

St. James Student Council Constitution and By-Laws

- I. Purpose: The purpose of the St. James Student Council shall be:
 - a. To improve the school, school programs, and student life
 - b. To provide democratic school government through representation and participation of the student body in school affairs
 - c. To establish standards of leadership, citizenship, school spirit, and honor based on being a Christian role model

- II. Student Council Members:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Chaplin
 - f. Public Relations
 - g. Class Representatives

- III. Duties of Members:
 - a. President – (8th grader only)
 - Attend and preside over all executive and general assembly meetings
 - Create a monthly meeting agenda and meet with a sponsor one week prior to the Student Council meeting
 - Present and follow constitution and by-laws of the Student Council
 - Call special meeting of the executive or general assembly at any time with the approval of a sponsor
 - Delegate tasks to Student Council officers and representatives
 - Attend at least 3 skating parties
 - Report to Pre-Kindergarten classes the day following Student Council meetings to inform the teacher and students of all relevant Student Council information.

 - b. Vice President
 - Attend all executive and general assembly meetings
 - Assume all duties of the president in case of his/her absence or removal from office
 - Perform all duties assigned to him/her by the President
 - Has the power to remove from any meeting any person disturbing the order of the meeting
 - Attend at least 3 skating parties
 - Report to Kindergarten classes the day following Student Council meetings to inform the teacher and students of all relevant Student Council information.

- c. Secretary
 - Attend all executive and general assembly meetings
 - Keeps and maintains a record of all minutes of meetings and has copies available for each member of Student Council
 - Keeps and maintains a record of attendance of members at all meetings
 - Keeps any miscellaneous paperwork
 - Keeps and maintains a record of all Student Council activities (calendar)
 - Attend at least 2 skating parties
 - Report to Mrs. Doherty and Mrs. Snider the day following Student Council meetings to inform of all relevant Student Council information.

- d. Treasurer
 - Attend all executive and general assembly meetings
 - Attend to all financial matters to see that Student Council is within budget
 - Submit a full report (at monthly meeting) of Student Council funds
 - Attend at least 2 skating parties
 - Report to First Grade classes the day following Student Council meetings to inform the teacher and students of all relevant Student Council information.

- e. Chaplin
 - Attend all executive and general assembly meetings
 - Deliver prayer at the beginning of each meeting
 - Deliver prayer at the beginning of student council assemblies or special events
 - Create a faith filled environment for student council meetings
 - Attend at least 2 skating parties
 - Report to Second Grade classes the day following Student Council meetings to inform the teacher and students of all relevant Student Council information.

- f. Public Relations
 - Attend all executive and general assembly meetings
 - Takes on the publication and promotion of all Student Council events
 - Take pictures of all school events and send a selection to year book committee sponsor
 - Attend at least 2 skating parties
 - Write a short summary of Student Council news/events for school newsletter. Have a sponsor approve it by Tuesday, and turn into office by Wednesday morning. Summaries should follow each Student Council meeting and prior to any main events.

- g. Class Representatives
 - Attend all general assembly meetings
 - Will perform all duties appointed to him/her by the council
 - Write a summary of Student Council meetings to report to his/her homeroom class the following day
 - Ask homeroom teacher for a specific time to present the summary to the class
 - Attend at least 2 skating parties

IV Removal from office

a. Officers and representatives may be removed from the office/council for any of the following reasons:

- If he/she does not meet set requirements in Section III
- If he/she is suspended and or expelled from school
- If he/she does not maintain a C or better in each class
- If a teacher reports a problem with an officer or representative that does not consistently follow our Lifelong Guidelines or LIFESKILLS

*Officers/Representatives will be given one 4 week probation period for any violation of grades or Lifelong Guidelines/LIFESKILLS

V Absences

a. A member is allowed to miss one Student Council meeting unless he/she is absent from that school day

VI Meeting Agenda

- a. All Officers and Representatives are to follow the agenda set by the President
- b. Ideas are presented to the Council under “New Business” on the agenda
- c. All new ideas are discussed and voted on
- d. If the idea is passed, the council will give the idea to a sponsor and administration for approval