

**BURNABY SOUTH  
SECONDARY SCHOOL  
STUDENT GOVERNMENT  
2015-2016  
CONSTITUTION**

# **BURNABY SOUTH SECONDARY SCHOOL STUDENT GOVERNMENT 2000 – 2001 CONTRIBUTORS TO THE CONSTITUTION**

<b>President:</b>	<i>Howard Chu</i>
<b>Vice-President:</b>	<i>Camilla Macapili</i>
<b>Minister of Internal Media Communications:</b>	<i>Jun-Ho Kang</i>
<b>Minister of External Media Communications:</b>	<i>Esther Tian</i>
<b>Minister of Finance:</b>	<i>Andrew Thamboo</i>
<b>Co-Minster of Information:</b>	<i>Sarah Lian</i>
<b>Co-Minister of Information:</b>	<i>Tiffanie Lee</i>
<b>Grade 12 Representative:</b>	<i>Angela Law</i>
<b>Grade 11 Representative:</b>	<i>Jeevan Kang</i>
<b>Grade 10 Representative:</b>	<i>Kate Gecolea</i>
<b>Grade 9 Representative:</b>	<i>Manveer Dhillon</i>
<b>Grade 8 Representative:</b>	

## **Sponsor Teachers:**

\*Student Government of 2000 – 2001 would like to thank Chris for his help and guidance in writing the Constitution\*

*Constitutional Amendments made in June 2004 – Vanessa Park (President), Ms. Chow (Teacher-Sponsor)*

*Constitutional Amendments made in June 2007 – Adina Diaconu (President), Diana delos Santos (Vice-President), Ms. Chow (Teacher Sponsor), Mr. Lui (Sponsor Teacher).*

*Constitutional Amendments made in June 2008 – Nini Wang (President), Rachel Wei (Vice-President), Ms. Chow (Teacher Sponsor), Ms. Loo (Teacher Sponsor), Mrs. Steed (Teacher Sponsor)*

*Constitutional Amendments made in June 2009 – Kevin Chen (President), Carol Li (Vice-President), Ms. Chow (Teacher Sponsor), Ms. Tambre (Teacher Sponsor)*

*Constitutional Amendments made in February – June, 2013 – Derek Ng (President), Cameron Wong (Vice President), Parm Hari and Kory Ohare (Staff Sponsors), Stephen Balnave (Teacher – “Leadership and Government” Course)*

*Constitutional Amendments made in October 2014 – Miguelle Lagera (President), Emeka Amadi (Vice President), Alana Romain (Teacher Sponsor), Brad Kinoshita (Teacher Sponsor)*

## **A. Objectives of the Student Government**

1. To represent the student body as a whole.
2. To oversee all student activities by and for the students of Burnaby South Secondary School.
3. To plan, organize, and promote events for the students of Burnaby South Secondary School.
4. To promote friendliness, cooperation and communication between the students, staff, administration, and the local community.
5. To provide effective leadership in a responsible manner to serve the best interests of the students using a cooperative decision making process.
6. To be a unifying body, that promotes school spirit and encourages high ideals in conduct and scholarship.
7. To promote the school Code of Conduct:
  - Respect Yourself and Others
  - Respect Your Environment
  - Respect Learning

## **B. Organization**

1. The Student Government shall consist of:
  - a. The Executive Government shall consists of up to 7 members including:
    - 1 President
    - 1 Vice-President
    - Minister of Internal Communications
    - Minister of External Communications
    - Minister of Finance
    - Minister of Information
    - Minister of Technology
    - Additional ministers to be determined as needed
    - The option of up to 4 members at large
  - b. Two Grade Representatives:
    - Grade 12 Representative
    - Grade 11 Representative
    - Grade 10 Representative
    - Grade 9 Representative
    - Grade 8 Representative
    - ELL representative
  - c. Provincial School for the Deaf Representative

## **C. Powers and Duties of Student Government**

### **1. Student Government members shall:**

- a. be subject to the provisions of the constitution and the school administration
- b. oversee all student activities
- c. act as the facilitating body of all events planned by the use of student fees
- d. allocate Student Government funds including those funds collected from student fees at their discretion to serve the best interests of the student body
- e. plan, organize and promote special events
- f. hold and attend regularly scheduled meetings
- g. to be the liaison with all other student committees within the school
- h. maintain B (73%) average and no more than two "satisfactory" work habits at end of term
- i. not make decisions concerning a club or council if the member also holds an executive position on that same club or council
- j. to book facilities for Student Government events based on the chair of the event

### **2. The individual powers and duties of the Student Government are:**

#### **a. President:**

- To reside at all meeting of the Student Government with the assistance of a teacher advisor
- To prepare and distribute the agendas for all Student Government meetings using the agenda template in a timely manner
- To have power to convene the Student Government at all times
- To represent or designate an appropriate Student Government representative at all formal occasions and events
- To form any Standing Committee or Ad-Hoc Committee during his/her term
- To attend or send a designate to represent the views of the Student Government at the Staff Meetings if deemed necessary by Student Government
- To be responsible for the organization of the Student Government office.
- To attend Caucus meetings on behalf of Student Government
- To be informed of all Student Government activities
- To act as or appoint a Chairperson of the Winter Formal committee and to form a Winter Formal Committee
- To be a member at large of all student government activity committees
- To be obligated to dismiss any student government member upon the discretion of and the majority support of student government
- To attend and represent Student Government at Parent Advisory Council Meetings
- To keep accurate attendance records for all Student Government events

#### **b. Vice-President:**

- To assume the duties and responsibilities of the President in the absence of the President
- To assume the role of the President in the event of the resignation or the dismissal of the President
- To attend or send a designate to represent the views of the Student Government at the Staff Committee meetings if deemed necessary by Student Government
- To communicate with other Student Governments in the district when or if necessary
- To act as or appoint a Chairperson of the RebelFest committee and to form a RebelFest committee drawn from other student groups
- To call and organize All Councils meetings when deemed necessary with a minimum of one meeting/term
- To maintain a list of all existing clubs and councils and to ensure that there are liaisons for them

- To organize a workshop for the new student government to ratify the Constitution, to become familiar with Robert's Rules, and to facilitate plans for the upcoming year
- To assist the President in keeping accurate attendance records of Student Government events

**c. Minister of External Communications:**

- To coordinate all school advertisement campaigns for Student Government events
- To appear daily (if necessary) on RATV to promote Student Government events or other school-related news
- To act as liaison between RATV and Student Government and to coordinate all Student Government announcements
- To work with the Minister of Information and Minister of Technology to compile and distribute a digital annual report to staff.
- To develop and maintain a list of media contacts

**d. Minister of Internal Communications:**

- To create awareness of Student Government events within the Student body with the assistance of grade representatives and the president
- To write or solicit articles for the school newspaper, social media, and/or community papers and/or other forms of communication
- To be responsible for letters/cards written on behalf of the Student Government
- To organize information package for other student groups regarding proposals to Student Government and Caucus
- To foster relationships with local businesses and solicit donated products

**e. Minister of Finance:**

- To act as a representative between Student Government and the appropriate office secretary (bookkeeper)
- To keep an accurate account of all Student Government monies
- To present a monthly financial statement to Student Government
- To prepare, at the year end, a complete financial showing of all incoming and outgoing monies of that year
- To manage all requests for funds from other students groups
- To coordinate all reimbursements and all in-school money transfers
- To process all Student Government year-end charitable donations
- To purchase Student Government supplies if deemed necessary

**f. Minister of Information:**

- To maintain communication between Student Government members
- To take all minutes of Student Government meetings and to work with the Minister of Technology to post meeting minutes online.
- To conduct and keep on file all correspondence of the Student Government
- To act as a liaison with the Provincial School for the Deaf Student Government if deemed necessary
- To work with the Ministers of Media Communication and Technology to prepare an Annual Report for distribution
- To sort, check, and distribute the Student Government's mail from the Student Government letter tray located in the Staff room
- To submit dates on behalf of the Student Government for the new school calendar
- To manage email communication on behalf of Student Government.

**g. Minister of Technology:**

- To work with the webmaster to update on a weekly basis the Student Government page of the website
- To maintain visual and written records of all Student Government events and initiatives
- To assist the Minister of Media Communications in writing articles and compiling photos for media publications
- To act as liaison with a Burnaby South District Student Advisory Committee representative
- To act as liaison with Student Government associated charities
- To coordinate all sound system usage and maintenance
- To create slideshows of all Student Government events for in school presentations within a week of event completion
- To maintain and oversee the compilation and presentation of the Student Government Annual Report.

**h. Grade Representative and ELL Representative:**

- To act as a liaison between the Student Government and the students of the appropriate grade
- To be responsible for the activities or events deemed necessary by the Student Government
- To conduct a survey at least once in a term and present a summary of results in a report at a Student Government meeting to the Student Government
- To be the liaison with at least one of the other student committees within the school
- To be individually responsible for organizing an exclusive event for their correspondence grade
- To maintain the school calendar in the foyer display case

**D. Student Government Meetings**

**Student Government meetings shall:**

1. Be of six types:
  - a. Meetings of the student body
  - b. Meetings of the Student Government
  - c. Meetings of the committees of the Student Government
  - d. Meetings of all clubs and governments
  - e. Meetings of sponsor teachers of clubs and governments
  - f. Meetings of an Ad-Hoc nature
2. Be held weekly.
3. Be open to the Student body who wish to express concerns. Non-government members wishing to voice opinions or raise issues should arrange with the President to be placed on the Agenda 2
4. Be governed by the latest edition of Robert's Rules of Order
5. Be only deemed official with a quorum of 75% of members present and a staff sponsor or his/her designate present
6. Result in the minutes being recorded and posted online prior to the next mandatory student Government meeting

**E. Selection of Student Government Members**

**1. Executive Government:**

- a. Election dates are subject to change year to year

- b. Nomination forms must include the signatures of ten eligible students, ten teachers, and be approved by the administration
- c. Interviews will begin the following week with the prospective candidates with the Nominating Committee
- d. Nominating Committee will consist of:
  - Non-returning Executive members
  - Teacher Sponsors
  - Administration
- e. Student body will elect the top 5 candidates through the plurality of votes
- f. The executive members will consist of 2 students entering Grade 11 and 3 students entering Grade 12
- g. Nomination requirements for the Executive Government will be listed in the following standard Rules

## 2. **Grade and ELL Representatives:**

- a. There is to be two representative for each grade and two representative for all ELL classes
- b. Election dates are subject to change year to year
- c. Candidates are elected by students of the same grade
- d. Winning candidates will receive plurality of votes
- e. Nomination papers must be submitted on time
- f. The election will be impartially organized and supervised by the executive and an appointed election committee using the Standard Rules

## 3. **President and Vice-President:**

- a. Elections will be held in the late spring
- b. Nomination forms must be approved by the administration
- c. Interviews will begin the following week with the prospective candidates with the Nominating Committee
- d. Nominating Committee will consist of:
  - Non-running Executive members
  - Teacher Sponsors
  - Administration
- e. Candidates for President may be drawn from the Executive Government and floor
- f. President and Vice President will be elected by the plurality of votes
- g. Nomination requirements will be underlined by the Standard Rules
- h. Anyone running from the floor will have to be voted in as President or else he or she does not become a Student Government member

## F. **Resignation**

1. Student Government member may leave Student Government by delivering a resignation letter to the Student Government
2. Upon acceptance by Student Government, all resignations are final
3. In the event that:
  - The President resigns, the Vice President will assume the vacated position
  - The Vice President resigns, an Executive Member will be elected to assume the vacated position
  - A Minister resigns, a Member At Large will be elected to assume the vacated position  
*(however, if there is no Member At Large, the duties of the vacant position will be assumed by a designated or elected existing member or Grade Representative)*
4. In the event that:
  - The Grade Representative resigns, the runner-up will be invited to assume the vacated position

- If the runner-up does not wish to assume the position, the position will remain vacant with the job duties to be shared by the other Grade Representatives

#### **G. Dismissal**

1. A member of Student Government may be dismissed:
  - a. If a member misses three or more meetings without a valid excuse
  - b. When a member of Student Government brings the Government into disrepute through his/her actions
  - c. If a member does not maintain a B (73%) average and having more than two satisfactory work habits.
  - d. If the member does not fulfill their duties to the expectations of the Student Government and student body more than three times throughout the year
2. The dismissal may occur by any one of the following:
  - a. The majority vote of Student Government
  - b. Sponsor teacher
  - c. Administration

#### **H. Amendments to the Constitution**

1. Amendments may be initiated by:
  - a. Any member of Student Government
  - b. Any member of the student body in good standing
2. Notice of an amendment must be made in writing and presented to the Student Government one week prior to a scheduled meeting
3. The mover of the amendment must be present at the meeting at which the amendment is to be discussed
4. Any changes to the democratic nature of the Student Government must be voted on by the student body
5. The amendment will be passed by a 75% majority
6. Changes to the democratic nature will be passed by a 60% majority

#### **I. Student Committee and Clubs**

1. All new committees and clubs may receive a specific amount of money up to a maximum of \$300 arrived at through discussion with the Student Government
2. Recipients for funding must demonstrate a benefit for the entire Student body
3. Student Government will have a member on each club/council/committee to act as a liaison if deemed necessary. Each new club/council/committee that is a recipient of Student Government funding will also receive a liaison
4. Should any Student Government supported student club/council/committee cease to exist, their funds must be transferred back to the Student Government account

#### **J. Requests for Student Government Funds**

1. Applications for funds must be made using the form "Requests for Funding". These forms are available through the Minister of Finance.
2. The office can forward monies only when an appropriate bill or invoice is received or an official account has been opened
3. Applications for funding must demonstrate a benefit for the student community. Applications for classroom funding or field trips will not be considered
4. Students who withdraw from Burnaby South Secondary School prior to January 1<sup>st</sup> will be refunded 50% of their student fees upon request
5. Student Government is not responsible for lost or stolen personal items of staff or students
6. All requests of funds must be agreed upon by the majority of Student Government



**K. Student Government Scholarships**

1. Up to four Scholarships with the value to be determined by the Student Government will be offered, if funds permit
2. All Grade 12 Student Government members' names will be nominated upon the recommendation of teacher sponsors
3. Two Scholarships will be awarded to Student Government members, if funds permit, to be decided by the Scholarship Committee
4. Two Scholarships will be awarded to the general student population, if funds permit, to be decided by the Scholarship committee

**L. Appeals**

1. Appeals to the Constitution may be proposed within 60 days by:
  - a. Any member of the student body and seconded
  - b. Any member of the Student Government and seconded
2. The appeal must be submitted in writing to Student Government President or Vice President at least 2 school days prior to the next mandatory Student Government meeting
3. The Student Government President must submit the appeal to the Student Government
4. Student Government shall by a majority vote:
  - a. Recommendation for rejection or acceptance of the appeal
  - b. The event of the acceptance of an appeal, the old Constitution must have precedence over the October 28<sup>th</sup>, 2000 Constitution.
5. Appeals can be made only on the changes of the October 28<sup>th</sup> Constitution