



OSGOODE TOWNSHIP HIGH SCHOOL  
HOME OF THE PANTHERS



# Constitution

## OTHS Student Council

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*Effective 17 January 2014; Last Amended 23 May 2019*

## **Article I: Name**

1. The name of the organization is the Osgoode Township High School Student Council.
2. Hereafter, the abbreviation OTHS shall stand for Osgoode Township High School.
3. Hereafter, Student Council shall stand for the Osgoode Township High School Student Council.
4. Administration shall refer to the principal and vice-principal of OTHS.
5. School shall refer to OTHS.

## **Article II: Objectives**

The Student Council of Osgoode Township High School shall:

- a) Support all extra-curricular activities
- b) Create and maintain a high level of school spirit
- c) Maintain a liaison between students and the administration
- d) Provide leadership for all students in the school
- e) Represent the student body to the community
- f) Unify all students and actively advance their best interest

## **Article III: Membership**

### **A: Structure**

1. The Student Council shall be composed of executive members, officers and faculty advisor(s), the Student Assembly, and council members/member at large. Only the executives shall have voting privileges. The officer positions on Student Council will be filled by application (see Article VII, Subsection G.)

### **B: Executive Members**

1. Executive Positions:
  - Co- President (2)*
  - Past-President (2) (see Article III, Subsection B.6)*
  - Grade 12 Representative (1 or 2, see Article III, Subsection B.1.i)*
  - Grade 11 Representative (2)*
  - Grade 10 Representative (2)*
  - Grade 9 Representative (2)*

2. Portfolios:
  - Records Officer (1)*
  - Finance Officer (1)*
  - Communications officer (1 or 2)*
  - Student Senator (1)*
3. An Osgoode Township High School full-time staff member(s) will act as the faculty advisor(s) to the Student Council. They are non-voting members. They shall act as a moderator and advisor. They shall have veto power on the topic of ethics, conflict of interest, impropriety and bias. They shall act as the liaison between the Student Council and the staff.
4. The Co-Presidents serve one term. This term starts the second semester of their grade 11 year and runs until the end of first semester of their grade 12 year. Elections for the co-presidency will take place at the beginning of second semester (beginning of February) in their 11th year . The outgoing grade 12 Co-Presidents will act as mentors and provide support to newly elected Co-Presidents. The outgoing Co-Presidents will attend weekly meetings and are automatically appointed to the Student Council Executive with the title Past-President.

### **C: Regulations**

1. All Student Council Executive members must:
  - a) Have and maintain an average of no less than 65%.
  - b) Attend all student council meetings and events
  - c) Demonstrate exemplary behaviour in following the school's code of conduct
  - d) Have the support of the required number of eligible voters to be eligible to run for office (except the past-president)
  - e) Deliver a presentation to eligible voters outlining his/her own goals and qualifications for the position being sought
  - f) Be a full time student
  - g) Co-Presidents will be elected as grade 11 students and hold the position up until the end of their first semester of the grade 12 year at that point they are automatically appointed to the Student Council Executive with the title Past-President.
  - h) Accept and abide by the Constitution of the Osgoode Township High School Student Council

2. All Student Council Officers must:
  - a) Have and maintain an average of no less than 65%.
  - b) Attend all student council meetings and events
  - c) Demonstrate exemplary behaviour in following the school's code of conduct
  - d) Appear before the current Co-Presidents for an interview after application. The Past-Presidents shall also participate in the interviews.
  - e) Be a full time student
  - f) Accept and abide the Constitution of the Osgoode Township High School Student Council

#### **D: Attendance**

1. When an executive member (Grade Representative, Finance Officer, Communications Officer, Records Officer, and Student Senator) is absent, he/she shall notify the Co-Presidents (24 hours in advance) indicating the reason for the absence. When a cabinet member misses three (3) consecutive meetings or a total of five (5) meetings during the course of one semester of office, he/she may be dismissed and a new member chosen/elected (as per Article VII, Subsection G) unless there are exceptional circumstances
2. The faculty advisor(s) shall give a verbal warning to any executive member who accrues a total of four (4) absences in a single semester

#### **E: Removal**

1. If one of the Co-Presidents is dismissed or resigns, the other Co-President shall take over as President and a Vice-President shall be elected from within the executive by secret ballot, and a replacement for that member will take place by application. The replacement must have the majority vote of the executive. If both Co-Presidents are dismissed or resign, a President will be elected from within the executive (as per Article VII, Subsection G)
2. Executive members who:
  - a) Do not perform their duties satisfactorily or
  - b) whose general school behaviour is less than exemplary or
  - c) whose academic performance undergoes a significant decline

may be compelled to resign by the faculty advisor(s) or as the result of a vote of non-confidence, initiated by the Co-Presidents with the approval of the faculty advisor(s).

## **F: Membership and Eligibility**

Every student in the school shall be represented by the Student Council and, if elected, has the right to become a member so long as they satisfy the requirements listed in Article III, Subsections B-D

## **Article IV: Executive Members**

### **A: Executive Members shall:**

1. Be responsible for managing the Student Council on a daily basis (see Article V, Subsection B)
2. Continue to meet their obligations as students at OTHS
3. Endeavour to aid other Executive Members when needed
4. Act as positive role models and leaders at OTHS
5. Conduct themselves with honesty and integrity in all of their activities at OTHS and representing OTHS at another school or facility
6. Base their decisions on moral and ethical values
7. Allow no discrimination within Student Council
8. Demonstrate pride in and loyalty to OTHS and the Student Council

## **Article V: Powers and Authority**

### **A: Overall Duties**

1. The Student Council shall be a liaison between the administration and the students speaking on behalf of students of the school
2. All Student Council activities are subject to the Principal's approval. The Principal, as the central authority in the school, has the right to veto decisions made by Student Council
3. Student Council Executive members shall maintain a record with all Student Council materials relating to their position, and have all important information available or posted where appropriate
4. At least one Executive member of Student Council shall attend each School Council meeting as representative of the student body

5. All Student Council Executives must promote upcoming events, contribute personal opinions whenever appropriate and perform tasks as requested by the Co-Presidents

## **B: Specific Duties**

The Co-Presidents Shall:

- a) Act as official representatives to the administration, the general public, and at meetings, conventions and conferences
- b) Act as chairperson of Student Council meetings and at Student Assembly meetings
- c) Prepare an agenda for each meeting and share it with the faculty advisor(s) at least 24 hours in advance
- d) Appoint members to various committees with the guidance of the cabinet members
- e) Support and promote school sports and other extracurricular activities
- f) Ensure staff and administration are informed of significant events
- g) Keep an accurate record of the year for the following year's Co-Presidents
- h) Newly elected Co-Presidents will meet with the faculty advisor(s) and Executive Members in February regarding plans for major activities occurring during their term (semester 2 of that year and semester 1 of the following school year)
- i) Outgoing Co-Presidents will act as mentors and support all initiatives during their last semester of grade 12.
- j) Ensure that at least one member of the Executive will attend all School Council meetings as the student representative(s)
- k) Ensure that all other Student Council members are held accountable and perform their duties and have the ultimate responsibility to ensure the highest possible level of success of Student Council events, activities and initiatives
- l) Attend all Ottawa-Carleton District School Board (OCDSB) Student Presidents' Council meetings which are held once a month
- m) Attend one or more staff meetings to present student led initiatives

The Past President(s) shall:

- a) Continue to attend all Student Council meetings as well as mentor, support and advise the Co-Presidents and the rest of the Executive for the remainder of the school year

The Records Officer shall:

- a) Take and record attendance at all meetings
- b) Accurately record the minutes of each Council meeting and post them on a group chat forum to all members after the meeting
- c) Write letters at the request of the Co-Presidents
- d) Keep a file of all correspondence, minutes, agendas and any other information
- e) Ensure the availability of all important documents (proposals, timelines, plans, etc.) for all Council events or initiatives
- f) Ensure that students, staff, and administration have access to the meeting minutes
- g) Send gifts, thank-you notes, etc.

The Finance Officer shall:

- a) Request frequent Student Council account balance records from the Office Administrator
- b) Review the budgets of all Student Council activities and initiatives, and ensure that no activity will be run with a proposed budget deficit without a majority vote by the Executive, and will ensure the notification of the faculty advisor(s) should that occur
- c) Obtain receipts from individuals and groups for all funds distributed or request that the individuals submit their own receipts to the Office Administrator.
- d) **IMPORTANT:** all purchases for Student Council events **MUST** be purchased with your own debit card if you require reimbursement as the school will not reimburse credit card receipts. If the faculty advisor(s) are making a purchase, they may request the school credit card
- e) Deposit all money quickly to prevent its loss

The Communications Officer shall:

- a) Act a Council's Public Relations representative
- b) Post morning announcements on the OTHS Student Council snapchat account
- c) Be responsible for reading all announcements or organizing readers
- d) Be responsible for advertising all Council events and maintaining the Student Council bulletin board outside the cafeteria
- e) Be responsible for any newsletter and yearbook submissions (subject to the approval of the Co-Presidents and faculty advisor(s))
- f) Be responsible for communication with local media as required
- g) All announcements, signs, news submissions, etc. must have the approval of the faculty advisor(s) and administration first

The Student Senator shall:

- a) Attend all meetings, events and conferences of the OCDSB Student Senate
- b) Inform the Executives of the meeting minutes for every OCDSB Student Senate meeting at the next meeting of the Cabinet after the OCDSB School Senate meeting
- c) Accept and abide by the constitution of the OCDSB Student Senate

The Representatives shall:

- a) Act as the liaison and representatives of their respective grades

## **Article VI: Meetings**

1. The Executive members shall meet at least once a week. The Co-Presidents and the faculty advisor(s) have final power over how many times they will meet.
2. In order to conduct a formal Executive meeting, six of the following members must be present:
  - a) Co-Presidents (one must be present for all meetings of Student Council)
  - b) Grades 9, 10, 11 & 12 Representatives
  - c) Student Senator
  - d) Past-Presidents



3. The meeting agenda will be posted before the start of the meeting, and begin with a review of the previous meeting's minutes, followed by items marked for follow-up from the previous meeting
4. Individuals are encouraged to introduce ideas, but decisions must be made as a group and will be decided by a majority vote of the Executive
5. All Student Council activities must have the approval of the administration prior to the execution
6. A general council meeting shall be conducted every other week and is an open meeting for all OTHS students to express ideas and opinions related to Student Council's objectives (see Article II)
7. In order to conduct a general council meeting the faculty advisor(s) and Co-Presidents must be present
8. The Co-Presidents shall outline future goals and concrete initiatives at the general council meeting

## **Article VII: Elections**

### **A: Eligibility**

1. All candidates for Student Council must fulfill the requirements listed in Article III, Section B and be familiar with the OTHS Student Council Constitution
2. The candidates for Co-President must:
  - a) have been a member of the Student Council (as a representative or on cabinet), or
  - b) have demonstrated exemplary leadership at OTHS (ie., through their participation in Leadership Camp, Link Crew, We Club etc.)
3. Candidates for the Finance Officer position must have strong mathematics and/or accounting skills
4. Candidates for the Student Senator must have been a member of the general council or the Executive for at least one year prior to being nominated

### **B: Date of Elections**

1. Student Council elections for the Co-President positions will take place at the beginning of February (beginning of second semester)
2. Student Council elections for Grade Representatives will take place after Victoria Day and before exams in June
3. Elections for Grade 9 Representatives will take place before Thanksgiving

## **C: Nomination Procedure**

1. A person officially becomes a candidate when:
  - a) He/she submits by a specified date prior to the election, a student petition of support with the required signatures and reasons for support of eligible voters. (If a person signs for more than two people who are seeking the same office or more than two Co-President nominees, the supporter's signature is eliminated from petitions for the same office, but the candidacy of the office-seeker is not affected unless the elimination of the signature leaves the number of supporters below the number required for candidacy.)
  - b) Candidates for Grade Representative must submit the application portfolio by a specific date
  - c) He/she submits to the faculty advisor(s) a copy of his/her portfolio for approval by a specific date.
  - d) He/she passes the requirements of the school's eligibility policy.
  - e) Candidates for the Co-Presidency must submit all requirements outlined in the Application Portfolio.
2. Candidates for Co-President may NOT run for election as pairs
3. In cases where the number of candidates is the same or less than the number of available seats for a given position, the position will be acclaimed subject to a majority yes/no vote on the ballot. If seats remain open they will be filled according to Article VII, Section G, Subsection 2.
4. Any potential candidate who fails to comply with any section of C.1 above may be removed from the ballot prior to the election at the discretion of the faculty advisor(s) or the Co-Presidents.

## **D: Campaign Rules**

1. The campaign may begin on the designated date prior to election. No campaigning is allowed on Election Day. All posters or any promotional materials must be taken down the morning of the vote
2. Current Student Council Executive members may not publicly endorse or speak against any candidate during the entire election time in any way.
3. Candidates are limited to a maximum of the equivalent of fifty (50) 8.5x11 inch pages for all campaign materials posted in the school at any time. Posters are not to be posted in stairwells.

4. All posters must be approved and signed by the faculty advisor(s) or administration prior to being copied and posted.
5. Distribution of campaign materials shall not interfere with the education atmosphere of classes.
6. Candidates are responsible for the removal of their own posters the morning before the vote.
7. Candidates shall not interfere with the campaign of fellow candidates.
8. The use of giveaways, freebies, or promises is **NOT** permitted.

#### **E: Rules for Presentations (Speeches)**

1. All candidates shall make their own presentation.
2. Presentations shall not exceed 3 minutes.
3. At the discretion of the faculty advisor(s) and the Principal, live presentations may be made at an assembly in the cafeteria and/or over morning announcements or any other approved platform.
4. Video presentations may be posted and shared with teachers or posted on the OTHS website but must be approved by faculty advisor(s) or by the administration.

#### **F: Voting Procedures**

1. All students who will be returning to OTHS (ie., have submitted an option sheet) are eligible to vote for the Co-President position.
2. The current grade 12 students may not vote unless returning for another year.
3. Students who will be enrolled in grade 12 in the upcoming school year are eligible to vote for the Grade 12 Representative(s). Students who will be enrolled in grade 11 in the upcoming school year are eligible to vote for the Grade 11 Representatives.
4. Students who will be enrolled in grade 10 in the upcoming school year are eligible to vote for the Grade 10 Representatives.
5. For fall elections, grade 9 students are eligible to vote for the Grade 9 Representatives.

## **G: Other Elections or Appointments**

1. The election of Grade 9 Representatives in the fall will be conducted in accordance with the rules for elections stated above.
2. Officers and Replacement of Executive Members:
  - a) If no one runs for one of the representative's position or if there is a need to replace an Executive member after the elections, the position may be filled by application.
  - b) The Finance Officer, Communication Officer, and Records Officer shall be filled by application in September.
  - c) Applicants submit a nomination form and eligibility form.
  - d) Applicants must meet the requirements set out in Article III, Subsection B of the constitution.
  - e) The Co-Presidents will appoint a nominee for the applicants, and the nominee must be ratified by a majority of the Executive.
  - f) The Student Senator position will be appointed by the faculty advisor(s).
3. Should both Co-Presidents be dismissed or resign (see Article III, Subsection D), a President will be elected from within the Executive by secret ballot. A majority is required

## **H: Installation of new Executive**

The new Student Council Co-Presidents will assume their duties after the election in February. The Past-Presidents will remain on council as mentors and for continued support throughout the semester. The other Executive members will be elected after the May long weekend but before the second week of June. All positions except the Co-Presidents will occupy their positions for semester one and semester two of the same school year.

## **Article VIII: Student Assembly**

1. The Student Assembly shall be an intergroup organization lead by the Student Council to promote intergroup cooperation as well as to maintain dialogue between student groups.
2. The Student Assembly shall meet four (4) times a year in September, November, February and April.

3. The Student Assembly meetings shall be co-chaired by the Student Council Co-Presidents.
4. Group Delegates (to be modified as appropriate):
  - a) Tech Team
  - b) Link Crew Delegate
  - c) Diversity Club/ORA Delegate
  - d) Athletic Council Delegate
  - e) Leadership Camp Delegate
  - f) WE Club Delegate
  - g) Eco Team
  - h) Music Council Delegate
5. A group delegate may only represent one group at a Student Assembly meeting.
6. The Delegates Shall:
  - a) act as liaisons between Student Council and their groups
  - b) promote upcoming events
  - c) contribute personal ideas and opinions whenever appropriate
  - d) attend all Student Assembly meetings

## **Article X: AD HOC Committees**

1. May be formed as deemed necessary by the Co-Presidents with a majority approval from the Executive.
2. Shall be composed of Executive Members or council members/members at large.
3. Must have specific objectives for a one-time event/program. A project-plan shall be completed and submitted to the Co-Presidents for approval.
4. The Co-Presidents shall appoint a chairman for the committee from within the Student Council.
5. The committee will be disbanded at the conclusion of its function.

## **Article XI: Role of Administration**

1. Will attend at least two Student Council meetings per semester to maintain involvement and connection with the student body.
2. Will actively support student initiatives where possible.
3. Will be available for consultations and/or meetings in order to discuss student activities.

4. Will encourage and support a strong student voice within the school community and the community at large.