

Constitution of St. Monica Student Council

Article I Name and Mission

Section One

This organization shall be known as the Student Council of Saint Monica School, Dallas, Texas.

Section Two

The mission of this organization shall be to promote good citizenship, to develop Christian leaders, to encourage a high standard of scholarship, to arouse school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members in every possible manner.

Article II Members of Student Council

Section One

The student body of St. Monica School will elect a **twelve member** Student Council that will serve as the representatives of St. Monica School. Only students who will be in grades six, seven or eight during the next school year will be eligible to run for office on the Student Council.

Section Two - Qualifications and Duties of Student Council Members

President

A. Qualifications

1. Must be an **eighth grader** while in office
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.
6. Must have previously held an office as a result of prior St. Monica School student government election.
7. Must have the approval of the current Commissioner General following an evaluation.

B. Duties

1. Attend and preside over monthly Student Council meetings and all supplementary meetings held to deal with pressing issues.
2. Make Morning School Announcements on weeks that he/she has been scheduled.
3. Represent the school in student body activities.
4. Work with the Student Council Moderator(s) to create an agenda for Student Council meetings.
5. Email meeting announcements and reminders to other Student Council members.
6. Assist the Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked
7. Work with Student Council Moderator(s) to oversee the day-to-day works of the Student Council.
8. Meet with the Principal or Assistant Principal when asked to discuss Student Council matters.
9. Help with recycling at least once a month.
10. Attend student council assemblies and pep rallies to help out where needed.
11. Arrive at school at 7:30am for Safety Patrol duty when scheduled.
12. Keep accurate electronic files of all information regarding the work of the Commissioner over the course of the year. The Commissioner will pass the files to the next Commissioner at the end of the year.

Vice President

A. Qualifications

1. Must be a **seventh grader** while in office
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.
6. Must have had a previously approved candidacy or have held an office as a result of prior St. Monica School student government election.

B. Duties

1. Attend monthly student council meetings and all supplementary meetings held to deal with pressing issues.
2. Make Morning School Announcements on weeks that he/she has been scheduled.
3. Preside over meetings in the absence of the President
4. Keep minutes in the absence of the Secretary.
5. Assist the Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked
6. Work with the Aldermen to make certain all student body concerns are by the Student Council.
7. Coordinate all student body elections

8. Assist Commissioners of Advertising as needed.
9. Help with recycling at least once a month.
10. Attend student council assemblies and pep rallies to help out where needed.
11. Arrive at school at 7:30am for Safety Patrol duty when scheduled.
12. Keep accurate electronic files of all information regarding the work of the Commissioner over the course of the year. The Commissioner will pass the files to the next Commissioner at the end of the year.

Secretary of the Treasury

A. Qualifications

1. Must be an **eighth grader** while in office
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.

B. Duties

1. Coordinate the counting of all Student Council Collections.
2. Make Morning School Announcements on weeks that he/she has been scheduled.
3. Create a schedule for Pennies for Heaven collect.
4. Email a reminder before every 1st Friday to those members scheduled to collect.
5. Report to the Student Council and to the Student Body at large the results of all Student Council Collections.
6. Coordinate delivery of all Student Council Collections to chosen charitable organizations.
7. Record all collection amounts on the Student Council Fundraising Chart found in the Student Council binder.
8. Lead other student council members in the collection and counting of Pennies from Heaven and Buck-A-Jean Day fund-raisers.
9. Attend student council assemblies and pep rallies to help out where needed.
10. Arrive at school at 7:30am for Safety Patrol duty when scheduled.

Secretary of Academics and Athletics

A. Qualifications

1. Must be a **eighth grader** while in office
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.
6. Must have participated in a DPL sport through SMS in either 5th or 6th grade.

B. Duties

1. Attend monthly student council meetings and all supplementary meetings held to deal with pressing issues.
2. Make Morning School Announcements on weeks that he/she has been scheduled.
3. Assist Secretary of Assemblies in planning pep rallies.
4. Assist the Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked
5. Report on all major events for SMS academic clubs
6. Report Athletic Schedules and Results for playoff teams
7. Assist the Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked.
8. Attend student council assemblies and pep rallies to help out where needed.
9. Arrive at school at 7:30am for Safety Patrol duty when scheduled.

Secretary of Assemblies

A. Qualifications

1. Must be an **eighth grader** while in office
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.

B. Duties

1. Attend monthly student council meetings and all supplementary meetings held to deal with pressing issues.
2. Make Morning School Announcements on weeks that he/she has been scheduled.
3. Plan and organize all pep activities.
4. Act as MC at all pep rallies, while keeping all pep rallies activities on schedule.
5. Collect a Pennies for Heaven bucket from Ms. Kearney on the first Fridays that you are scheduled to collect at either the main church entrance or the prayer garden entrance.
6. Return pennies for heaven bucket to Ms. Kearney or Mrs. Sanchez after every one has entered the church.
7. Head a committee to select topics for student assemblies.
8. Thank speakers/performers at a student assembly.
9. Assist the Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked.
10. Arrive at school at 7:30am for Safety Patrol duty when scheduled.
11. Keep accurate electronic files of all information regarding the work of the Commissioner over the course of the year. The Commissioner will pass the files to the next Commissioner at the end of the year.

Secretary of Religious Affairs

A. Qualifications

1. Must be an **eighth grader** while in office
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.

B. Duties

1. Attend monthly student council meetings and all supplementary meetings held to deal with pressing issues.
2. Make Morning School Announcements on weeks that he/she has been scheduled.
3. Lead prayer in student body gatherings when requested.
4. Prepare the prayer to start student council meetings
5. Open First Friday Masses with an introduction to the Saint and the Virtue of the Month.
6. Assist in planning in Student Council masses.
7. Assist the Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked.
8. Attend student council assemblies and pep rallies to help out where needed.
9. Arrive at school at 7:30am for Safety Patrol duty when scheduled.
10. Keep accurate electronic files of all information regarding the work of the Commissioner over the course of the year. The Commissioner will pass the files to the next Commissioner at the end of the year.

Secretaries of Social Justice

A. Qualifications

1. Must be **eighth graders** while in office
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no N's or U's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.

B. Duties

1. Attend monthly student council meetings and all supplementary meetings held to deal with pressing issues.
2. Make Morning School Announcements on weeks that he/she has been scheduled.
3. Work with Commissioner General to facilitate the selection of Charitable Organizations to receive funding through Buck-A-Jean Day Collections and Pennies from Heaven collections.
4. Work with Administration to promote an awareness of and an increase in recycling on campus.

5. Assist the Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked.
6. Must develop a recycling schedule for the Student Council.
7. Must stay late after school one day a week to lead the scheduled recycling officers in collecting recycling and taking the large recycling bins to pick-up location.
8. Must find a time to return the recycling bins to designated recycling locations after the City trucks empty them.
9. Attend student council assemblies and pep rallies to help out where needed.
10. Arrive at school at 7:30am for Safety Patrol duty when scheduled.

Secretaries of Advertising (Publicity and Communications)

A. Qualifications

1. Must be **seventh graders** while in office.
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.

B. Duties

1. Attend monthly student council meetings and all supplementary meetings held to deal with pressing issues.
2. **Two** Secretaries will divide the work for the year
3. Make Morning School Announcements on weeks that he/she has been scheduled.
4. Create the Student Council Bulletin Board each month to publicize Student Council activities such as the Pennies from Heaven and Buck-A-Jean Charity Collections, Pep Rallies, North Texas Food Bank Collection.
5. Create all Students Council flyers for Buck-A-Jean Days and Pennies from Heaven Collections.
6. Go around to all homerooms to make reminder announcements of upcoming events when asked.
7. Provide the Director of Communications with a copy of all Student Council flyers and announcements to be posted on the SMS website.
8. Place copy of all Student Council flyers in Student Council Binder.
9. Collect a Pennies for Heaven bucket from Ms. Kearney on the first Fridays that you are scheduled to collect at either the main church entrance or the prayer garden entrance.
10. Keep accurate electronic files of all information regarding the work of the Commissioner over the course of the year. The Commissioner will pass the files to the next Commissioner at the end of the year.
11. Assist the Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked.
12. Attend student council assemblies and pep rallies to help out where needed.
13. Arrive at school at 7:30am for Safety Patrol duty when scheduled.
14. Keep accurate electronic files of all information regarding the work of the Commissioner over the course of the year. The Commissioner will pass the files to the next Commissioner at the end of the year.

Aldermen

A. Qualifications

1. Must be a **sixth grader** while in office.
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.

B. Duties

1. Attend monthly student council meetings and all supplementary meetings held to deal with pressing issues.
2. Bring ideas and concerns from student body to the attention of the rest of Student Council
3. Collect a Pennies for Heaven bucket from Ms. Kearney on the first Fridays that you are scheduled to collect at either the main church entrance or the prayer garden entrance.
4. Return pennies for heaven bucket to Ms. Kearney or Mrs. Sanchez after every one has entered the church.
5. Help Secretary of the Treasury in counting Buck-a-Jean or Pennies for Heaven collections when asked.
6. Attend student council assemblies and pep rallies to help out where needed.
7. Arrive at school at 7:30am for Safety Patrol duty when scheduled.

Article III Elections and Nominees

Section One – Nominations

- A. Anyone wishing to be a candidate for the position of a commissioner, and who meets the qualifications for office, should take out a petition before the scheduled primary election. He/she would obtain a minimum of ten signatures from students and turn the petition in to the moderator at the designated time. If the candidate is eligible, his/her name will automatically be placed on the ballot.
- B. ALL candidates must have the approval of the Parents, three faculty members (one being homeroom) and the Principal.
- C. All nominees must meet with the current commissioner for the same position and receive an approval signature from the commissioner.

Section Two – Procedures for elections

- A. Candidates for Commissioner General will participate in a public debate covering questions about school issues submitted by the student body.
- B. All Commissioner Candidates will present a one- to two-minute Speech to the voting members of the student body prior to elections.
- C. The Australian ballot system shall be used in all student council body elections.
- D. Students in grade fifth through eighth grades will be eligible to vote.

Section Three – Ties and Tiebreakers

- A. If a tie occurs in an election, the current council will decide the election through secret tie-breaker balloting.

Article IV Recall

Section One- Procedure for Recall

- A. To recall an elected officer, a unanimous vote of the board of Commissioners is necessary
- B. Before vote can be taken on recall, permission must be obtained from the moderator.

Section Two- Cause for Recall

- A. Failure to meet the responsibilities of office
- B. Two unexcused absences at board meetings.
- C. Council will evaluate each commissioner each month regarding performance and progress with regard to responsibilities.

Section Three – Impeachment

- A. If a Student Council member fails to uphold his/her council duties or academic obligations, he or she may be placed on probation at the discretion of the Student Council Moderators and/or the Saint Monica Administration.
- B. Specific reasons for probation may include: failure to meet council obligations, failure to attend council meetings, detention, complaints from teachers, conduct grades of D or F, insufficient academic progress, school attendance.
- C. Council members placed on probation will have a maximum of two weeks to correct deficiencies.

Section Four – Resignation of Office

- A. An officer that wants to voluntarily resign from office must complete the following
 - 1. Turn in a letter of resignation to the moderators of student council. The letter must state the reasons why the officer wants to resign.
 - 2. Student council officer must have a meeting with the student council moderators after he/she has turned in their letter of resignation.
- B. Reasons for mandatory resignation: two unexcused board meeting absences during one school year, failure to uphold duties of the office, suspension, or failure to address issues while impeached.
- C. In case of mandatory resignation
 - 1. The runner up for the election will take the place of the impeached officer.
 - 2. If the runner up or runners up do not qualify, another Election will be held as soon as possible. No impeached officer may campaign again if another election is held.

Article V General Student Council

Section One

- A. Each grade, grades K-8, may send a representative to a monthly meeting for input and suggestions as needed or may voice concerns or suggestions at Student Council Meetings through The Commissioner of Student Body at Large
- B. The Commissioner of Student Body at Large will facilitate Grade Level Representation at Student Council Meetings.

Section Two

- A. Faculty at any grade level may choose grade level representatives on a rotating basis to bring suggestions or concerns to the attention of the Commissioner of Student Body at Large.
- B. Procedures for grade level representation at a Student Council Meetings
 - 1. The Commissioner of Student Body at Large will check with all home room teachers once a month to track student concerns and suggestions at each grade level.
 - 2. The Commissioner of Student Body at Large may carry the concerns or suggestions of students at any grade level to the Student Council and will report back to faculty at that grade level with the results of the discussion.
 - 3. The Commissioner of Student Body at Large or any home room teacher may determine the need for a student from any grade level to attend a Student Council Meeting to initiate discussion with regard to a particular suggestion or concern.
 - 4. The Commissioner of Student Body at Large will work with the Commissioner General to add necessary grade level discussion items to the monthly business agenda.
 - 5. Faculty Members at each grade level may choose Grade Level Representatives on a rotating basis to address the Student Council regarding concerns or suggestions as the need occurs.

Article VII Ratifications and Amendments

Ratification

This Constitution shall be ratified when approved by the current Student Council, the Student Council moderator(s), and the School Administration.

Amendments

- A. To amend the constitution
 - 1. Three-fourths of the Student Council must ratify an amendment.
 - 2. Amendments must be approved by moderator and the administration.

Article VII The Secretary

Section One- Appointment, Qualifications and Duties

The Secretary shall be appointed by a majority vote of the Board of Commissioners to the position two weeks after the general election of the Board of Commissioners.

A. Procedure

1. Any seventh or eighth grader who meets the qualifications may nominate him or herself for the position.
2. The nomination must be in the form of a letter to the moderator and the Board of commissioners outlining why they should be selected for the position. (The candidate's name should appear on the back of the letter.)
3. The council will invite secretary candidates to a special session at which the candidates will take notes from dictation and submit those notes to the council for review. The council will evaluate the notes based on accuracy and thoroughness in order to select a secretary from amongst the candidates.

B. Qualifications

1. Must be a seventh or eighth grader while in office
2. Maintain a 76 in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.

C. Duties

1. Record in detail and preserve the minutes of all meetings of the council. Keep an accurate binder and electronic file of all information regarding the work of the Secretary over the course of the year. The Secretary will pass the binder/files to the next Secretary at the end of the year.
2. Attend all meetings with other Commissioners to keep a detailed record for the official Student Council minutes.
3. Conduct all the correspondence of the council including thank you notes to all speakers or visitors.
4. Type and distribute the minutes of each meeting by email to each commissioner and the faculty sponsor(s) within a week of each meeting.

Article VII Recycling Officers

Two weeks after the general election of the Board of Commissioners, the Board of Commissioners shall appoint Recycling Officers to the position by a majority vote.

A. Procedure

1. Any sixth, seventh or eighth grader who meets the qualifications may nominate him or herself for the position.
2. The nomination must be in the form of a letter to the moderator and the Student Council outlining why they should be selected for the position. (The candidate's name should appear **on the back** of the letter.)

B. Qualifications

1. Must be **sixth, seventh or eighth graders** while in office
2. Maintain a 76 average in all subject areas
3. Students on academic probation because of a report card anytime during the previous year will not be eligible to run for office
4. Maintain good conduct grades (no D's or F's) and exemplary behavior while in office
5. Students who have negative conduct activity during the previous academic year will not be eligible to run.

C. Duties

1. Work with 8th Grade Social Justice Commissioners to promote an awareness of and an increase in recycling on campus.
2. Must stay late after school one afternoon a week to recycle and take bins to pick-up location.
3. Must find a time to return the recycling bins to designated recycling locations after the City trucks empty them.
4. May be called upon at other times to move or empty recycling bins, break down boxes, or assist the council's recycling efforts in other ways.