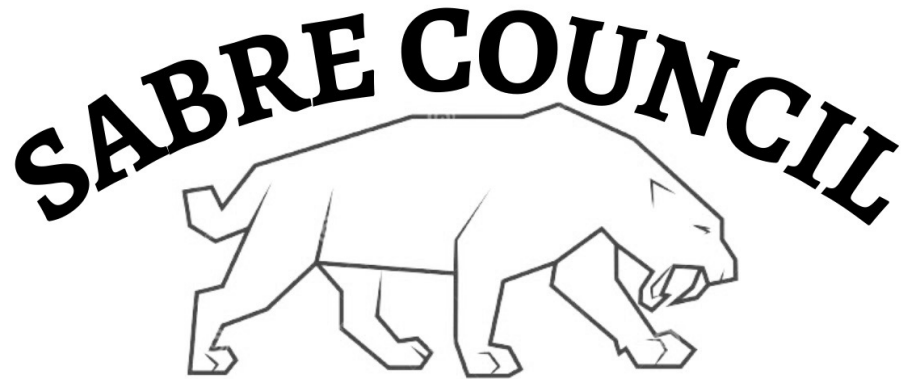


GUILDFORD PARK SECONDARY



Constitution 2021/2022

[Table of Contents](#)

[Section I: Purpose](#)

[Section II: Structure](#)

[Section III: Principles and Values](#)

[Section IV: Eligibility Requirements](#)

[Section V: Responsibilities of Student Council](#)

[Section VI: Election](#)

[Section VII: Transition Phase](#)

[Section VIII: Finance](#)

[Section IX: Resignation](#)

[Section X: Student Council Meetings](#)

[Section XI: Amendments](#)

Section I: Purpose

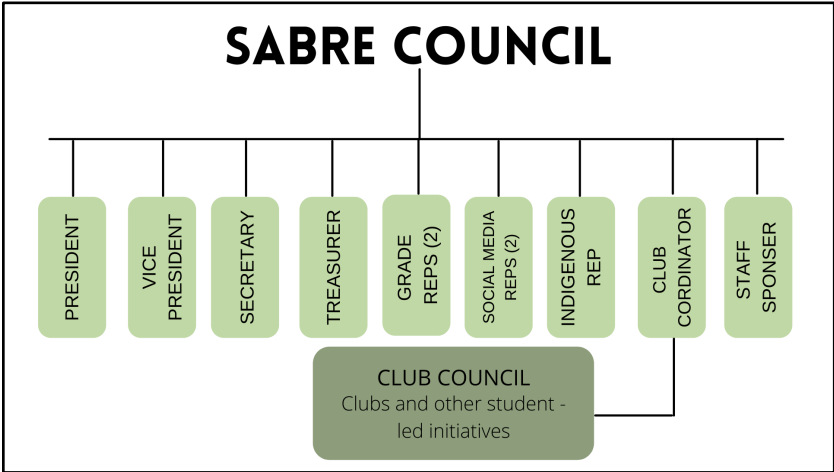
The Guildford Park Sabre Council aims to be the unified voice of Sabres on student issues. It brings together student representatives to collaborate on and assist in the accomplishment of one another's initiatives. It also works to improve student engagement in the school community and build school spirit.

Elected members are to assume and fulfil the responsibilities of their role. It offers an opportunity to build leadership and communication skills, practice democracy, and gain valuable experience. The functional purpose of Sabre Council is to act as a vehicle of collaboration between different student-led organizations. It also acts to create proposals regarding large school events that must be approved by the Principal.

Section II: Structure

The structure of the Student Council consists of:

- President
- Vice-president
- Secretary
- Treasurer
- 2 Grade Representatives (gr. 8-12)
- Social Media Representative (2)
- 3 Teacher Sponsors
- Club coordinator(s)
- Indigenous Representative



Section III: Principles and Values

The Sabre Council’s strength lies in its members’ sense of social justice, equity, open-mindedness, and cooperation. All members of student council should adhere to the following principles in order to create a safe, welcoming space for all.

- ***We recognize that we are on traditional, unceded shared territories of the Kwantlen, Katzie, Tsawwassen, Semiahmoo First Nations and other Coast Salish peoples. We must respect this land, along with Indigenous rights and Peoples and actively work towards reconciliation.***
- ***We attend all meetings, and if sick or unable to make it, it must be clearly communicated with the council***
- ***We practice mutual respect: We must acknowledge everyone comes from different walks of life and has different opinions, we must respect each other, especially because our school motto is "Everyone Matters."***
- ***We participate in events: We must participate and work to support as many school events as possible and communicate clearly if we are unable to.***
- ***We are kind: We must be kind and practice empathy, especially as leaders of the school.***
- ***We are trying to grow and improve: We are engaging with the issues around us, and continuously educating ourselves to be supportive of social movements around the world.***
- ***We do not discriminate: We do not discriminate, especially based on gender, sexuality, race, ethnicity, religion or background.***
- ***We do not follow a strict hierarchy: Each role is equally important and has their own place in the greater school system.***
- ***We work to amplify the voices of those who have historically oppressed. We practice democracy***

SECTION IV: ELIGIBLE REQUIREMENTS FOR POSITIONS

As membership in the Sabre Council is a year-long commitment and requires significant involvement, all candidates must meet the following requirements:

- In good academic standing
- Good attendance
- Commit to weekly meeting on Wednesdays at lunch

1. President

- Must be entering Grade 12
- Must have at least one year of experience on Sabre Council
- For the school 2021/2022 and 2022/2023, another leadership role (Team leader, club leader, etc.) will be accepted

2. Vice-president

- Must be entering Grade 11 or 12
- Must have at least one year of experience on Student Council
- For the school 2021/2022 and 2022/2023, another leadership role (Team leader, club leader, etc.) will be accepted

3. **Secretary**

- Must be entering Grade 10,11 or 12
- Should enjoy organizing and managing information

4. **Treasurer**

- Must be entering Grade 11 or 12
- Should have proficient math skills
- One of two teacher references must be a math teacher

5. **Grade representatives (2)**

- Must accurately represent the voice of their grade
- Should be fairly involved within the school community

6. **Social media representatives (2)**

- Must be entering Grade 10, 11, or 12
- Should be creative/enjoy creating graphics and art
- Must submit an example of artwork

7. **Indigenous representative**

- Must be entering grade 9, 10, 11 or 12
- Identify as an Indigenous person

SECTION V: RESPONSIBILITIES OF SABRE COUNCIL MEMBERS

Responsibilities of Sabre Council as a whole: we should respect every individual role and members must be committed to their role for the full year, otherwise they can face disciplinary action. Everyone must be kind, respectful, and uphold our principles.

Responsibilities of individual roles:

1. President (GR. 12)

- Prepares meeting agendas
- Communicates with administration
- Holds council accountable to the constitution and the student population

- Ensures transparency within the school community
 - Holds Council votes as necessary and follows majority rules
 - Ensures everyone's voice is heard and valued
- 2. Vice-president (GR. 11, 12)**
- Does advertising/ marketing
 - Organizes events
 - Acts as a president when president is unavailable
- 3. Secretary (GR. 10, 11, 12)**
- Record and distributes meeting dates
 - Recommended for older grades (10/11/12)
 - Takes meeting notes and distributes notes after meeting
 - Ensures transparency within the school community
 - Sends bi-weekly summaries to administration and staff
- 4. Treasurer (GR. 11, 12)**
- Responsible for financial transactions and money
 - Oversees Budget
 - To prepare an end of year complete financial report showing all revenue and expenses of that year
 - Controls yearly Sabre Council budget
 - To manage funding requests from student clubs and Council
 - Must keep an accurate and regularly updated record of transactions accessible to sponsor teachers
 - To coordinate reimbursements and money transfers
- 5. Social Media Representatives (2) (GR.10,11,12)**
- Make posts, manages promotions
 - Make social media accounts
 - Recommended that one has experience in photo editing
- 6. Grade Representatives (2 per grade)**
- Ensure opinions from their own grades.
 - Volunteer to help out with announcements
 - Grade 12 representative communicates with the Grad Council
- 7. Club Coordinators (# dependant on workload determined by # of clubs)**
- Organize club meetings
 - Attend Sabre Council meetings as needed
 - Bring issues discussed in club meetings to the Council and let the president know
- 8. Indigenous Representative**
- broaden our perspective
 - have Indigenous voices and work amplified

9. Sponsors

- Offers support to Sabre Council
- Provides a space for Council meetings and external Sabre Council work
- At least one sponsor should attend each weekly meeting
- Act in the interest of school/district
- Takes a step back to enable student leadership

Dismissal

In the event that a Council member cannot uphold their student or Council duties, they can face a dismissal from their position.

A Council member can face dismissal for the following reasons:

- If a member misses three or more consecutive meetings without a valid excuse
- If a member brings the Sabre Council into disrepute through their actions
- If a member does not have good academic standing or attendance
- If they consistently do not fulfill their duties to the expectations of Sabre Council

Dismissal may occur by the following methods

- majority of Sabre Council
- sponsor teacher
- administration

If a student not involved in Sabre Council wants to propose someone should be dismissed from council, they can bring it up either to one of the sponsor teachers or administration clearly detailing why a certain Council member should be dismissed

SECTION VI: ELECTION

Once students have applied, the finalists will be decided through a staff committee voting process. After the final candidates have been finalized, students will vote on their top choices in classes. The election process for President, Vice President, Secretaries, Treasurer, and Social Media Representatives will begin in April before the next Council term begins. The election process for grade representatives will begin at the beginning of the Sabre Council term in September to allow grade 8's to participate as well. The election will be supervised by the retiring election as long as they are not seeking re-election.

Election Timeline

First week of April: Introductions/Advertisements

Third week of April: Applications open (April 27th)

End of April: Applications due (May 10th)

End of first week of May: Staff Committee finalizes top candidates

Second week of May: Finalized candidates are introduced

End of third week of May: School wide vote is held (June 1st)

Election Process

1. Student Application

- Students complete the application form with two staff references and three student nominations explaining why they would be a good candidate for Student Council.

2. Staff Committee Vote

- Once students have completed their applications, the staff committee will go through each application and determine 3 to 5 final candidates depending on the number of applicants.

3. Campaigning Process

- Top candidates must create a video or a bio of themselves

→ Content should include:

1. Who you are (picture required)
2. Position you're running for
3. Reasons why you are fit for the position
4. Things you hope to accomplish
5. Something to make you memorable (Fun Fact)

- Potential presidents and vice presidents will have a debate which will be open for the entire school to view. **(for future year?)**

4. School Wide Student Vote

- In classes, students will receive brief video and/or written descriptions of each candidate and select their top candidate(s) on the ballot (in the case where two candidates are elected, they select two).
- We will also be posting the campaign bios/digital platform on our Instagram account and display them as well on the TVs around our school.

Grade 8 Representative Timeline

First and second week of September : Announcement and Introductions

Third week of September: Applications open

First week of October: Application deadline

Second week of October: Campaigning

Monday of third week of October: Voting day

Election Rules and Regulations

- Students can only vote once
- Students vote top 3 candidates on a ballot
- Retiring previous members of Sabre Council will run the election and count ballots with the support of the sponsor teachers and one administrator
- Students can only apply for one position
- Students can only vote for grade representatives in their same grade

Tie-breaker

In the case of a tie, the current Sabre Council and sponsors will hold an anonymous vote excluding the position that is being decided.

Section VII: Transition Phase

Once the election process for the following year has concluded and the elected positions are chosen, the current members must help the new members adjust to the position.

This means the current members must go over the roles and responsibilities of their position with the new members, and have them shadow them for the last few meetings before the year ends. This process also includes showing soon-to-be council members how meetings are run and facilitated. Current council must offer mentorship to their new roles. Current council should also add to the legacy document- building a continuous and growing knowledge base for future councils to come.

Section VIII: Finance

The Sabre Council has a yearly budget for which they can put towards events, meetings, supplies, and food. The budget will be controlled by the treasurer, and student clubs and committees and request funding if necessary. At the beginning of a new term, the Council must meet and go over their financial plans for the year, led by the treasurer. Any surplus at the end

of the year can go towards next year's budget or redistributed to the school at the discretion of Sabre Council and the treasurer.

Section IX: Resignation

When a member of Sabre Council resigns, they must submit a formal resignation letter. If a member has a valid reason as to why they cannot uphold their duties for a given amount of time, they can request a leave of absence from a sponsor teacher.

To replace the position, it will first be offered to current members of Council, and if no one is interested then it will be offered to the runner-up from the previous election. If this also does not result in a position, then a bi-election will occur to replace the position.

Section X: Sabre Council Meetings

Sabre Council meetings are to be held weekly on Wednesdays at lunch. Any additional meetings can be called by the president or vice-president in case any additional, time-sensitive issues need to be discussed. Each meeting must start with a land acknowledgement. Meetings are public and open to the student body who wish to express any concerns. Non government members should arrange with the president if they want to raise issues for the next meeting so that the agenda can be adjusted accordingly. To do this, students must write a short summary of what they wish to discuss to the president or one of the teacher sponsors.

The secretary must take meeting notes which will be posted the day after the meeting concluded. Notes will be posted online and available to the student body so that all council decisions are made transparent to everyone.

Any student committee clubs can have a seat at Council meetings and raise or propose any issues, but they should let the president know beforehand so that the meeting agenda can be adjusted.

Voting

When Sabre Council must hold decisions, the goal is to hold an open discussion and come to a consensus as a whole. During these discussions, Council Members must keep an open perspective and practice respect. In the case consensus cannot be reached, a vote will be held and the Council must have two-thirds majority to pass. In the case a member is not in attendance at a meeting, they can submit a vote electronically only if they are caught up on the

notes. If a Sabre Council member misses a meeting without informing anyone, their vote will be omitted.

If a vote must be held immediately, the absent member's vote will be omitted. During the voting process, Sabre Council members must ensure to avoid discrimination and respect differing opinions.

Section XI: Amendments

This constitution was created on April 1, 2021 which may be amended in whole or in part by a two-thirds Sabre Council vote. The constitution should be reviewed yearly by the Council and remains in effect unless amended.

Section XII: Acknowledgements

Future GP students would like to acknowledge the initiative, hardwork and commitment of the following students in establishing the Guildford Park Student Council: Par Tha Luai, Calvin Nguyen, Diksha Ramdharry, Naisha Khan, Arsh Gill, Kaithlyn Yambao, Linda Bian, Yasmine Nijjar and Chelsea Michalik. Thank you for establishing a legacy of student leadership and collaboration at Guildford Park.