Markville Secondary School
Students’ Activity Council Constitution

NAME

The name of the organization shall be the Students’ Activity Council. From now on the acronym “SAC” shall be used to refer to Student Activity Council.

PURPOSE

- To provide opportunities to foster spirit and school pride.
- To co-ordinate the spirit activities of the student body with the best interest of the majority of the school population in mind
- To sponsor and promote various inter- and intra-school activities
- To encourage and support multiculturalism and character education in all activities

MEMBERSHIP

NOTE: “Grade” is defined as the number of years in which a student has been enrolled in high school, not the courses that the student may be taking (e.g.: a Grade 11 student is in the third year of high school)

1.) The following members of SAC shall be elected by the student body:
   a) President
   b) Vice-President
   c) Senior Social Director
   d) Junior Social Director
   e) Treasurer
   f) Store Treasurer
   g) Senior Publicity coordinator
   h) Senior Publicity coordinator
   i) Junior Publicity coordinator
   j) Secretary
   k) Graduates’ Reps (min 2, max 3)
   l) Grade 12 Representatives (1)
   m) Grade 11 Representatives (2)
   n) Grade 10 Representatives (3)
   o) Grade 9 Representatives (3)
   p) Spirit coordinator
   q) Charity coordinator
   r) Senior Technical Representative
   s) Junior Technical Representative

2.) All members of SAC vote, including the Staff Advisor

3.) No member shall hold more than one office concurrently

4.) Regular SAC meetings shall be held every Tuesday beginning at 3:05 pm sharp. Every member shall attend all meetings promptly. Members shall miss no more than three meetings in the school year.

5.) All meetings will be open to all members of the school, with the exception that in camera (closed) meetings may be called at the combined discretion of the President and Staff Advisor(s), the results of which will be made known to SAC’s discretion. Additional SAC meeting and sub-committee meetings will be required at certain points in the school year.

6.) SAC members must maintain a 60% Grade Point Average throughout the year. Averages will be regularly checked by the Staff Advisor and the failure to maintain a 60% Grade Point Average will result in suspension of duties or dismissal from SAC upon review by Staff Advisor(s) and Administration.

7.) All members of SAC are expected to demonstrate strong leadership skills including:
   a) Having a positive attitude
   b) Effectively communicating
   c) Displaying initiative and co-operation
   d) Prioritizing and efficiently time managing
   e) Maintaining high standards in behavior and academics
   f) Adhering to the tenets of Character Education
   g) Participating in all events

8.) All members of SAC will not use their position of responsibility or name to promote or further any cause/function outside of school.

9.) All members of SAC are expected to work at least one period per week in the student store. Any shift missed will count towards attendance record.
10.) Staff advisors along with executive committee can amend the constitution under special circumstances in the best interest of the school.

DUTIES OF MEMBERS

Executive Members: (President, Vice President, Treasurer)

PRESIDENT:
1) Must be enrolled in Grades 11 or 12, effective in the year of office, and is elected by the Markville students.
2) Must have a minimum of one year SAC experience.

In addition to the general criteria as listed in above (see “membership”)

3) Shall be responsible and ensure that:
   a) the Constitution is followed
   b) regular meetings are called
   c) agendas are prepared before and minutes are distributed after each meeting in a timely fashion by Secretary/Liaison
   d) council decisions are enforced
   e) the voice of the majority of the student body is listened to when SAC decisions are made
   f) SAC remains financially stable

4) Shall conduct meetings in an orderly and efficient matter, prepare a written set of rules of Order, and distribute them to all members of SAC before the first SAC meeting

5) May act as spokesperson for SAC under approval from SAC and the Staff Advisor, and should propose activities and policies

6) Shall have all SAC-run committees report to them

7) Responsible for coordinating events between different committees of the school, such as Athletic Council, Music Council, Ambassadors, Helping Hands and other such clubs, via Presidents Club.

8) Shall act as coordinator of all committees and SAC

9) Shall call additional meetings of SAC when deemed necessary

10) Shall model and promote strong leadership skills and ensure that members of SAC are doing the same

11) Shall attend monthly staff meetings and give updates on SAC’s proposed monthly activities

VICE-PRESIDENT:
1) Must be enrolled in Grade 10, 11, or 12, effective in the year of office, and is elected by the Markville students

2) Must have a minimum of one year SAC experience

In addition to the general criteria as listed in above (see “membership”)

3) Shall assume Presidential duties if and when the President is incapacitated

4) Shall assist the President in the execution of his or her duties as stipulated above

5) Will be responsible for the attendance of the members of Council (see Impeachment and Vacancies in Office)

6) Visit with committees, clubs, etc. in the school on a rotating basis as deemed necessary

7) Shall accept responsibility for SAC’s Special Events Committee (see Special Events Committee)
TREASURER:
1) Must be enrolled in Grade 11 or 12, effective in the year of office, and is elected by Markville Students

In addition to the general criteria as listed in above (see “membership”)

2) Shall oversee the handling and management of all monies collected by SAC
3) Shall maintain accurate records of all monies and do a bi-weekly update of the financial records
4) Shall regularly communicate, in writing, the financial standing of SAC to the Staff Advisor
5) Shall periodically investigate the spending of funds granted to school clubs and report findings to the President
6) Shall ensure that the members of organizations and clubs requesting fund from SAC have purchased SAC cards and report findings to the President
7) Shall assist the President in ensuring that SAC remains financially stable
8) Approve and process all request for student council funds. No funds be allocated without the consent of the Treasurer in consultation with Staff Advisor and President of Student Council

STORE TREASURER:
1) Must be enrolled in grade 10, 11 or 12, effective in the year of office and is elected by Markville students.

In addition to the general criteria as listed in above (see “membership”)

2) Shall oversee the handling and management of all monies collected by the store
3) Shall be Responsible for ordering candy for the store when necessary
4) Shall provide regular updates of financials of store to the Treasurer on a regular basis as decided by the treasurers and store treasurer

SECRETARY:
1) The secretary must be enrolled in grade 10, 11 or 12, effective in the year of office and is elected by Markville students.

In addition to the general criteria as listed in above (see “membership”)

2) Shall take accurate minutes at all SAC meetings and ensure that these minutes are free of grammatical and spelling errors.
3) Shall distribute minutes after each meeting in a timely fashion to all members, staff advisor(s) and administration representative.
4) Shall attend School Council meetings and Staff meetings where appropriate to inform parents, staff and community members of Student Council Events
SENIOR SOCIAL COORDINATOR:
1) Senior Social Coordinator must be enrolled in Grade 11 or 12, effective in the year of office, and is elected by Markville Students

In addition to the general criteria as listed in above (see “membership”)

2) Shall assume responsibility for all social activities such as dances, semi formal…
3) Shall at a regular SAC meetings, submit a social committee report (typed or oral) when deemed necessary

JUNIOR SOCIAL COORDINATOR:
1) Junior Social Coordinator must be enrolled in Grade 10 or 11, effective in the year of office, and is elected by Markville Students
2) Shall assume the Senior Social Coordinator duties if and when the Senior Social Coordinator is incapacitated
3) Shall assist the Senior Social Coordinator in the execution of his or her duties as stipulated above

SENIOR PUBLICITY COORDINATORS:
1) Senior publicity coordinator must be enrolled in Grade 11 or 12, effective in the year of office, and is elected by Markville Students
2) Shall assume responsibility for promoting all SAC activities
3) Shall be responsible for obtaining Administration approval of all advertising materials
4) Shall at a regular SAC meetings, submit a social committee report (typed or oral) when deemed necessary
5) Shall, quarterly, submit a SAC update article for the school newsletter and/or newspaper

JUNIOR PUBLICITY COORDINATORS:
1) Junior publicity coordinator must be enrolled in Grade 10 or 11, effective in the year of office, and is elected by Markville Students

In addition to the general criteria as listed in above (see “membership”)

2) Shall assume the Senior publicity coordinator duties if and when the Senior publicity coordinator is incapacitated
3) Shall assist the Senior publicity coordinator in the execution of his or her duties as stipulated above
CHARITY COORDINATOR:

1) Charity coordinator must be enrolled in grade 10, 11 or 12, effective in the year of office and is elected by Markville students.

In addition to the general criteria as listed in above (see “membership”)

2) Shall research and bring forth ideas of charitable groups that are worthy of SAC’s resources for support whether it be financial or by providing a service.
3) Shall be responsible for coordinating dates and filing for permission for all spirit related activities
4) Shall take responsibility for coordinating any activities committed by SAC for charitable causes
5) Shall at a regular SAC meetings, submit a social committee report (typed or oral) when deemed necessary

SPIRIT COORDINATOR:

1) Spirit coordinator must be enrolled in grade 10, 11 or 12, effective in the year of office and is elected by Markville students.
2) Shall assume responsibility of bringing forth ideas for raising school spirit to SAC meetings.
3) Shall be responsible for coordinating dates and filing for permission for all spirit related activities
4) Shall at a regular SAC meetings, submit a social committee report (typed or oral) when deemed necessary
5) Shall use the SAC Camera to take pictures of SAC events, then develop and display pictures SAC display box.

GRADUATES REPRESENTATIVES (MIN 2, MAX 3):

1) Shall assume responsibility for organizing spirit activities for graduating students relating to and including the Prom, as well as grade 12 issues
2) Shall be responsible for ensuring that attendance at the Prom is equally accessible to all graduating students no matter their post-secondary destination
3) Shall ensure that the Prom is financially independent of SAC and financially successful (no debt allowed)
4) Shall invite members of the graduating class to join a committee, the purpose and duties of which shall include:
   a) to aid in grad-organized and sponsored activities
   b) to help with the publicity and planned grad-organized and sponsored activities
5) Shall delegate responsibilities and duties within the committee and report to a Staff Advisor, that they will initiate contact with

TECHNICAL REPRESENTATIVE

1) Must be enrolled in grade 10, 11 or 12, effective in the year of office and is elected by Markville students
2) Must be approved by the head of the Drama department (for technical reasons)
3) Shall assume responsibility of the technical needs of student council at events
4) Shall take over the responsibility from the Sectary of updating the schools announcement TV daily.
EXTERNAL AFFAIRS REPRESENTATIVE
1) Shall visit with committees, clubs, etc. in the school on a rotating basis as deemed necessary and give reports back to student council
2) Shall examine requests of clubs in the school and help accommodate them if appropriate
3) Shall attend school council meetings to inform parents, staff and community members of student council events
4) Shall represent Markville Secondary School at York Region Presidents' Council biweekly Wednesday evening meetings at an external location (likely to be Richmond Hill H.S.) The External Affairs Representative must have their own means of transport to and from the meetings.
5) Responsible for coordinating events between the different clubs via the Presidents' Club
6) Shall inform President when a President’s Club meeting is deemed necessary

GRADE REPRESENTATIVES:
1) Must be enrolled in the appropriate grade that they are representing effective in the year of office, and is elected by all students of that respective grade. Election of the Grade 9 Representatives will occur in September
2) Three from grades nine and ten, two from grade 11 and one from grade 12 will be elected by their grade peers. (i.e. only grade 10 students will vote for grade ten representatives)
In addition to the general criteria as listed in above (see “membership”)
3) Shall aid in all SAC –organized and sponsored events
4) Shall be assigned duties by coordinators or executive members
5) Shall assist in the planning and execution of all SAC events

IMPEACHMENT AND VACANCIES IN OFFICE:
1) Any member of SAC missing three meetings (without a proxy or explanation to the Vice-President) shall be regarded as a delinquent member and reported to the staff advisor, who will determine a course of action, which could include a reprimand, suspension of duties, or dismissal from office
2) Any vacancy in office, except for the President, shall be filled either by an appropriate bi-election or by a vote of SAC, whichever is deemed more beneficial for the student population
3) A vacancy in office of President shall be filled by a bi-election only. Upon vacancy of the office of President and until such time as a bi-election is called, the Vice-President shall assume presidential duties

QUORUM:
At least 51% of SAC must be present for any business to be passed and made binding.
ELECTIONS

1) Election of all members to SAC shall be held by the end of May, with the exception of the Grade Nine Representatives, who shall be elected by the second week in October.

2) Nomination forms (consisting of ten (10) student signatures, three (3) teaching staff and one (1) Administrator signature) must be distributed twelve (12) school days before election day, and must be completed and submitted to SAC Advisor eight (8) school days before election day.

3) Academic qualifications for all offices shall be set at a 60% grade point average. Students with an office record are not permitted to run for any SAC position unless they receive special consideration from the Administration.

4) All students must receive a copy of the constitution with the nomination form. They must read the Constitution and be prepared to answer questions dealing with the position for which they are running when they submit their nomination form. Failure to have read the Constitution could result in rejection of their nomination form.

5) Campaign days are limited to the five (5) school days preceding the election day, and an assembly for campaign speeches must occur in that time period. All candidates shall speak for a fixed amount of time. The format and duration of the assembly is to be determined by the Student Council Administrator Liaison and the Staff Advisor.

6) Results of the election are to be announced at the end of the Election Day. Candidates shall be allowed to find out the exact results of the election.

7) Completed ballots must be kept by the Staff Advisor for one week after elections, in case a recount is necessary.

8) Candidates must adhere to the campaign policies outlined below. Failure to comply with these policies may result in the candidate’s removal from the election.

POSTERS AND OTHER CAMPAIGN MATERIALS:

- Campaign materials are not to have any negative connotation.
- Campaign materials are not to include any obscenities, implicit or explicit sexual messages, and/or drug related references (including alcohol and tobacco).
- Before duplication, distribution, and/or posting, campaign materials must be approved by Administration.
- Campaign materials can only be posted on brick walls (not windows, lockers, painted walls, doors, vending machines, etc.).
- A maximum of 100 pieces of campaign materials can be posted by any given candidate.
- All campaign materials must be removed the day after the election is over.
- All campaign materials must be contained within the school building (no outside advertising).

SPEECHES:

- No negative comments are to be made about other candidates directly or indirectly.
- Unrealistic or unapproved promises are not to be made.
- Speeches will be proofread by the Staff Advisor at least one day in advance of being given and are subject to revision.
PRESIDENTS’ COUNCIL:

1) A Presidents’ Council shall be formed in special cases related to the school. This council shall include presidents, vice-presidents and/or representatives of the Students Activity, Athletic, Music, Dramatic Arts councils, and all other clubs in the school.
2) This body shall be deemed the Markville Secondary School Presidents Club.
3) This council shall be chaired by the President of the Student Activity Council.

COMMITTEES:

1) From time to time, SAC may call for the formation of committees to aid in the running of SAC activities. All members are expected to cooperate and assist in the formation and participation of the various committees.
2) These committees may be chaired by SAC members, or other members of the student population may be invited to chair the committees and shall sit on SAC with non-voting status for the duration of the committees.
3) The power and duration of these committees shall be limited by their terms of reference.

SCHOOL CLUBS/TEAMS

1) In order for a club to gain Charter, they must have at least eight (8) members and a Staff Advisor.
2) School clubs recognized by SAC, and complying with the above condition, may be granted funds after they show need for such funds, and provide a guarantee that the funds will be put to the best use as interpreted by SAC.
3) Investigation of spending of all clubs granted funds is to be carried out periodically by the Treasurer.
4) Clubs may request funds at any time during the year by means of a written brief submitted to SAC, or by making a verbal request at a SAC meeting.
5) SAC will provide five dollars ($5) per student with a SAC Card up to a total of $200 for clubs that are non-profit (see fundraising item 1).
6) Failure to meet the above conditions may result in SAC revoking the club charter and/or the reclaiming of monies or any part thereof.
7) Each club must confirm the dates of its activities with SAC by completing an Event Proposal Form, to prevent possible conflicting events.
8) In the case of a team or club advancing to a provincial/national or international competition, SAC will support up to three (3) nights of sleeping accommodations up to $60 per night at four persons per room, plus up to $60 per night for one coach. Maximum expenditure $500.

FUND-RAISING

1) Each club is expected to raise additional monies by fundraising at least once per school year. All fundraising must be approved by SAC at least two weeks prior to the event, by a presentation to SAC or at a presidents’ Club meeting.
2) SAC shall be responsible for coordinating the timing of all fundraising events.
3) If the profits of a fundraiser are not for charity, the monies will be returned to the student body.
AWARDS

1) The Markville Dedication and Leadership Award winner will be determined in June and the award will be presented at the Commencement Exercise for the year involved, with the award made each year.

2) The award is to be given to a member of SAC who has served two (2) years on SAC. It is designed to recognize the hard work of a graduating SAC member whose outstanding commitment reflects the quality of the entire SAC. The following criteria should be considered when choosing a recipient:

   a) graduating student       e) organizational skills
   b) dedication to SAC       f) fairness to all people at Markville
   c) attendance at SAC meetings and events g) ability to be a good ambassador for the community
   d) demonstrated leadership skills

3) The recipient is chosen by the voting members of SAC and the recipient is to receive $200 and a trophy. In the event of a tie, the two recipients will each be awarded $100 and a trophy.

4) The Student Activity Council award shall be purchased by the Council in the office year of the Commencement.

ACTIVITY CARDS:

1) The SAC Card’s cost will be determined by the Principal at the end of every year, in consultation with SAC, the Staff Advisor, and the Administrative Liaison.

2) SAC must be assured that the members of organizations requesting funds from the Council have purchased Students’ Activity Council Cards. Failure to comply with this requirement shall result in the holding back or withdrawal of funds from any organization.

3) A percentage of money will be given to the Athletics (17.5%), Music Department (17.5%), Athletic Council (10%) and the Dramatic Arts Department (5%) from the sales of SAC cards. These monies will be distributed at the end of October (for card sales from August until the end of October), the end of February (for card sales from November to the end of February) and the end of June (for Card sales from March to the end of June).

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