

**SAUGEEN DISTRICT SENIOR SCHOOL  
STUDENTS' ADMINISTRATIVE COUNCIL  
CONSTITUTION**

Last Amendment: **April 9, 2024**

November 7, 2021

April 10, 2014

April 5, 2007

June 20, 2006

March 31, 2003

Constitutional Committee:

Lucas Harris

Hiba Rana

Abby Clarke

**1. NAME:**

This organization shall be known as the Students' Administrative Council (SAC) of Saugeen District Senior School.

**2. PURPOSE:**

- 2.1 To be responsible for the development, supervision, and administration of all student-planned extra-curricular and social activities of the student body of Saugeen District Senior School.
- 2.2 To provide a responsible organization to represent the student body and to act on its behalf.
- 2.3 To promote and support school spirit.

**3. COMPOSITION OF THE STUDENTS' ADMINISTRATIVE COUNCIL:**

The SAC shall consist of

- 3.1 The Executive: Co-Presidents, Secretary, Treasurer, Student Senator, Saugeen First Nation Student Senator, Social Convenors, Ambassadors, Directors of Sports and Recreation, and Technology Coordinator.
- 3.2 The Committee of the Whole: The Executive, Class Representatives, and Chief Electoral Officer.

**4. DUTIES OF MEMBERS OF COUNCIL:****4.1 Co-Presidents**

- 4.1.1 To be the official representatives of the SAC.
- 4.1.2 To represent and communicate what is in the best interest of the students of SDSS to appropriate organizations when deemed necessary.
- 4.1.3 To call all meetings of the Executive and Committee of the Whole.
- 4.1.4 To consult with and inform the Administration and Staff Advisors about all important matters.
- 4.1.5 To inform the Committee of the Whole about all matters affecting the SAC.
- 4.1.6 To appoint a Chief Electoral Officer at least two weeks before the election is called for the following year's SAC.

- 4.1.7 To be in regular contact with all advisors.
- 4.1.8 To prepare a budget in conjunction with the Treasurer before the last Friday in September.
- 4.1.9 To communicate with all members of the SAC on a regular basis.
- 4.1.10 To take on or oversee any uncompleted tasks in which the SAC has engaged.
- 4.1.11 To designate or act as chairperson at all meetings of the SAC.
- 4.1.12 To prepare the agenda in conjunction with the Secretary.
- 4.1.13 To maintain contact with and to assist in the various sub-committees of the SAC.
- 4.1.14 To organize the turnover of the SAC Executive.

## **4.2 Secretary**

- 4.2.1 To be present at all meetings or to designate a replacement.
- 4.2.2 To keep careful and detailed records of all meetings.
- 4.2.3 To prepare and distribute copies of the minutes of all meetings to: Administration, Staff Advisors, Executive members.
- 4.2.4 To keep attendance records of all members present and absent.
- 4.2.5 To prepare and distribute an agenda for use at each meeting in conjunction with the Co-Presidents.
- 4.2.6 To keep an updated copy of the constitution available for any person who may request this document and inform the student body of this service.

## **4.3 Treasurer**

- 4.3.1 To be present at all meetings or to designate a replacement.
- 4.3.2 To keep records and be in charge of all financial transactions of the SAC.
- 4.3.3 To give a report of the financial standing of the SAC when necessary.
- 4.3.4 To be responsible for preparing a year-end financial statement.
- 4.3.5 To be responsible for keeping the budget up to date.

## **4.4 Student Senator**

- 4.4.1 To attend all Committee of the Whole and Executive meetings.

- 4.4.2 To represent the student body at all official meetings of the Bluewater District School Board.
- 4.4.3 To be responsible for his/her own transportation to Chesley for these monthly meetings.
- 4.4.4 To update and inform the rest of the SAC of topics of discussion at these meetings.
- 4.4.5 To represent the students of SDSS at the Ontario Student Trustee Association.
- 4.4.6 To represent the students of SDSS on at least one temporary or permanent standing committee of the Bluewater District School Board.
- 4.4.7 To survey the student body at the request of the SAC.

#### **4.5 Saugeen First Nation Student Senator**

- 4.5.1 To represent the Saugeen First Nation student body of SDSS at all official meetings of the Bluewater District School Board.
- 4.5.2 To be responsible for his/her own transportation to Chesley for the monthly meetings.
- 4.5.3 To represent the Saugeen First Nation student body of SDSS on at least one standing committee of the Bluewater District School Board.
- 4.5.4 To attend all Committee of the Whole and Executive meetings.
- 4.5.5 To survey the indigenous student body at the request of the SAC.

#### **4.6 Social Convenors**

- 4.6.1 To maintain a high level of student involvement within the school by taking a leadership role in organizing school and spirit activities, and all other social extracurricular activities.
- 4.6.2 To report to the Students' Council Executive the situation within each of his/her fields of responsibility on a regular basis.
- 4.6.3 To be in attendance at all Executive and Committee of the Whole SAC meetings.

#### **4.7 Ambassadors**

- 4.7.1 To be responsible for the promotion of the SAC and all of its events and activities.
- 4.7.2 To maintain necessary communication with the media.
- 4.7.3 To provide articles for written publications and any other promotion materials.
- 4.7.4 To circulate SAC press releases after consultation with the Co-Presidents. 4.7.5 To assist and act as a resource for the Class Representatives, while working with them to distribute all information regarding SAC events.
- 4.7.6 To attend, or choose an Executive-approved delegate to attend, all meetings of the School Community Council and the Association of Student Councils.
- 4.7.7 To receive all correspondence from outside the school and to present them at the next meeting of the Executive.
- 4.7.8 To be in attendance at all Executive and Committee of the Whole SAC meetings.
- 4.7.9 To be the people responsible for delivering the morning announcements and appropriate music each school morning. When absent from school, they shall appoint an alternate.

#### **4.8 Co-Directors of Sports and Recreation (PAC)**

- 4.8.1 To be in charge of Sports and Recreation within SDSS and shall:
  - 4.8.1.3 Organize activities to exhibit participation and achievement in sports, clubs, and organizations.
  - 4.8.1.4 Organize the athletic banquet at the end of the school year.
- 4.8.2 To be in attendance at all Executive and Committee of the Whole SAC meetings.

#### **4.9 Student Arts Representative**

- 4.9.1 To maintain a high level of student involvement in coordination with the Social Convenors.
- 4.9.2 Organizing school spirit activities and all other social extracurricular activities.
- 4.9.3 To work and keep updated with the art departments to promote their programs throughout the school.
- 4.9.4 To work closely with the Student Academic Representative.

4.9.5 To be in attendance at all Executive and Committee of the Whole SAC meetings.

#### **4.10 Student Academic Representative**

4.10.1 To maintain a high level of student involvement in coordination with the Social Convenors. Organize school spirit activities and all other social extracurricular activities.

4.10.2 To work with the academic departments to promote their programs throughout the school.

4.10.3 To work closely with the Student Arts Representative.

4.10.4 To be in attendance at all Executive and Committee of the Whole SAC meetings.

#### **4.11 Technology Coordinator**

4.11.1 To be responsible for all SAC social media accounts. This responsibility may be taken on by another member of the SAC if nobody is appointed.

4.11.3 Will have prerequisite of TGJ3MI (communications technology), ICS3UI (computer programming), AWS4MI (computer art) or a comparable amount of experience with technology and websites.

4.11.4 To be in attendance at all Executive and Committee of the Whole SAC meetings.

### **5. DUTIES OF OTHERS:**

#### **5.1 Elementary Class Representatives**

##### **5.1.1 Duties**

5.1.1.1 To represent elementary SAC and share the topics of discussion at their meetings.

5.1.1.3 To attend all Committee of the Whole meetings.

#### **5.2 Chief Electoral Officer**

##### **5.2.1 Appointment**

The outgoing SAC Co-Presidents will appoint a student from Grade 12 who will act as the Chief Electoral Officer for the following year at least two weeks before the election is called.

## **5.2.2 Duties**

- 5.2.2.1 To conduct and supervise all student elections and referenda held within SDSS.
- 5.2.2.2 To supervise the conduct of all elections, campaigns, and report irregularities to the SAC Executive.
- 5.2.2.3 To be responsible for preparing nomination sheets, publishing the slates of candidates, preparing the ballots and ballot boxes, drawing up the voter lists and establishing polling divisions, times and places.
- 5.2.2.4 To appoint his/her staff of officials to aide him/her in the conduct of elections or referenda.
- 5.2.2.5 To establish a system of counting ballots and publishing the results.
- 5.2.2.6 To personally notify each candidate, successful or otherwise, of the results before it is announced to the student body.
- 5.2.2.7 To have a working knowledge of the constitution.

## **6. ELECTIONS:**

### **6.1 Qualifications of Nominees**

#### **6.1.1 Co-Presidents:**

Any full time (six courses or principal's approval) students currently enrolled at SDSS are eligible to run as Presidential candidates subject to the approval of the Administration. The students must show leadership and organization abilities and carry at least a seventy percent average using the average from the end of the first semester and the average from the mid-term of the second semester.

#### **6.1.2 Secretary: Same as Co-presidential candidates.**

#### **6.1.3 Treasurer: Same as Co-presidential candidates in addition to obtaining the approval of the business department and successful completion of BAF 3M.**

#### **6.1.4 Student Senator: Same as Co-presidential candidates.**

#### **6.1.5 Social Convenor: Same as Co-presidential candidates.**

#### **6.1.6 Ambassadors (Public Relations): Same as Co-presidential candidates.**

- 6.1.7 Co-Directors of Sports and Recreation: Same as Co-presidential candidates in addition to obtaining the approval of the physical education department on their nomination form. Each pair shall consist of a male and a female.
- 6.1.8 Student Arts Representative: Same as the Co-presidential candidates in addition to obtaining approval of the arts teachers (drama, music and visual art) on their nomination form.
- 6.1.9 Student Academic Representative: Same as the Co-presidential candidates in addition to obtaining approval of academic teachers on their nomination form.
- 6.1.10 Technology Coordinator: Same as the Co-presidential candidates.
- 6.1.11 The Co-presidents, Co-directors of Sports and Recreation, and Ambassadors shall run as co-positions in which the pair is formed before the election process.

## **6.2 Election Process:**

The Co-Presidents, in conjunction with the Chief Electoral Officer, will complete the following:

- 6.2.1 Call the election before May 1<sup>st</sup> with Election Day being held no later than May 20<sup>th</sup>.
- 6.2.2 Develop an election calendar/plan with the opening and closing days of nominations, poster removal date, speech date, advance polls, and election day.
- 6.2.3 Formally call the election over the announcements.
- 6.2.4 Formally certify the election results and post in each classroom.
- 6.2.5 Develop a nomination process including the following criteria:
  - 6.2.5.1 Each nominee for an Executive position shall hand in official nomination papers bearing five student signatures (one of which is from a member of the current SAC Executive) and five teaching staff signatures.
    - 6.2.5.1.1 The Co-Directors of Sports and Recreation, Student Arts Representative and Student Academic Representative must have teachers' signatures from their respective departments.



6.2.5.2 Each nominee will prepare a 600-word essay outlining why they want to be an Executive member according to their role as outlined in the constitution. This report will be submitted to either SAC teacher advisor within 5 days of the election start date. Essays will be reviewed by SAC teacher advisors and administration, and nominees will be granted approval to continue the election process.

6.2.6 In the event of a tie, another vote will be held within two days.

### **6.3 Electors**

All students, full-time or part-time, in grades 8 through 12 who will be attending SDSS next school year are eligible voters. Members of the Saugeen District Senior School staff may not vote in SAC elections.

### **6.4 Elementary Representatives**

6.4.1 Any student wishing to become an elementary representative must follow the procedures of the elementary division in which two students are appointed to attend the monthly meetings of the S.A.C.

### **6.5 Elections and Referenda Records**

6.5.1 Results of all elections and referenda must be recorded in the minutes of the following SAC meeting.

6.5.2 All ballots will be kept for one month.

### **6.6 Referenda**

The Executive and the Administration must approve any student-planned referenda that are to be held in the school.

### **6.7 Advance Polls**

The Chief Electoral Officer will conduct three advance polls for those students who are not able to vote on Election Day. The advance polls are to take place prior to Election Day before classes, during lunch, and after school.

**7. ATTENDANCE:**

Any Council member who is not present at 3 meetings in total without just cause (as decided by the SAC Executive) shall be considered for impeachment as outlined in section 20.

**8. MEETINGS:**

- 8.1 All meetings shall follow the rules contained in the latest edition of 21<sup>st</sup> Century Roberts Rules of Order as outlined in Appendix B.
- 8.2 Quorum is comprised of 75% of voting members as outlined in Section 9.
- 8.3 Quorum shall be present when voting at all meetings.
- 8.4 All motions made at meetings shall be passed by a simple majority vote.
- 8.5 In the event of a tie, the chairing President shall have the final vote.
- 8.6 The Executive shall meet at the call of the Co-Presidents at least twice monthly.
- 8.7 The Committee of the Whole shall meet at least once monthly at times agreeable to the Administration. All staff and students shall know the times of these meetings.
- 8.8 Attendance will be recorded by the Secretary in the minute book and the minutes of the last SAC meeting will be read.
- 8.9 The Treasurer shall give a financial report when needed.
- 8.10 An agenda shall be prepared by the Secretary in conjunction with the CoPresidents and it will be followed at each meeting. Agenda items must be submitted at least one day in advance of all scheduled meetings.
- 8.11 Executive members shall report on their actions at each Committee of the Whole meeting.

**9. VOTING MEMBERS:**

- 9.1 All Executive positions shall receive one (1) vote at all Executive and Committee of the Whole meetings.
- 9.2 All co-positions will share one (1) vote.

- 9.3 All Committee of the Whole members shall receive one (1) vote at all Committee of the Whole meetings.

#### **10. VACANCIES ON COUNCIL:**

- 10.1 Executive:  
These positions will be filled by another responsible member of Council as picked by the Executive.
- 10.11 Class Representatives:  
Vacancies will be filled by class election as outlined in Section 6.4.
- 10.12 Chief Electoral Officer  
This position will be filled by another responsible member of Council as picked by the Executive.

#### **11. CLUBS AND ORGANIZATIONS:**

- 11.1 The SAC has authority over student-sponsored activities within the school.
- 11.2 Any school organization is under Constitutional jurisdiction.
- 11.3 No club or organization shall sign any contract without SAC sanction.
- 11.4 The SAC will not be responsible for any commitments made on its behalf without its expressed consent as evidenced by a motion passed by the Committee of the Whole.
- 11.5 The SAC will accept no responsibility, financial or otherwise, for school clubs or groups without a specific motion that is passed by the Committee of the Whole to that effect.
- 11.6 These clubs' finances are to be kept separate from the finances of the SAC.
- 11.7 All groups or clubs desiring funds through the SAC must make and sign a contract that is acceptable.
- 11.8 If a group does not fulfill its contract with the SAC (as specified in Section 11.7), all allotted funds must be returned to the SAC.
- 11.9 All organizations wishing to conduct functions that will affect the student body must secure sanction of the SAC in advance. In the event that a club wishes to approach the SAC concerning a club activity or function, it must appoint and

send one member who will secure the right to address the SAC at an appointed time. As spokesperson, they will express the request of his/her club. The SAC will debate and then vote on the request. The spokesperson is then responsible for taking the decision back to his/her club. If further information regarding the above activity is sought, the same individual will again act as spokesperson for this group.

## **12. STAFF ADVISORS:**

The Administration, in consultation with the staff of Saugeen District Senior School, shall be responsible for appointing at least one and not more than three Staff Advisors to the SAC.

## **13. PRINCIPAL'S AUTHORITY:**

Actions not included in the Constitution are subject to approval by the Principal.

## **14. AMENDMENTS:**

- 14.1 An amendment may be proposed by any member of the SAC.
- 14.2 An amendment may be proposed at any meeting. The following steps must be followed in order to pass an amendment.
- 14.3 At the first meeting, the amendment is proposed and there is open discussion. After it has been formulated, it must be made known to the student body.
- 14.4 At the second meeting, to be held not less than three days after the first meeting, this amendment will be the first order of business. The document is re-read before further discussion and then necessary changes in form are made. Then, by a signed ballot, members of the SAC vote on the amendment as it stands.
- 14.5 When voting on an amendment, the quorum of the SAC assembly shall be eighty per cent of which seventy-five per cent must vote in favour of the proposed amendment. Before it can be incorporated into the constitution, the amendment is subject to Administrative approval.

## **15. REVIEWING THE CONSTITUTION:**

Not later than the end of September, a SAC committee shall be set up to review the Constitution. A mandatory report will be submitted before the Christmas break.

#### **16. ACCESS TO SAC RECORDS AND FUNDS:**

All SAC records in the school vault shall be accessible only to the Executive, Administration, and Staff Advisors. All SAC money must be banked in either normal fashion or by a night deposit bag.

#### **17. SAC FUNDS:**

- 17.1 The SAC funds will be kept in a current account. Two of three signatures will be needed to make each cheque written on the account valid. One signature may be the Treasurer or one of the Co-Presidents, and the second signature must be one of the Staff Advisors'.
- 17.2 All three signatures must appear in the record books before a cheque is signed unless approved by the Staff Advisor.
- 17.3 All SAC expenditures between 100 dollars and 499.99 dollars must be approved by a simple majority vote of the Executive. Any expenditure exceeding 500 dollars must be approved by the Committee of the Whole.
- 17.4 A minimum of \$1000 must be in the SAC bank account at the start of September.

#### **18. DANCES:**

- 18.1 Persons admitted to dances must be able to prove that they are currently enrolled and in attendance at SDSS.
  - 18.1.1 All persons at the dance could be required to show proof of attendance at SDSS at any time.
- 18.2 Dance rules are outlined in Appendix 'A'.

#### **19. DISTRIBUTION OF THE CONSTITUTION:**

An updated copy of the Constitution shall be posted on the school website.

#### **20. IMPEACHMENT:**

If it is determined by the Administration, the Teacher Advisor(s), two thirds of the Committee of the Whole, and two thirds of the Executive that a certain member of the SAC is not performing his/her duties responsibly and/or appropriately, that person shall be removed from the SAC. The position will then be treated the same as a vacancy on Council as outlined in Section 10.

**Appendix A**

**Dance Rules**

**SAUGEEEN DISTRICT SENIOR SCHOOL  
STUDENTS' ADMINISTRATIVE COUNCIL  
CONSTITUTION  
2023-2024**

Last Amendment: **November 9, 2021**

April 10, 2014.

March 31, 2003

**DANCE RULES**

1. Dances are held at the discretion of the SAC.
2. The SAC is responsible for the organization of dances.
3. Upon arriving at the dance, students must present their Student Card and sign in.
4. The door will close 30 minutes after the dance has started. Students who must arrive later are to obtain a late pass from administration no later than noon on the day of the event.
5. Backpacks are to be left at the door and are not permitted inside the dance.
6. Students who have been drinking alcohol or using drugs or "are under the influence" will have an automatic suspension from school. They will also lose privileges as decided by administration. Parents will be called immediately.

7. A student is allowed to bring one guest who is currently enrolled at a Grey Bruce Secondary School. This guest must be "signed in" at the office by 4 p.m. on the day preceding the dance. Hosts must accompany their guest. This list will be kept at the door during the dance.
8. Students in possession of alcohol or drugs will be subject to any punishment from authorities.



**Appendix B**  
**Robert's Rules of Order**

**SAUGEEN DISTRICT SENIOR SCHOOL**  
**STUDENTS' ADMINISTRATIVE COUNCIL**  
**CONSTITUTION**  
**2023-2024**

Last Amendment: April 10, 2014

March 31, 2003

**ROBERT'S RULES**

Robert's Rules are one set of guidelines used to chair meetings. Because they are logical, simple, and widely used, they are the traditional means by which the Saugeen District Senior School's SAC meetings are chaired. The SAC does not follow the exact version of Robert's Rules because they can get quite complicated, however our meetings should be conducted as close to Robert's Rules as possible.

1. Before a vote, or motion, is passed, quorum must be established. If quorum is lost in the course of a vote or motion, the meeting must be stopped.
2. All business should be brought before the assembly by motion of a member or by a presentation of a communication to the assembly. In many cases in the ordinary routine of business, however, it is not normal to make a motion. Instead, the chair specifies an action and announces that, if there are no other objections, the action will be considered adopted. If a member objects, a motion to take such an action becomes necessary. In most cases, this requires two people: the mover and the seconder. Neither person is committed to voting in favour of the motion once it

- comes to a vote. To make the motions easier, members should write them down before making them and pass these motions to the minute-taker.
3. Once the motion has a seconder, the chair re-reads the motion and opens the floor to discussions. These discussions often mean amendments. Amendments happen in one of two ways:
    - 3.1. If the person proposing the amendment says it is to be a friendly amendment, no vote is necessary. The chair then asks for any objections. If none occur, the amendment is passed and debate returns to the (now amended) motion.
    - 3.2. If anyone objects (or if the amendment was never friendly), debate begins about the amendment once it has a seconder. The amendment is voted upon and requires a simple majority to carry. Whether it passes or fails, debate resumes on the motion.
  4. During the debate on the main motion or on an amendment, any member can make a motion to close the debate. This action requires a second, and if passed by a simple majority, vote is immediately called.
  5. When a motion is called to vote the chair says: "All in favour of the motion as read by (person taking minutes)..."
  6. The chair then goes around the table and obtains a vote of yes, no or abstain.
  7. Unless otherwise stated in the constitution, motions require a simple majority of valid votes. A valid vote is a vote in favour or against. Abstentions do not count as valid votes.
  8. During the course of a meeting the Chair must remain impartial and never offer their opinion or bias the proceedings. Should the chair wish to speak on the issue, they may pass the Chair. However, they may not claim it back until the meeting proceeds to the next item on the agenda.
  9. If members feel that the Chair is not adequately conducting the meeting they may make a suggestion to the Chair to take a break or make a motion for another individual to become the Chair.
  10. Decisions of the Chair may be appealed through a motion.
  11. There are no such things as points of clarification, however, if a member wishes to make a point of order (pertaining specifically to Robert's Rules) they may raise their hand and be recognized by the Chair.
  12. Once a name is listed on a speakers list, it may never be removed unless the member whose name it is wishes it so. Once the Chair caps a list, they may re-open it if the issue requires further discussion.
  13. The last word on an item is always given to the member who asked for it to be on the agenda. If they are not satisfied with the discussion then the speakers' list must be reopened.
  14. In order for a meeting to adjourn, a motion must be made, seconded and passed. Such motions take precedence over the proceedings.
  15. Non-voting members may make a motion and ask for sponsorship. The motion is then seconded and put forward for discussion.
  16. Members are referred to by their titles and use of first or last names is strictly forbidden.
  17. No one may speak in the course of a meeting unless called upon by the Chair.
  18. Those making a presentation may only speak out of turn to respond to a specific query.
  19. If the Chair is presenting, they must hand over the Chair.
  20. Straw votes are non-binding and used to facilitate discussion in a meeting.

Robert's Rules are in place to make meetings run efficiently. If proceedings become frustrating, they should not complicate the issue further; they should be used to move clearly and conclusively beyond an agenda item so that decisions can be made with utmost regard for their importance to the organization.

