v) Be responsible for the display or posting of Council art/advertising in only areas approved of or designated by the Principal.
* vi) Be responsible for the removal of any advertisements, posters, etc. still on display in the school once an event has passed.
* Vii) All art must be appropriate for the student body to view.

**MINISTER OF PUBLIC RELATIONS:**

It shall be the duty of the Minister of Public Relations to:

* i)  Be the direct link between the student body and the Student Council.
* ii)  Voice the actions and ideas of the Student Council, in a responsible and appropriate manner, to the school community through available media. This includes liaising with “The Green Room” (TBD) writers to cover Student Council.
* iii) Work with the Minister of Art to promote events and issues raised by the Student Council.
* iv)  Present announcements to the council prior to broadcasting.
* v)  Be responsible for Thank You follow ups for Staff Volunteers and other contributors.
* vi)  Be responsible for obtaining reliable sponsorship from various community groups in conjunction with the Honorary members.

 

**JUNIOR MINISTER OF RECORDS:**

It shall be the duty of the Junior Minister of Records to:

* i)  Be responsible for co-ordinating reliable student volunteers for all required Student  Council events and functions.
* ii)  Be responsible for issuing volunteer passes for events, for setting up pre-event meetings with volunteers, for assigning duties to volunteers, for keeping track of the amount of time that each has volunteered and distributing volunteer hours.
* iii)  Manage volunteers and clubs that will participate in events.
* iv)  Submit acceptable student volunteer opportunities (e.g. – safe, valuable learning experiences that are in keeping with the Catholic Code of Conduct) that are available both in and outside of school to Student Services.
* v)  With the assistance of the grades 9-12 Honorary Representatives, keep the Executive Members of Student Council updated about upcoming extra-curricular events so that no conflict will arise between these and Student Council activities.
* i)  Liaise with the Academic Departments to keep Council informed about dates/times and specific spaces that will be used prior to events.
* ii)  Liaison with the Guidance department to obtain updated class lists. 

**MINISTER OF FAITH:**

It shall be the duty of the Minister of Faith to:

* i) Be a member of the Campus Ministry group for students (Campus Ministry Crew),  plan, represent and/or run faith-involved activities within the school and sometimes in the local community (e.g. – church).
* ii) Work with the school Chaplain to organize school liturgies and special religious and social justice assemblies.
* iii) Be a member of any one (1) of the social justice clubs at school.
* iv) Represent the student body at special functions (e.g. funerals, appropriate conferences, masses, etc.).
* v) Contact the school Chaplain on a regular basis (e.g. – once a week).
* vi) Lead the Student Council meetings with a prayer.
* vii) Prepare and present an appropriate reflection on the morning announcements when requested by the Chaplain.

**MINISTER OF DIVERSITY:**

. i) During Catholic Education week, each day find a student with a different background to present a prayer over the announcements.

. ii) Assist new students within the school who have recently arrived in Canada feel more secure and welcomed within the school community (e.g. frequent visits to the ESL classrooms/resource room, welcome meetings, and lunch gatherings).

. iii) Make sure no discrimination towards cultures and traditions from other religions are taking place.

iv) Attend Newcomers and Grade 9 orientations day prior to the start of the new year (usually at the end of August).

v) Ensure all cultures and faiths are represented throughout Student Council events and activities within the school.

vi) Work along the Minister of Faith in any diversity or faith related activities.

**HONORARY REPRESENTATIVE (S):**

It shall be the duty of the Honorary Representative(s) to:

* i) Assist other members of Student Council as required by the Prime Minister or their delegate(s) and/or by the Staff Advisors. 
* ii) Encourage, summarize and report on student input from the junior and/or senior grades for Student Council consideration. (Represent the student body in terms of issues or suggestions.)
* iii) In the event of an absence (i.e. the resignation, suspension or expulsion) of an elected Student Council member (excluding the Prime Minister), an honorary member may be requested by the Prime Minister and the Staff Advisors to assume the position of that missing member.

**MINISTER OF ENVIRONMENTAL AFFAIRS:**

. i) Act as a liaison between student council and SSO WH5T

. ii) Must be a member of the recycling committee and Eco-schools. Lead the school into lowering the amount of waste consumed.

. iii) Must lead Eco-schools and run environmental campaigns. Also be an extremely active member.

. iv) Relay information regarding ecological matters to the student body going on in the school.

. v) Support eco-schools in the outdoor classrooms upkeep.

**MINISTER OF ATHLETICS:**

. i) Attend many school sports games and support sports teams.

. ii) Attempt to throw a pep rally during second semester once all teams are put together.

. iii) Possible access to the school website may be given, if it is given post all school games so students can be aware and attend.

**STUDENT VOICE:**

. i) Attend monthly board meetings and take notes, then relay the information back to the administrators as well as council.

. ii) Run for Student Trustee (if they want to).

. iii) Attend the student voice retreat.

**MINISTER OF STUDENT WELL-BEING**

In their role, the Minister is to accomplish certain tasks including but not limited to…

1. Provide advice during student council meetings about **problems regarding student well-being**
2. Assure that students’ mental health and well-being is of prime consideration when new policies are made or amended.
3. Remain **sensitive and use the proper vocabulary** when discussing issues with mental health and well-being in meetings and in public.
4. Make school a **safe space** by starting initiatives and programs for students to feel more comfortable at school to actually share and talk about mental health and well-being,
5. Work towards **destigmatizing mental health** and in turn start creating ideas that will bring more attention to mental health.

This position **will only be appointed by the current student council for the following year.**

The successful candidate for thisposition will be a **part of at least one of the following groups:**

* **Peers for Success**
* **Best Buddies**
* **SSO WH5T**
* **IDEA Club**
* **Campus Ministry**
* **Goetz INK Crew**

**C. Staff Advisors as Principal Designates / Principal**

1. The principal as the central authority in the school, shall have the right to veto any decision made by Student Council. All Student Council activities are subject to the principal’s approval.
2. Student Council Staff Advisors, as designates of the principal, have the right to veto, on behalf of the principal, any decision made by Student Council.
3. Staff Advisors must be consulted about and must provide approval for all Student Council activities prior to their commencement.
4. All Student Council meetings must have at least one Advisor present.
5. Staff Advisors are responsible for monitoring and for reviewing the academic progress  of Student Council members at various times in the year (normally mid-term and end of  each semester).
6. Staff Advisors are responsible for monitoring and ensuring accountability for all  Council affairs; specifically, Advisors should monitor all record-keeping of Council, should oversee all planning and execution of Student Council activities and events, should ensure that all Council members are satisfactorily performing their duties and meeting the expectations of their roles and, if not they should advise the executive members of what they see and if the executives agree, they should begin proceedings to suspend or dismiss said member(s) from Council; generally, Advisors should be diligent in their attempts to ensure the smooth running of Council.
7. Keep up to date on student voice emails so student voice can attend all meetings and retreats. (Head secretary/secretaries)

**D. Communications/Reporting Procedures**

Council should follow the order of the contact list below for all Communications, remembering that Staff Advisor approval must first be obtained:

* Principal (when applicable, will be addressed by the Staff Advisor or as delegated by the Staff Advisor)
* Chief and/or Lead Staff Advisor
* Assistant Staff Advisor(s)
* Student Body
* **VI: Committees**
1. A majority vote by Student Council is required to establish Student Council committees.
2. The Head of the committees shall be appointed by the Student Council and must be a member of the current Student Council.

**Article VII: Clubs**

1. Only recognized clubs may advertise within the school, carry out fundraising activities, or seek financial support from the Student Council.
2. If a new club is approved by the principal, the Minister of Public Relations should be informed on an on-going basis.

**Article VIII: Financial Procedures for Student Council (Also see Article IV, Section B, Role and Responsibilities of the Minister of Finance.)**

1. All funds collected from Student Council activities shall be deposited to the credit of the Student Council account by the school’s Budget Secretary.
2. All expenditures must be approved by the Staff Advisor.
3. From the Civvies Days funds, the Student Council will contribute 70% to various charities and school organizations. 35% of this amount will go to a variety of school clubs and teams, and the remaining 35% will go to a variety of charities in the larger community. 30% will be saved for Student Council purposes.

**Article IX: Meetings**

1. All Student Council meetings shall be scheduled prior to the beginning of each semester with the exception of emergency meetings, which shall be called as warranted by the Prime Minister and approved by the Advisor(s)
2. A quorum of the Student Council shall consist of 60% (9.6/16 = 10/16). (a quorum is the number of voting members that must be present for decision-making and voting procedures)
3. The order of the meetings will be as follows:
4. Prayer
5. Roll call (attendance)
6. TA Talk
7. Special Orders
8. Minister of Finance report when required
9. Representatives Committee report when required
10. New Business
11. Adjournment

4. In the incidence of conflict, a decision will be deferred to the next meeting if possible. If a decision is required immediately, it will be made by the Prime Minister, Deputy Prime Minister(s) and Staff Advisors.

1. Meetings will occur once a week, beginning at **2:30pm**.
2. The meeting room must be straightened up by Council before they leave and the door  must be locked by the Staff Advisor.

**Article X: Constitutional Amendment Procedures**

1. Proposed amendments to the content of the Constitution can only be made at the Annual General Meeting (AGM), unless directives from the Board and/or the Principal (or designate) require immediate changes. For the sake of efficiency, these changes may be made by the Staff Advisors and reviewed/approved by the Council Executive.
2. Generally, a three-quarter (3/4) majority vote of the Student Council members in attendance is required to approve any proposed amendments to the Constitution.

**Article XI: Events**

1. All Student Council events must first be discussed by the Student Council during a meeting with a quorum present. Events must then be approved by the Advisor(s) and/or the principal before any advertisement of the event may occur. A written proposal must be submitted to the principal for any new events.
2. Within the school year, the Student Council will generally plan for and execute at least one event each month. Spirit weeks are also recommended during the school year.
3. Within each school year, the following are most of the events and activities normally run or participated in by the Student Council:
4. Pep rally(s) to promote team sports and clubs
5. Terry Fox Run (assist with)
6. Grade 9 Retreat (assist with)
7. Council Retreat (may be overnight or extended day retreat)
8. Senior (TBD) Semi-Formal dance
9. Other school dances (e.g. – first semester: junior dance or costume dance/ second semester: Valentine’s Day dance)
10. Spirit weeks (e.g. Christmas spirit day/week)
11. Monthly School Council evening meetings (Prime Minister or designate)
12. Parent- Teacher interview night (each semester)
13. Student Council Elections
14. Grade 12 retreat day (assist with)
15. Graduation mass (assist grad committee if needed)
16. Carnival/Festival Day (e.g Goetz Day) usually held about 2 weeks before final exams.
17. Sales/Fund-raising (ticket sales, Christmas candy-grams, etc.)

**Article XII: By-laws**

1. Transition of power form the preceding Student Council to the incoming Student Council shall take place at the Annual General Meeting (AGM). The AGM should be scheduled before the end of May. All members of the preceding and the incoming Student Councils must attend the AGM.
2. “Swearing-in” shall take place at the AGM. It shall go as follows: “I (name of Council member), shall perform to the best of my abilities, the tasks and responsibilities I have volunteered for, for the position of (name of position). I fully understand the duties of this position and the consequences of not fulfilling them. I also understand what is expected of me as a member of the Council. I will live by the Student Council Motto: “Involved, Inspired, In Spirit” for the duration of my term. I will work hard, have fun, and help the principal and Staff Advisors to run the greatest school on Earth. Father Goetz, watch over us in this pursuit and pray for us.”
3. There shall be weekly Student Council meetings during the school year; a suitable day shall be picked and dates for these meetings will be set at the Annual General Meeting and will be in effect for the upcoming school year.

**Council Expectations:**

**Safety**: Safety should be the **number one consideration** in all Student Council planning of events and activities. If there is any doubt as to the safety of an event or action, refrain from becoming involved in it and seek counsel from Advisors immediately.

**Permission** **Forms**: It is understood that by participating in the election process and by being selected for a Student Council position that you have the express and written permission of your parents for your involvement at all Council events during the school year in which you hold office.

Permission forms signed by parents (or the student if they are 18 or older) are required from all participants in any Student Council event or activity, off school grounds or after-school. This includes **volunteer** **participants** as well as **performing** **participants**.

**Council** **Calendar**: Dates of all activities/events (including Jersey Day and such events as well as Staff Advisor duties such as member performance evaluations, etc.) that Council will either be running or participating in must be logged on the Council calendar by **no later than at the first Council meeting of each school year.** This will give all members a good idea of the time commitment required and advance warning about timelines.

**Photocopying**: Student Council members should ask a Student Council Teacher Advisor for assistance with photocopying

**Money**: **No amount of cash should be left lying about by the Council at any time.** All cash is to be locked up and secured (e.g. – especially the cash box which could easily go missing) at all times before leaving the office.

All money should be counted and deposited in the safe or with the school Budget Secretary immediately. **This duty should take priority over most others.** Money received from ticket sales for other events such as Semi-formal, candy grams etc. should be counted and deposited into the safe on **a** **daily** **basis** and then at least weekly deposits made to the school Budget Secretary. **No cash should be left in the safe for any length of time. Two people (COUNCIL MEMBERS ONLY) should be present.**

**Volunteers for Council Events**: All volunteers selected to assist with Council activities or events must be **reliable, respectful**, **individuals** who are known to follow and model the Catholic Code of Conduct and school policies/rules. Council members are responsible for choosing quality volunteers and are accountable, along with the volunteer themselves, for the volunteer’s performance. Do not choose your friends or others as volunteers if you suspect that they may not be able to handle the responsibility. Volunteers must have the express **consent of their parent(s)** in order to be involved in Council activities. **Volunteer hour confirmation forms** must be signed by the lead/chief Staff Advisor or designate.

**Student Trustees to the Board:** Student trustee(s) must now be selected by the end of April.

**Member Expectations and Accountability**: All members are expected to **read and be familiar with all documents and handouts** received and/or posted for Council notice. That includes items such as. the Father Michael Goetz Student Council Constitution, the board’s Student Council Constitution Guide, the Electoral Guide, the Roles and Responsibilities of Members, Expectations for Council Members, etc.

Any member who does not meet the requirements of Council may need to have their **privileges** **revoked**. Neglect or abuse of duty or power may result in a suspension or eviction from Council. The proper process as outlined in the Constitution will be followed in any such case.