

# Roots Representative Council

*The Roots Representative Council is a representative body composed chiefly of students chosen by their peers to organize social and extracurricular activities, participate in the government of the school, and ensure that student's opinions are not only voiced, but listened to.*



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## **Article I: Name and Objectives of this Organisation**

- I. The name of this organisation shall be the “The Roots Representative Council (RRC)” hereafter referred to as “(the) Student Council”.
- II. The objectives/purpose of this organisation are to:
  1. Represent the voice of the Roots Gymnasium school students regarding school matters.
  2. Actively seek out student opinions on matters of concern.
  3. Provide responsible leadership and representation of the student body.
  4. Maintain communication and establish strong relations between the students, faculty, and the administration.
  5. Unify the student body through social activities, social events, and community service opportunities.
  6. Provide feedback on and suggest amendments to school policies in order to create a positive atmosphere for students.
  7. Develop and update the constitution regularly in order to ensure that the Student Council can respond to the needs of the students as deemed necessary.

## **Article II: Administration’s Role**

- I. All powers of the Student Council are delegated to it by the school administration.
- II. All actions of the Student Council are subject to review, and possible veto, by the Primary and / or Secondary Principal.
- III. A member of the faculty (hereafter referred to as “Council Advisor”) shall be appointed as an advisor to aid the Student Council in its activities and projects.
- IV. In order to modify rules and regulations involving the student body, faculty, administration, and staff the student body Presidents must bring the consensus of the Student Council to the Primary- and / or Secondary Principal.

## **Article III: Grade Representatives**

- I. The Student Council body is composed of 12 Grade Representatives from Grades 6 – 11 (2024):
- II. If the number of representatives detailed above is not fulfilled, volunteers from other grades may step in. Volunteers from Grade 10 are favoured, followed by Grade 9, Grade 8, Grade 7 and Grade 6. However, there must be at least one representative from each grade present.
- III. The duties and responsibilities of Grade Representatives include:
  1. Represent the views and opinions of their grade class during Student Council meetings.

2. Act as a liaison between their grade and the Student Council.
3. Bring to the Presidents' attention any points of discussion deemed necessary by their grade, so that they may be included in meetings.
4. Actively partake in Student Council meetings.
5. Complete assigned tasks on time and to the standard expected.
6. Inform their grades of any events and proceedings in the Student Council as deemed necessary by the Executive Board and/or Council Advisor.
7. Actively participate in the planning and execution of Student Council events.

## **Article IV: Choosing Grade Representatives**

I. In the beginning of the new school year, each homeroom class in Grades 6 to 10 is responsible for electing two Grade Representatives.

II. The elections of Student Council representatives will proceed as follows:

1. A homeroom session is dedicated to Student Council representative elections.
2. Students interested in joining the Student Council volunteer during the session.
3. Should there be more than two volunteers, it is encouraged that volunteers explain to their classmates in a short, unprepared speech why they should be voted as Grade Representative.
4. A vote is held by the class. This is done by secret ballot.

III. It is the responsibility of the Homeroom Teacher to facilitate the election of Grade Representatives and inform the previous Student Council Presidents of election results before the end of the second week of school in January.

IV. The previous year's Student Council Presidents will get in touch with the newly elected representatives to inform them how meetings will proceed.

## **Article V: The Executive**

I. The Executive shall consist of four elected Student Council Officers, namely: the Student Council President, the Secretary, the Treasurer, and the Public Relations Head.

II. The powers and duties of the Executive include:

1. To fulfill the objectives of the Student Council to the best of their ability throughout their time in office.
2. To schedule all events planned by the Student Council.
3. To conduct themselves with academic integrity and exemplary conduct.
4. To have no more than one unexcused absence from meetings in a semester.
5. To inform the appointed President of possible agenda items for the next meeting.
6. The Secretary, Treasurer and Public Relations Head may appoint an assistant as needed from the Student Council body to help them with their duties.

III. The members of the Executive shall have the following individual powers and duties:

1. The Presidents' powers and duties shall include:
  1. Conduct Student Council meetings with efficiency, order, and purpose.
  2. Develop an agenda for Student Council meetings.
  3. Know the basic rules and guidelines of the Constitution.
  4. Know the basic rules and guidelines of the Roots Code of Conduct and Student Pledges.
  5. Make executive decisions when needed.
  6. Represent the Student Council at all necessary school functions.
  7. Work closely with the other Executive Officers.
  8. Delegate work as necessary to other Student Council members.
  9. Facilitate Executive elections in the new school year, details of which are given in Article VI: Section III, IV and V.
  
2. The Secretary's powers and duties shall include:
  1. Keep minutes of meetings and make these available to all Student Council Members.
  2. Keep a register of members who attend meetings, this should include if their absence is excused or not.
  3. Inform a Student Council President of all members who are excused and unexcused.
  4. Keep track of disciplinary infractions as detailed in Article XI and act accordingly.
  5. Inform absent members of proceedings and decisions made in meetings.
  6. Be aware of all school events occurring.
  
3. The Treasurer's powers and duties shall include:
  1. Work in close relation with the Council Advisor
  2. Handle all funds, which includes, but is not limited to:
    - a. Creating a budget plan for each event.
    - b. Keeping records of incomes and expenses.
    - c. Counting cash after an event with another SSC member.
    - d. Calculating and informing the Student Council of the total revenue made after an event.
  3. Being always aware of the amount of funds available to the Student Council.
  
4. The Public Relations Head's powers and duties include:
  1. Work in close relation with the Roots Gymnasium's Social Media Team.
  2. Send photos of important events to the Social Media Team so that they may be posted on the Roots Facebook- and Instagram pages, twitter account, website, etc.
  3. Inform all students of important proceedings or events by posting in the Roots Salute.

## **Article VI: Election of Executive Officers**

I.To run for executive positions, previously listed in Article V, representatives must meet certain requirements detailed below:

1. The President must be in Grade 10.
2. The Secretary, Treasurer and Public Relations Head must be in Grade 7, 8 or 9.

II.All members of the Executive are voted for by the Student Council representatives at the beginning of a new school year in January. All Elections of the Executive will be run by the previous year's President.

III.Elections for a President will proceed as follows:

1. Grade 10 Grade Representatives are to write a letter of motivation addressed to the Primary- and Secondary School Principal(s) and the Council Advisor.
2. Approved candidates prepare a speech, detailing their motivation, plans for the Student Council and strengths that make them the best candidate.
3. A vote is held by secret ballot, each representative is allowed to vote a candidate.
4. The votes are counted by previous Presidents and the results are announced to the Council.

IV.Elections for all other Executive Board positions will proceed as follows:

1. Interested candidates write an email to previous President detailing which position they feel most suited for.
2. Should there be more than one person interested in a position, they will be notified and asked to prepare a short speech to be given in the next meeting.
3. After speeches are given, a vote is held by secret ballot where each member is allowed to vote for two candidates.
4. The votes are counted by the President and the results are announced to the Council.

V.The duties of the previous year's Presidents further include:

1. Run all proceedings of the Student Council until new Presidents have been elected.
2. Facilitate elections of new members of the Executive
3. Remain as members of the Student Council until the completion of Term 1 to ensure a smooth transition of power.
4. Remain as a point of contact in Grade 11 for current Student Council members.

VI.Newly elected members of the Executive are responsible to get in contact with the previous members to ensure a smooth transition in the new year.

## **Article VII: Impeaching an Executive Officer**

I.If a member of the Executive is seen as unfit to their position, then the council has a right to impeachment.

II.A *Petition of Impeachment* must be brought to the Council Advisor. This should include a stated reason for impeachment and sufficient support for that reason. It is the Advisor's responsibility to bring this petition to the whole Student Council's attention and take a vote. For a petition of impeachment to be validated, two-thirds of the Council's vote should be in support of it.

III.If a two-thirds vote is reached, then the Advisor will sign the petition along with the other out-of-question executive officers as a form of finalisation.

IV.The officer impeached will then be notified of the decision.

V.In the case of impeachment, a new vote will be held for the open position following the guidelines detailed in Article VII.

## **Article VIII: Other positions in the Student Council**

I.Other positions in the Student Council not part of the Executive include:

1. The Journalist.
2. The Photographer.
3. The Designer.

II.The individual duties of these positions are as follows:

1. The Journalist's duties shall include:
  1. Write articles for the Roots Salute Newsletter.
  2. Help the Social Media Manager formulate announcements for the school community.
  3. Send articles to the Council Advisor for review.
2. The Photographer's duties shall include:
  1. Take pictures at events, using either a personal camera or the school camera.
  2. Take pictures during meetings as instructed by either the Council Advisor, the Designer, the Journalist, or a member of the Executive.
  3. Upload all pictures to the shared OneDrive for access by all Council members.
3. The Designer's duties shall include:
  1. Design and create all posters, tickets, pamphlets for events.
  2. Share drafts of the above with the Council for review.
  3. Create the yearbook page at the end of the school year.

III.The Journalist, Photographer and Designer may employ other Student Council members as assistants as required to fulfill their duties.

## **Article IX: The Council Advisor's Role**

I.The Council Advisor's duties/role shall include:

1. Ensure all activities of the Student Council align with the school's Code of Conduct.
2. Attend Student Council meetings and provide guidance, advice, and information as deemed necessary.
3. Be a role model to the students in the organization.
4. Being available to the Executive Officers and members to answer questions.
5. Connect the club with different resources on campus to make it successful.
6. Step in when the organisation faces problems such as leadership, membership, and disorganisation.

## **Article X: Meetings**

- I. The Student Council shall meet every \_\_\_\_\_ in the Council Advisor's classroom.
- II. Meetings will start at \_\_\_\_\_ and end at \_\_\_\_\_.
- III. The President may decide to call for additional meetings or a change in the place of meetings. This must be announced at least a day in advance.
- IV. The Secretary must upload all minutes to the shared OneDrive after the meeting.
- V. A topic is discussed, and then voted on. For a Council decision to pass, at least 75% of members must be present and a three-fourths majority must be reached in favour of the motion.
- VI. The Student Council allows observers at meetings. An observer is not a member, but simply someone who occasionally sits in on meetings when they would like to and shares input. Observers do not have the right to vote in Student Council decisions. Observers may ask questions, bring up points of discussion or present ideas to the Student Council so long as they remain respectful. Members of the Executive have the right to dismiss any observers as they see fit.

## **Article XI: Accountability**

- I. Each Student Council member will be held accountable to ensure adequate performance. If a Grade Representative is seen as unfit to their position, then the Council has a right to dismissal.
- II. Disciplinary infractions are defined as follows:
  1. Unexcused absences from meetings.
  2. Failing to complete assigned tasks.
  3. Disrespectful behaviour
- III. Each unexcused absence from a meeting will count as a disciplinary infraction.
- IV. Failing to complete a task by its assigned due date will count as a disciplinary infraction.
- V. Accruing 4 disciplinary infractions will lead to instant dismissal from the Student Council.
- VI. Alternatively, missing 4 Student Council meetings in a Semester, either excused or unexcused, will result in dismissal from the Student Council.
- VII. The Secretary will be responsible for keeping track of all infractions, which will be publicly available to the Student Council on the shared drive.
- VIII. Student Council members will be notified by the Secretary if they are at risk of dismissal upon further infractions.
- IX. Alternatively, any breach in the School's Code of Conduct can lead to the dismissal of a Student Council member. Depending on the severity of the case, dismissal can be outright or subject to vote by the Executive in addition to the Council Advisor. If a two-thirds vote is reached then the representative will be dismissed.
- X. Any dismissed representative will be replaced by a volunteer from the representative's homeroom class, provided the volunteer is endorsed by the homeroom teacher.

## **Article XII: Transparency of Student Council**

- I. The Student Council will aim for transparency in terms of its operations.
- II. The following documents will be made publicly available on the D6 Communicator:
  1. Yearly plan.
  2. End of year reflection.
  3. The Student Council Constitution.
- III. The following documents will be available to members on the shared OneDrive:
  1. Student Council Budget Sheet.
  2. Student Council Attendance Sheet.
  3. Student Council Task Completion Sheet.
  4. Student Council Regular Meeting Minutes.
- IV. The Student Council will respect student confidentiality and exercise discretion in terms of meeting minutes, as needed.

## **Article XIII: Amendment of the Constitution**

- I. Amendments or revisions to this constitution may be proposed by any Student Council member if deemed necessary to better serve the student body.
- II. All amendments will be voted on by the Student Council, a three-fourths majority is required for an amendment to the constitution to pass.
- III. The President is responsible for updating the constitution with the amendments along with the date when the amendment was made.

## **Article XIV: Ratification of the Constitution**

- I. This constitution will be ratified by a vote of the current Student Council.
- II. A three-fourths majority is required for the constitution to pass.
- III. The constitution will thereafter be effective as of the start of the academic year, on the 20<sup>th</sup> of February 2023.