JOLIET CATHOLIC ACADEMY
Student Council Constitution

Preamble

We, the students of Joliet Catholic Academy, for the purpose of facilitating understanding and cooperation between the students, faculty, administration, and board of directors, to give witness to Christian dignity and fair representation, to develop activities suitable to the needs of our community, promote spirit within our school, enhance awareness and acknowledge the democratic process and ideal, to allow for meaningful expression establish this Constitution and bylaws of the Student Council of Joliet Catholic Academy, Joliet, Illinois.

Article 1. Joliet Catholic Student Council

Section A. The organization of elected representatives that shall serve the student body of Joliet Catholic Academy shall be called the Joliet Catholic Academy Student Council.

Article 2. Statement of Purpose and Powers

Section A. The principal purpose of this Student Council shall be to:

- Organize all school-approved events and/or programs related to the three core committees: Social, Service, and Campus Spirit.
- Serve as a trusted and consistent liaison between students and the administration regarding the academic environment, student concerns, and other issues.
- Responsibly manage monies held under the jurisdiction of this organization.
- Provide opportunities for students to participate in the democratic process.

Section B. The Student Council shall have powers to:

- Organize and execute school-sponsored social events, Homecoming & other dances, mixers, and other social activities.
- Organize and execute school-sponsored school spirit events, like spirit weeks, assemblies, Hillzone, and other school spirit activities.
- Organize and execute school-sponsored service projects, like food drives, gift collections, senior citizen events, and more.
- Collect, maintain, and spend all student council monies responsibly.
- Gather and report information to and from the student body and administration.
- Propose amendments to improve the student environment at Joliet Catholic Academy

Section C. The powers of the Student Council are granted to it by the Joliet Catholic Academy Administration, who shall at any time have the power to veto any decision adopted by the council, if they feel the decision impedes educational process or is in violation of school policies or law.

Article 3. Membership

Section A. The student council of the Joliet Catholic Academy shall consist of all actively enrolled students in the 9^{th} – 12^{th} grades.

Section B. The voting members of the Student Council shall consist of Executive Board members, Class Officers from 9^{th} – 12^{th} grade, and Homeroom representatives from 9^{th} – 12^{th} grade.

Section C. The non-voting members of the Student Council shall consist of Executive Board Moderator and Class Moderators of 9^{th} – 12^{th} grades.

Section C. The Executive Board shall consist of the following positions:

- President
- Vice President
- Secretary
- Treasurer

Section D. Each grade shall have Class Officers consisting of the following positions:

- President
- Vice President
- Secretary
- Treasurer

Section E. Student Council intermediate members consist of the following positions:

- Homeroom Representative

Section F. The Executive Board moderator and Class moderators may approve the creation of members at large, as needed, for no longer than the length of one school year. These positions can be reapproved on an annual basis.

Section G. No student shall hold more than ONE position simultaneously.

Article 4. Eligibility of Student Council Members

Section A. All Student Council members must

- Maintain a 2.50 GPA and be in good academic standing upon declaring their candidacy and maintain both during their year of office.
- Be in good behavioral standing and not on the disciplinary probation list upon declaring their candidacy and maintain both during their year of office.

- Maintain good attendance and not be on attendance probation upon declaring their candidacy and maintain both during their year of office.
- Meet the responsibilities of their previous year of service in the organization upon declaring their candidacy. This includes but is not limited to meeting attendance (excused or unexcused), participation in student council events, etc.
- Have the consent of one of their parents.
- Collect and submit recommendation from three of their faculty members. Only one of the members of faculty can be from an extracurricular. None of the faculty members can be related to the candidate.

Section B. All Executive Board members must

- Fulfill all the above requirements.
- Be enrolled as a senior for the year of service.
- Have served as a class officer and/or homeroom representative for 2 years. Transfer students may apply if they have served on their current school's student council for two years with faculty recommendation.

Section C. The Class Officers for the Senior, Junior, and Sophomore members must

- Fulfill all the above requirements in Section A.
- Have served as a class officer and/or homeroom representative for 1 year. Transfer students may apply if they have served on their current school's student council for one year with faculty recommendation.

Section D. The Class Officers for the Freshmen members must

- Fulfill all the above requirements in Section A.
- These students do not need any prior student council experience.

Section E. The Homeroom Representatives members must

- Fulfill all the above requirements in Section A.
- These students do not need any prior student council experience.

Article 5. Duties & Powers of the Members

Section A. Duties and powers of the Executive Board President:

- Will preside over full Student Council meetings, Executive Board meetings, and Officer Report meetings.
- Will have a basic knowledge of parliamentary procedure and Roberts Rules of Order.
- Will work in conjunction with Executive Board moderator on planning and conducting full Student Council meetings, Executive Board meetings, and Officer Report meetings.
- Will prepare and publish the agenda for full student council and executive board meetings in consultation with the Executive Board moderator.

- Will represent the Student Council at public functions.
- Will serve as “ex officio” of all committees.
- Will act as mentor to Class Presidents and offer advice when needed.
- Will coordinate all full student council proposals, run the Executive Board review, and submit them to the moderator who will submit them to JCA administration.

Section B. Duties and powers of the Executive Board Vice President:

- Will be prepared to assume the duties of the Executive Board President at any time of absence.
- Will have a basic knowledge of parliamentary procedure and Roberts Rule of Order.
- Will coordinate school announcements of student council social, service, and spirit events.
- Will review the student council web page to confirm that the information being presented is correct and up to date.
- Will act as mentor to Class Vice Presidents and offer advice when needed.
- Will serve as leader for the spirit committee events.

Section C. Duties and powers of the Executive Board Secretary

- Will be prepared to assume the duties of the Executive Board Vice President at any time of absence.
- Will have a basic knowledge of parliamentary procedure and Roberts Rule of Order.
- Will prepare and publish the meeting minutes in consultation with the Executive Board and moderator.
- Will keep a record of all activities/ proposals spearheaded by Student Council.
- Will keep a record of attendance at all full Student Council and Executive Board meetings.
- Will be responsible for correspondence of the Executive Board.
- Will act as mentor to Class Secretaries and offer advice when needed.
- Will serve as leader for service committee.

Section D. Duties and powers of the Executive Board Treasurer

- Will be prepared to assume the duties of the Executive Board Secretary at any time of absence.
- Will have a basic knowledge of parliamentary procedure and Roberts Rule of Order.
- Will prepare and publish financial records and transactions for the full student council.

- Will act as mentor to Class Treasurers and offer advice when needed.
- Will serve as leader for social committee.

Section E. Duties and powers of the Class Presidents:

- Will preside over class student council meetings.
- Will have a basic knowledge of parliamentary procedure and Roberts Rules of Order.
- Will work in conjunction with class moderator on planning and conducting class Student Council meetings.
- Will prepare and publish the agenda for class student council meetings in consultation with the class moderator.
- Will prepare and present the committee reports for the President Officer Report meetings. These reports will be information regarding how effective committee work is going for their class.
- Will serve on the designated number of committee events.
- Will coordinate all class student council proposals and submit them to the class moderator. The proposal will be sent to the Executive Board Moderator and administration for approval.

Section F. Duties and powers of the Class Vice Presidents:

- Will be prepared to assume the duties of the Class President at any time of absence.
- Will have a basic knowledge of parliamentary procedure and Roberts Rule of Order.
- Will coordinate school announcements of class social, service, and spirit events.
- Will prepare and present reports for the Officer Report meetings. The reports should contain information regarding social, service, and spirit events of the class.
- Will vote on class and full student council issues.
- Will serve on the designated number of committee events.

Section G. Duties and powers of the Class Secretaries

- Will be prepared to assume the duties of the Class Vice President at any time of absence.
- Will have a basic knowledge of parliamentary procedure and Roberts Rule of Order.
- Will prepare and publish the meeting minutes in consultation with class moderator.
- Will keep a record of all activities/ proposals spearheaded by the class student council.
- Will keep a record of attendance for class student council meetings.
- Will be responsible for correspondence of the class.
- Will vote on class and full student council issues.

- Will serve on the designated number of committee events.

Section H. Duties and powers of the Class Treasurers

- Will be prepared to assume the duties of the Class Secretary at any time of absence.
- Will have a basic knowledge of parliamentary procedure and Roberts Rule of Order.
- Will prepare and publish financial records and transactions for the class student council.
- Will prepare and present financial reports for the Officer Report Meetings.
- Will vote on class and full student council issues.
- Will serve on the designated number of committee events.

Section I. Duties and powers of the Homeroom Representative

- Will serve as liaison between his/her homeroom and the class officers.
- Will visit homerooms daily to provide school and student council announcements.
- Will serve on the designated number of committee events.
- Will attend on all class council meetings.
- Will vote on class and full student council issues.
- Will coordinate and lead the activities for their assigned homeroom.

Section J. Duties during Social Committee events.

- Will assist with executing the responsible class's plan for all school dances. This includes procuring items, advertising, promoting attendance, decorating, and clean up.
- Will assist in developing, preparing, and executing plans for ways the student body can safely socialize. This can include but is not limited to mixers, fieldtrips, movie nights, game nights, etc..

Section K. Duties during Service Committee events.

- Will assist with executing the responsible class's plan for the 3 main service projects (Food Drive, Toys for Tots, Easter Basket Drive). This includes advertising, promoting participation, delivering items, etc.
- Will assist in developing, preparing, and executing plans for ways the student body can provide service to the school. This can include but is not limited to cleaning classrooms, landscaping, assisting teachers with projects, etc..

Section L. Duties during Spirit committee events.

- Will assist with executing the responsible class's plan for all assemblies and class competitions. This includes making posters, running the events, announcing, writing the script, etc.
- Will assist in developing, preparing, and executing plans for ways the student body can show school spirit and community. This can include but is not limited to assemblies, class lunches, school wide competitions, spirit weeks, etc..

Section J. All actions taken by the Executive Board or class officers are subject to the approval of the moderators and school administration.

Article 6. Student Council Meetings & Voting

Section A. Full Student Council meetings shall be

- Held at once a month during the school year, schedule allowing.
- Announced with sufficient notice and published for the student body to access.
- Open and available for attendance by the student body.
- Attended by a quorum of at least two thirds of Student Council members, three fourths of Executive Board members, and the Executive Board Moderator.
- These meetings will contain information regarding committee work, full student council events, and open announcements from the student body.

Section B. Executive Board and Class Meetings

- Held once a week during the school year, schedule allowing.
- Announced with sufficient notice and published for the members to access.
- Open and available for attendance by the members.
- Attended by a quorum of at least two thirds of council members, three fourths of officers, and the Moderator.
- These meetings will contain information regarding designated activities, events, and information.

Section C. Any student and staff member can request a place on the agenda prior to the meeting.

Section D. Business items that shall require a vote

- Approval of Constitution
- Approval Budget
- Expenditures from the budget regarding trips, fundraisers, service, social, and spirit projects.
- Class gifts to the school
- Any item listed by the Executive Board Moderators.

Section E. Each voting member of Student council is allowed one vote for the office or organization he/she represents.

Section F. A majority of Student Council voting members present is required for the passage of any business item.

Section G. Any student may attend a full student council meeting but may not vote unless a member.

Section H. All decisions voted on by the full student council are subject to the approval of the Executive Board Moderator and JCA Administration.

Section I. School wide events that require a ballot will be the result of a popularity vote. In the event of a tie .

Article 7. Elections

Section A. Applications for Executive Board, Senior Class, Junior Class, and Sophomore Class positions will be made available and due in April based on the school calendar. Applications will be electronic and distributed by the Executive Board Moderator.

Section B. Students will apply and run for a position on a board rather than a specific office.

Section C. All moderators will review applications and inform students who are ineligible via written correspondence at least three school days before speech presentation. The review process will include verifying eligibility as it states in the constitution, current attendance and participation, checking references, and informing administration.

Section D. Only the student in question may inquire regarding the eligibility review to ensure all information is correct. This may or may not change an eligibility result.

Section E. All candidates will run independently. No parties or slates of candidates will be allowed.

Section F. Each candidate is to submit their application and a 2-minute statement of their purpose for seeking an office or homeroom representative position.

Section G. All candidates will deliver their statement live either in an assembly or through a recording. Students running for Executive Board who wish to be considered for Senior Class Officers will need to make that part of their statement.

Section H. Elections for Executive Board, Junior Class, and Sophomore Class Officers will be held the day following the statement presentations.

- Executive Board elections will be administered by the Executive Board Moderator. The full student body will elect four students to serve on this board.
- Junior Class Officer elections will be administered by the Sophomore Class Moderator. The upcoming Junior Class student body will elect four students to serve on this board.
- Sophomore Class Officer elections will be administered by the Freshmen Class Moderator. The upcoming sophomore Class student body will elect four students to serve on this board.

Section I. Elections for Senior Class Officer will be held two days following the election results for Executive Board. These will be administered by the Junior Class Officer. The upcoming senior class student body will elect four students to serve on this board.

Section J. Election results will be verified by all moderators to confirm authenticity.

Section K. Elections for Freshmen Class Officers will be held in the last week of September.

- The application process is the same as Executive Board and other Class Elections. Applications will be distributed at the beginning of September and due the Friday before elections.
- The Freshman Moderator will administer elections.
- The Freshman Class will elect four students to serve on this board.

Section L. A swearing in shall be held within the first month of school. A swearing in ceremony will be held at the first full student council meeting following the elections.

Section M. Each class moderator will conduct specific officer position assignment elections for their class. The respective class student council will vote on their president, vice president, secretary, and treasurer. The Executive Board Moderator will administer the Executive Board officer positions. This will be voted on by the entire student council.

Article 8. Removal from Office, Vacancies, and Status

Section A. Any Executive Board, Class Officer, or Homeroom Representative of Student Council who no longer remains in good academic, behavioral, and/or attendance standing with the school or student council may be placed on probation, be declared ineligible to participate in school activities, and/or removed from office. The moderators, with the approval of the principal, may hold a special meeting to decide necessary and appropriate action.

Section B. Any Executive Board, Class Officer, or Homeroom Representative of Student Council who wishes to resign shall submit their request in writing to their Class Moderator and Executive Board Moderator.

Section C. If an office becomes vacant, the appropriate body will appoint the replacement for the unexpired term. An appointment to the Executive Board, Class Officer, and/or Homeroom Representative is to be made from their respective class.

Section D. Before any member is removed, a special meeting shall be held with Executive Board Moderator, Class Moderator, and a member of administration not involved in the infraction, and the student in question. The student in question may state their case and/or submit a resignation. Power to remove an officer rests with the moderators and JCA Administration.

Article 9. Finances

Section A. The Student Council account shall be conducted and supervised by the Joliet Catholic Academy Business Office.

Section B. All money exchanges must be approved by the Executive Board Moderator before being acted upon by the Business Office.

Section C. The JCA Administration has the right to adjust any money exchange of the Student Council.

Article 10. Amendments

Section A. A petition for an amendment to this Constitution of the Student Council of Joliet Catholic Academy must be signed by two-thirds of the student council members and received by the Executive Board. A copy of the petition shall be also presented to the moderators and JCA Administration. The full text of the amendment must be made public to the full student body for no less than 5 school days, a period that shall begin after both the Executive Board Moderator and Principal have acknowledged receipt.

Section B. Any amendment petition shall go before a full student council vote no sooner than 5 days after it was made available for public review. To pass, an amendment must carry by a three-fourths majority of the student council and be approved by Executive Board Moderator and JCA Administration.

Article 11. Ratification

This Constitution has been ratified by the student council of Joliet Catholic Academy, approved by the current Principal, and adopted on_____.

Executive Board President:_____

Senior Class President:_____

Junior Class President:_____

Sophomore Class President_____

Executive Board Moderator_____