



Turner Fenton Secondary School Student Activity Council Constitution  
Adopted by Turner Fenton Secondary School February 2, 2006  
Amended April 2018

## Article I: Who we are

*Vision:* An atmosphere that appreciates and celebrates the diversity, success and empowerment of all students of Turner Fenton Secondary School.

*Mission:* To work with the student body to ensure that the students' voices are heard and steps are taken to ensure the wellbeing of the student body.

The *Student Activity Council (SAC)* is an embodiment of the school community for the students, run by the students and comprised of the students. SAC aims to help student share ideas, concerns and interest. Additionally, we aim to coordinate all fundraising activities within the school and to oversee the distribution of all funds to multiple local, provincial and national charities. Most importantly, we seek to act as a liaison between the students and the administrative body of the school whilst financially and collectively supporting the needs of our students. This constitution enforces and supports what the council aims to achieve.

## Article II: Our Structure

*Section I: Expectations of prospective candidates/members:*

1. Consistent attendance in all courses.
2. Academic vigor and consistent performance with a minimum average of 80%.
3. Strong recommendations from 3 staff members.
4. A mission, vision and passion to lead and work for the betterment of the student body.

## Article III: Positions and Responsibilities of the Student Activity Council and its Members

*Section I: General responsibilities of members of the Student Activity Council*

1. To attend all meetings and complete tasks designated by executive.
3. To attend all events organized by the Student Activity Council.
4. To address issues of the student body.
5. To attend all PSPC general meetings and the OELC conference.

## *Section II: Positions and Responsibilities of each member*

### Co-Chairs (x2)

- Write agenda for weekly meetings
- Facilitate the meetings with the other 3 executives
- Meet with teacher supervisors/administration to discuss matters that impact the council and/or student body
- Ensure all members of the student activity council are fulfilling their assigned tasks
- Facilitate meetings with Student Council

### Treasurer (x1)

- To maintain a clear and accurate record of all financial expenditures of the Students' Activities Council and coordinate with staff.
- To present an updated financial report at each weekly Students' Activity Council meeting. To promote all events organized by the Students' Activities Council.
- Deal with financial requests made by clubs

### Communications Manager (x1)

- Responsible for maintaining communication between student body and Students' Activity Council.
- Informing the council of invites from conferences and events outside of school
- Take clear minutes from weekly meeting and distribute to all members within 3 days of the meeting date.
- Responsible for maintaining and updating all SAC social media, communications websites.

### Spirit Leader (x1)

- Identify areas of school spirit and pride or lack thereof in the student body
- Lead in the promotion of school spirit and pride on a regular basis
- Connect with student's ideas of being a Trojan/TFSS student
- Capture school spirit through various media (video, photo, etc.)
- Regularly submit activity proposals to Student Council and administration

### Council member (x11)

- Help the executives execute events
- Promote school spirit, success and code of conduct around the school
- Complete tasks assigned by executives and/or teacher supervisors
- Must lead/co-lead at least 2 tasks/events in the school year

### *Section III: Roles of Teacher Advisors*

1. Serve as a liaison among the Students' Activities Council, the staff, and the Administrative body.
2. Attend and supervise all meetings and events scheduled by the Students' Activities Council.

### Article IV: Power of the Students' Activities Council

The Students' Activities Council is bestowed with the right to:

1. Determine the distribution of Students' Activities Council finances to the various clubs and other school events, along with Mr. Staba.
2. Refuse to provide clubs or events with funding on the basis of valid reasoning, in partnership with Mr. Staba.
3. Propose Amendments to the Constitution.

The co-chairs are bestowed with the right to veto any decision for the student council on the basis:

1. Both co-chairs sign the veto
2. Teacher supervisors sign the veto

### Article V: The Administrative Body

The Administrative Body is bestowed the right to:

1. Veto all decisions made by the Students' Activities Council.
2. Remove a member of the council on the basis of poor academic performance, violation of student code of conduct and/or poor performance within the council.

### Article VI: Consequences of Failing to Fulfill Responsibilities to the Council

A member of the Students' Activities Council may be impeached on the following basis (at the discretion of the staff advisors and/or administration);

1. Failure to maintain a punctual attendance at meetings scheduled by the Students' Activities Council.
2. Failure to fulfill responsibilities corresponding to respective position
2. Failure to maintain punctual attendance in all classes.
3. Failure to complete all designated tasks.
4. Failure to meet the grade point average.
5. Plagiarism or a violation of the student code of conduct.

***If teacher supervisors and/or administration feel that the individual's performance in SAC is unsatisfactory, the individual will be removed from Students Activity Council.***

## Article VII: Students' Activities Council Meetings

### Section I: Meetings

1. Weekly meetings will be scheduled by members of the Council. The co-chairs shall authorize any special meetings.
2. A minimum of one teacher advisor must be present before a meeting shall commence.
3. All members are required to be in attendance during all meetings Scheduled by the Students' Activities Council.
5. All members of the council must be provided with an agenda regarding the proceeding on the meeting.

### Clause III: Initial Request for Financial Assistance

1. All Clubs/Committees requiring financial assistance must submit an accurate list detailing which members have paid the Student Activities Fee to Mr. Staba, along with the request for funds. (this file can be found at [turnerfenton.com](http://turnerfenton.com))
2. There is a form online that must be printed, and once filled, must be handed in the black tray in the North Office.
3. Funding will be provided after the club is approved by the Students' Activities Council.
4. The administrative body will not provide funding for any Clubs supporting organizations, which are independent of the school.
5. It is the duty of each Club/Committee teacher advisor(s) to monitor their account in order to determine when funding has been provided.
6. If a problem regarding the transfer of finances occurs, the teacher advisor must speak directly with the administrative team (Mr.Staba).
7. The allocation of funding will be determined by the following criteria:
  - a. The number of students that are enrolled in the club.
  - b. The intended purpose of funds provided.
  - c. If the club is pre-existing, the funding will be determined by utilization in previous years.
  - d. Club demonstrates willingness to self-subsidize financial needs.
  - e. Club demonstrates potential to conduct events, which will be beneficial to the entire student body.

### Clause IV: Subsequent requests for financial assistance

1. All subsequent requests for financial assistance must be submitted in the form of a proposal to the administrative team.
2. A detailed proposal outlining the intended purpose of the funding must be submitted to the administrative team at least two weeks prior to when the funding is needed.

### Conclusion:

This constitution, amended April 2018, shall be used as a guide and abided by the incoming Student Activity Council members. It will also be easily accessible to the student body and administration on the Turner Fenton website.