

Student Council By-Laws

CSIS High School



Article I: Name and Purpose

Section 1: Name

The official name of the student council of Christian Sprout Intercultural School (CSIS) shall be the CSIS High School Student Council, hereafter referred to as the "Student Council."

Section 2: Purpose

The purpose of the Student Council is to:

- A. Actively promote and exemplify Christian values within the school community in line with God's Word
- B. Foster a God-honoring school community in line with the school's mission and vision
- C. Represent the voice of the student body to create an inclusive and positive school community
- D. Engage in activities that enhance the overall high school experience for all students.

Article II: Membership

Section 1: Eligibility

All grade 9-11 high school students who have been attending Christian Sprout Intercultural School for at least 2 years (4 semesters) shall be eligible for membership in the Student Council.

Section 2: Positions

The following positions shall be established within the Student Council:

1. President
2. Vice-President
3. Treasurer
4. Secretary

Section 3: Candidacy & Election Rules

1. Elections to select the Student Council members will be held annually, preferably near the end of the 2nd semester.
2. Candidacy for Executive Positions: President & Vice-President
 - a. An application period shall precede the elections, during which students in grades 9-11 may apply to run for the executive position of President.
 - b. Only the executive positions of President and Vice-President shall be open for direct election by the student body.

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- c. The candidate receiving the highest number of votes shall be elected President, and the candidate of the opposite gender of the President-elect with the next most number of votes will be elected Vice-President.
 - d. In the event of a tie for either the President or Vice-President position, a runoff election shall be conducted between the tied candidates.
 - e. In the event there is no candidate of the opposite gender running for an executive position, then the President and Vice-President seats shall be filled with candidates of the same gender, and the President-elect and Vice-President-elect will select at least one member of the opposite gender to fill the Secretary or Treasurer position.
3. Candidacy for Secretary & Treasurer Positions
- a. An application period shall follow the Executive position elections, preferably before the end of the 2nd semester, during which students in grades 9-11 may apply to be selected by the President-elect and Vice-President-elect and Faculty Advisor through an application and interview process.
 - b. Candidates who ran for executive positions and did not get voted into those positions may apply to be selected for Secretary and/or Treasurer positions.
4. Voting Eligibility
- a. All grade 9-11 students of the current school year are eligible to vote for their preferred candidate.
 - b. Students in grade 8 will not be eligible to vote or run for office as they are not officially high school students at the time of voting.
5. Election Campaign & Voting Process
- a. The Faculty Advisor will oversee all elections campaign procedures and voting processes.
 - b. The Faculty Advisor may appoint a member or members of the current Student Council and/or a volunteer committee of students to assist in the election and voting.
 - c. Specific guidelines for the debate, speech, poster, promotion rules, deadlines, and voting process will be established by the Faculty Advisor and the Election Steering Committee, if the Advisor calls on the Committee to do so.
 - d. All candidates must adhere to the set due dates and guidelines.
 - e. The following are the consequences for inappropriate campaign and election behaviors:
 - i. Tier 1: Formal Written Warning for offenses such as offensive language or not adhering to the election deadlines, events, and procedures.
 - ii. Tier 2: Public Apology for repeat offenses or attempts to carry out inappropriate campaign activities.
 - iii. Tier 3: Public Apology AND withdrawal from the current election for first time receiving or handing out material compensation in exchange for votes.
 - iv. Tier 4: Public Apology AND indefinite ban from Future Student Council for a second offense for receiving or handing out material compensation in exchange for votes.
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Section 4: Revocation of Membership

1. Grounds for Revocation: Membership in the Student Council may be revoked in cases of serious breaches of school rules, the CSIS Community Covenant, and/or the expectations as outlined in this document. Serious breaches may include but are not limited to:
 - a. Violation of school policies or regulations.
 - b. Conduct that undermines the integrity or mission of the Student Council.
 - c. Actions that harm the reputation of Christian Sprout Intercultural School.
 2. Review and Process:
 - a. When a member's conduct is alleged to constitute a serious breach, a formal complaint shall be submitted to the CSIS Disciplinary Committee by any member of the school community.
 - b. The Disciplinary Committee shall conduct a thorough review of the alleged breach.
 3. Decision and Removal
 - a. The Disciplinary Committee shall make a determination based on the evidence and testimony presented during the review.
 - b. If the Disciplinary Committee finds that a serious breach has occurred, they may recommend the removal of the member from the Student Council to the school leadership.
 - c. The school leadership shall make the final decision regarding the removal of a member from the Student Council based on the recommendation of the Disciplinary Committee.
 4. Vacancy and Replacement
 - a. If a member is removed from the Student Council, a vacancy shall be declared for the respective position.
 - b. A special election or appointment process may be conducted under the directive of the Faculty Advisor to fill the vacant position as soon as practicable.
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Article III: Roles & Responsibilities

Section 1: Common Expectations

All Student Council Members shall:

1. Be a good representative of the student council and uphold behaviors befitting a child of God inside and outside school.
 2. Sincerely serve the school in fear of and in the name of the LORD
 3. Work on all student council tasks in a timely and diligent manner
 4. Participate in every official meeting and the school Friday Night Prayer meeting that occurs once a month
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- a. All council members are expected to be responsible for participating in the meetings. Repeated absences or failure to fulfill council member responsibilities can cause removal from the council.

Section 2: Student Council Faculty Advisor's Roles & Responsibilities

The Faculty Advisor (hereafter "Advisor") of the Student Council shall provide guidance, support, and supervision to ensure the smooth functioning of the council and its activities. The Advisor shall be a faculty member appointed by the school administration and shall have the following responsibilities:

1. Oversight: The Advisor shall oversee the decision-making process of the Student Council, ensuring that it aligns with the school's values, mission, vision, policies, and regulations.
2. Resource Management: The Advisor shall assist the Treasurer and other members in matters relating to financial management, budgeting, and financial accountability.
3. Event Supervision: During events and activities organized by the Student Council, the Advisor should provide supervision and ensure that they are conducted safely and responsibly.
4. Conflict Resolution: In the event of internal conflicts within the Student Council, the Advisor should mediate and find resolutions to maintain harmony and effective teamwork.
5. Review and Approval: Before implementing significant changes or initiatives, the Student Council shall seek the Advisor's review and approval to ensure they are appropriate and align with the school's mission.
6. Managing the Student Council Elections: The Advisor will oversee and manage all matters related to the Student Council elections process to ensure a fair and representative election.

Section 3: Student Council President

The President shall:

1. Serve as the vocal representative of the Student Council and the student body.
2. Preside over all Student Council meetings and ensure they are conducted efficiently.
3. Coordinate and oversee the activities of the Student Council.
4. Act as a liaison between the Student Body, Student Council, school administration, and faculty.
5. Provide guidance and support to other council members.

Section 4: Student Council Vice-President

The Vice-President shall:

1. Assist the President in their duties and responsibilities.
 2. Assume the role of the President in their absence and/or when delegated by the President.
 3. Coordinate specific initiatives or projects as assigned by the President.
 4. Support other council members in their respective roles.
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Section 5: Student Council Treasurer

The Treasurer shall:

1. Be responsible for the management and oversight of the Student Council's finances.
2. Maintain accurate records of all financial transactions and prepare regular financial reports (e.g., for Club Seed Money)
3. Seek approval from the Student Council for budget allocations and expenditures.
4. Collaborate with the school administration regarding financial matters.

Section 6: Student Council Secretary

The Secretary shall:

1. Record accurate minutes of all Student Council meetings and distribute them to council members.
2. Maintain an organized record of all official documents, including by-laws, meeting agendas, and minutes.
3. Assist the President in the preparation and dissemination of announcements and communications.
4. Support other council members in administrative tasks as needed.
5. Be an active communicator between student council members

Section 7: Student Council Auxiliary Branches

Student Council can form auxiliary branches such as departments, teams, committees, and task forces by recommending them to the Advisor and receiving permission based on their role, goal, and need.

The Student Council Branches shall:

1. Be allowed to address specific areas of focus, such as community service, event planning, or advocacy.
2. Be responsible for the given tasks and roles from the Student Council.

Article IV: Meetings & Procedures

Section 1: Meetings

1. The Student Council shall hold regular meetings at a frequency determined by the council members.
2. Special meetings may be called by the President, Advisor or upon written request of a majority of the council members.

Section 2: Quorum

A quorum, consisting of at least three of the total council members, must be present for any official meeting.

Section 3: Decision Making

Decisions shall be made by a majority vote of the council members present at a meeting, provided a quorum is met. In the event of a tie, the President shall have the deciding vote.

Article V: Amendments & Ratification

Section 1: Proposal

1. Any member of the Student Council may propose amendments to these by-laws.
2. Proposed amendments shall be presented to the Advisor and then reported to the Principal.

Section 2: Approval

1. Any proposed amendment, upon receiving favorable recommendation from the Principal, shall be submitted to a vote of the Student Council. To be approved, the amendment must pass by a two-thirds majority vote of the quorum present at the meeting.
2. Amendments passed by the Student Council shall be presented to the High School Student Body for approval.
3. Amendments will require at least a two-thirds vote by the Student Body.
4. Voting for amendments by the Student Body will be done through voice vote, Aye or Nay.
5. Amendments will then be submitted for final review and approval by the School Leadership through the Faculty Advisor.

Section 3: Implementation

1. Approved amendments shall take effect immediately upon final approval unless otherwise specified.
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Article VII: Regular Review

These by-laws shall be subject to review by the Advisor and Student Council Members at least once every academic year to ensure their continued relevance and effectiveness.

WONG LEE Dong Lee

Principal, CSIS High School

29/03/2024

Date

