

Milliken Mills Student Activity Council Constitution

Revised 2025



Article 1:

The name of this organization shall be the “Milliken Mills Student Activity Council”, hereinafter to be called the Student Activity Council (SAC).

Article 2:

The purpose of this organization is as follows:

- 1 To promote a healthy school spirit, reflecting an enthusiastic interest in all school activities.
- 2 To represent and voice student opinion so as to involve the students in affairs of the school.

Article 3:

Any registered student of Milliken Mills who is appointed or elected is a member of the Student Association.

Article 4:

The objectives of the Students’ Council are:

- (a) to provide effective leadership for the Milliken Mills Student body.
- (b) to promote school spirit and involvement in school activities by encouraging the formation of school clubs and coordinating extra-curricular activities in cooperation with the Staff and Administration.
- (c) to supply a link through which the students may speak to the Administration and/or Staff of the school.
- (d) to promote effective relationships and communication between Milliken Mills High School and the surrounding community.
- (e) to provide the opportunity for members to acquire leadership skills.
- (f) to promote positive inter-school and intra-school relations
- (g) to promote awareness of student related activities and opportunities.

Article 5: Student Council

Clause 1:

The Council of the Student Activity Council shall hereinafter be called the Student Council.

Clause 2:

The Executive of the Student Council shall consist of the following members:

- Presidents (1)
- Vice President (1)

- Student Advisors (3)

The Elected Members of the Student Council shall consist of the following members:

- Grade 9 Representative (2)
- Grade 10 Representative (1)
- Grade 11 Representative (1)
- Grade 12 Representative (1)

The Appointed Members of the Student Council shall consist of the following members:

- Secretary (1)
- Graphic Publicity (2-3)
- Visual Publicity (3)
- Tech Chair (1)
- Videographer/Photographer (1)
- Social Affairs (2)
- Treasurers (2)
- Decor/Design Lead (1)
- Audio Visual Representatives (2)
- Multiple Language Representatives (2)

Clause 3: Duties of the Officers

President and Vice President:

- To call and to preside over all meetings at the Council.
- To inform members of the Council of the time and place of all meetings.
- To draft an agenda for all Council and Executive meetings.
- To hold a tie-breaking vote at all Council meetings.
- To be responsible for running Election Week.
- To model Milliken Mills rules and demonstrate leadership.
- To assume the position of any Council member if that member of the Council should be absent for a length of time, therefore it is necessary that the Presidents be acquainted with the duties of all the Council members.
- To act as an authority of all constitutional matters.
- To organize date, time, and venue of at least one Student Council social a year.
- To prepare and submit to the succeeding Executive a report of the Council's activities for the concluding school year.
- To act as the Milliken representative to other outside organizations, such as YRPC.

Student Advisor:

- To hold semesterly performance interviews with SAC members to gauge council productivity and goals
- To preside over meetings if President and Vice President are absent
- To create feedback forms to be sent out to student body following each event
- To assist in any organizational tasks within Student Council

- To lead smaller events such as bake sales, movie nights, and merch sales

Secretary:

- To keep a file of all correspondences involving the Student Association.
- To keep a record of the attendance of each Council.
- To record the minutes of each meeting of the Council.
- To publicize the minutes at each meeting.
- To publicize the minutes via Discord/platform no later than three days following the meeting.
- To keep a copy of the Constitution at all meetings of the Council.
- To write classroom and morning announcements
- To shadow other roles when necessary

Treasurer:

- To organize any clothing/memorable sales for Council.
- To prepare the fiscal budget of the Student Association.
- To keep an accurate and updated account of the financial matters of the Student Association.
- To keep the Council accurately informed as to the financial standing by a report at each meeting, as well as an annual report.
- To co-sign all deposit and reimbursement forms with Budget Admin .
- To maintain a spreadsheet of all expenditures throughout the year.

Social Affairs:

- To disseminate information to the larger Milliken community to promote the activities of Council.
- To contact outside board approved vendors for event materials
- To host and plan bi-monthly President Council meetings
- To communicate with clubs for Student Council grants
- To communicate with clubs for event approvals alongside Admin
- To maintain community board monthly
- To keep running account of all active clubs in the school

Tech Chair:

- To create and maintain an updated website or page on a social networking site.
- To create filters and online tools as needed
- To aid videographer/photographer with relevant tasks
- Assist in the transition for new students

Visual Publicity:

- To maintain the SAC closet
- To take down expired banners or posters.
- To purchase materials for SAC closet.
- To aid graphic publicity with designs if required
- To create banners for advertising events
- To ensure clubs are using resources efficiently

Graphic Publicity:

- To create visually appealing social media posts for publicity purposes
- To run any activity on Student Council Social Media Pages
- To create designs for merchandise
- To ensure Student Council is being well represented on social media and that any hateful comments are removed

Grade Representatives:

- To represent on the Council the concerns of their respective grade students.
- To plan spirit weeks (themes, activities, tracking)
- To participate in any publicity stunts, video making, or promotion materials

AV Representative(s):

- To manage the technological requirements in the school.
- To serve as an advisor(s) on all Council activities.
- To educate the Milliken Tech Crew on all technological aspects of the school's equipment
- To liaise with the Tech Crew staff advisor.

MLL Representative(s):

- To liaise the MLL community with SAC activities
- To translate any announcements made
- To aid grade representatives in any promotional activities

Videographer/Photographer:

- To capture pictures from key events throughout the year
- To edit and direct videos for promotion or event recaps
- To take photos for yearly headshots
- To collect videos throughout the year and compile into a end of year video

Event Coordinator:

- To plan all decorations for SAC events
- To ensure the design of aesthetics of events are followed through (vision boards)
- To budget, acquire, and organize the resources needed
- To lead group of individuals to make decorations

Teacher Advisors:

- Advise the Student Activities Council on any matters they think necessary and present the viewpoint of the Principal and Staff;
- Have the power to veto any measure;
- Have the power to postpone a discussion and decision in order that they may obtain further information about the matter under discussion, or to consult with the Principal and Staff;
- Represent the Principal's or Staff's wishes to exercise the right to veto a measure of

the Student Activities Council, as provided elsewhere in the constitution;

- Keep the Staff and Principal informed of all important business discussed and conducted at the Student Activities Council meetings;
- Be responsible for editing or censoring all material presented at all student assemblies for entertainment to see that it is of a quality for such use;
- Be present at all formal meetings in which decisions are being made (at least one).

Clause 4: Eligibility of the members

All elected members of the Executive must be existing members of the Student Association. Any member of the student body having been suspended for reasons outlined in the York Region Board of Education Code of Conduct found in the student agenda, within the school year prior to the beginning of the election campaign is not eligible to run for a position on Council.

President:

- Must be in Grade 11 or 12 during their in office and must be taking a full program in that grade.
- Must be performing academically.
- Attend school council meetings as needed.
- Must have demonstrated leadership within the school community
- Must have one year's consecutive experience on Student Council

Vice President:

- Must be performing academically.
- Attend school council meetings as needed.
- Must have demonstrated leadership within the school community

Secretary:

- Must be performing academically.
- Must have knowledge of using Google Suit features (spreadsheets, documents, classroom)

Treasurer:

- Must be performing academically.
- Must have knowledge of using Google Suit features (spreadsheets, documents, classroom)
- Must have previous experience dealing with financial matters

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Social Affairs:

- Must be performing academically.
- Must be proficient in email courtesy, cold calling, spreadsheet organizing and drafting proposals

Visual Publicity:

- Must be performing academically.
- Must be proficient in the arts and creating banner designs

Design/Decor Lead:

- Must be performing academically.
- Must be proficient in designing and creating decorations

Grade Representatives:

- Must be in the grade that they are representing in their term of office and must be taking a full program in that grade.
- Must be performing academically.

Tech Representative(s):

- Must be recommended to the position by the Staff Advisor to Tech Crew.
- Must be proficient in using the Milliken theatre equipment (i.e. sound and lights).
- Must have at least one year's experience on the tech crew.

MLL Representative(s):

- Must be recommended to the position by the MLL department head
- Must be proficient in both English and Mandarin/Cantonese
- Must have at least one year's experience in a MLL course

Clause 5: Additional Positions

In addition to the members outlined above, the Presidents, at their discretion, and in agreement with the staff advisor(s), can create additional positions for their term in office.

When a new position is created, the following steps must be followed:

- The suggestion of a new position must be presented to Council, along with a rationale for the need of the new position. A clear set of expectations for the new position (including responsibilities) must be made available to all Council members.
- The new position must deal with responsibilities that are not covered by any other of the above positions.
- Council will vote on whether or not to create the new position.
- All specially created positions will have a term of one year, and will not be elected during the general elections.
- If a position is voted by Council to be created, Council members will be invited to solicit nominees for this position.
- In the event of more than one nominee, Council shall vote by secret ballot to decide who will fill the position.
- In the event of a single nominee, the person shall be acclaimed.

Clause 6: Council Business

Subsection 1: Attendance

- It is expected that all Council members (as specified above) be present at every weekly meeting, in addition to any other meeting called by the Presidents or Staff Advisors.
- Further, it is expected that all members of the Council will be present at the following events: Semi Formal, Ticket Booths, SACentines, Carnival, Dress up for Spirit Days, any other event deemed necessary by the Presidents, Staff Advisors, or school administration (with appropriate prior knowledge).

- Meetings will be called to order at a specific time, which will be distributed on the agenda, at least two days prior to the meeting.
- Every member of Student Council is expected to be present at meetings until 4:30 p.m., unless the Presidents adjourn the meeting earlier.
- Once a meeting is called to order, attendance will be taken by the Secretary, and any Council member not in attendance will be marked absent. Should a Council member arrive late, the absent will be modified to reflect the late (up until the first ten minutes of the meeting have passed).
- A member who arrives to Council meetings more than ten minutes after the roll call will be considered absent.
- A member who leaves the Council meeting early will be considered absent.
- If a member leaves the Council meeting within ten minutes of 4:00 p.m., the absence will be modified to a late.
- Each Council member, during their term of office, may miss three council meetings/functions.
- A subsequent fourth absence will result in a Student Council Members removal from their position, as outlined below.
- Every third late will count as an absence.
- Should a Council member miss a meeting/event due to medical purposes or bereavement, they will not be considered absent
- Once a member of the Council is absent, the following will occur:
- After the fourth absence, the Council member will be relieved of their duties as outlined above.
- A record of attendance will be kept in the Council office.
- In order for a Council meeting to be legitimate, 15 members of the Council must be present at the roll call for quorum. If less than 15 members are present, no formal meeting will be held.
- All Student Council members are encouraged to attend other functions within the school, so long as they do not interrupt their participation in their council activities/responsibilities.

Subsection 2: Use of the SAC closet

Realizing that the Student Council Closet must be kept clean and available for Council business, the following rules shall apply to its management.

- Only members of the Council, the Staff Advisors, or the Principal/Vice Principal may deposit materials within the Closet
- Only the Presidents will have a key to open the Student Council Closet

Subsection 3: Dates of Council Meetings

- The Milliken Student Council will meet once a week at an appointed time to be determined by Council.
- The current year's Council will set the meeting time for the following year, prior to the election period.
- All nominees will be made aware of the Council dates and times, and understand the Council's policies about attendance and lates.
- The Presidents can call additional meetings with at least three days notice to each of the Council members. In the event that there is a discrepancy regarding the time and date of notification, the email will be verified by the Staff Advisors.

Subsection 4: Duties

- Each Council member must fulfill their duties to the best of their ability.
- Each Council member should be prepared to report on his or her activities since the last meeting at every meeting.
- Should a Council member not fulfill their obligations, the following will occur:
- After the first incident, the Council member will receive a verbal warning and assistance in correcting the problem.
- After the second incident, the Council member will receive a written warning, with a specific deadline (or series of deadlines) for corrections.
- Should the deadline be missed, the Council will meet to decide on the consequences of the member's actions. Such consequences may include: a limiting of their responsibilities, removal from Council, etc.

Subsection 5: Income and Money Issues

- Student Council will collect Student Activity Fees at the beginning of the school year through School Cash Online as set up by the Budget Secretary.
- Payment of Student Fees is highly encouraged for membership in the Milliken Mills Student Council.
- Other income at Student Council's discretion will come from any or all of the following sources: Dances, Fundraising, and buy-ins.
- Councils are expected to save money for the following year

Subsection 6: Expenditures

- Any group or club at Milliken must submit a written proposal to Council, providing a specific rationale for their request, an accounting of how funds will be used, as well as a proposed timeline.
- All student groups should refer to the Fundraising Rubric before submitting their proposal, as Council will not review any application that has already been submitted, in light of new information.
- The Milliken Student Council will also support Milliken students who represent the school at outside functions
- Any other student who wishes Council support may apply in writing at least one month in advance, providing rationale as to their expenses, and providing a budget as to where the funds will go. Council will vote on any requests for sponsorship.

Subsection 7: Elections

- An election will be held for Council positions every May.
- Prospective students will be required to submit an application form
- Secretary, Treasurer, Student Advisors, Social Affairs, Graphic Publicity, Visual Publicity, Tech Chair, Videographer/Photographer, will apply for their positions and will be chosen by graduating Council members
- Any form of bribery will not be tolerated
- Appointed positions are subjected to an interview process throughout election week.
- Upon successful approval of nomination forms, students may begin to campaign.
- The campaign will run for a period not longer than one week, prior to the election.
- Students will also be encouraged to make campaign posters. However, all posters must be submitted to the office for approval. Any posters submitted that are not approved will be removed by caretaking staff.

- It is the responsibility of all candidates to ensure that all forms of election advertising are removed the day after the election.
- Any student Milliken Mills High School Student who is not graduating, has the right to vote for the Council Executive, as well as for their grade rep.
- At the conclusion of the election, ballots will be counted by the Staff Advisors, with support from the outgoing Student Council Presidents.(as long as they are not running again). In the event that the Presidents are seeking re-election, two other Council Executive members will be appointed by the Staff Advisors to act as scrutineers.
- The result of the election will be forwarded to the school administration for announcement to the school community.

Clause 8: Constitutional Amendments

- The constitution may be opened for amendment once per school year and exclusively during the second semester.
- In the event that an amendment is needed, the Presidents should draft a resolution and present it at a Council meeting, taking a free vote.
- A constitutional amendment should be considered passed if it achieves a two-thirds majority vote at the Council meeting.

Constitution Revision

The Student Activities Council Constitution was most recently amended on May 27th, 2025 Not all revision changes were unanimously supported, but a quorum vote was achieved for every amendment.

The following students were present and contributing on May 27th, 2025

- SAC 2025