

Cate School Constitution

Student Faculty Senate Constitution

We the members of the Cate School community, in order to provide for student participation and representation in school government, to establish better communication and understanding between students and faculty, and to maintain a high quality of life on the Mesa, do establish this Constitution for the Student-Faculty Senate of Cate School.

Article I Name

The name of this organization shall be the Student-Faculty Senate of Cate School

Article II Members

Section 1

There shall be nineteen members of the Student-Faculty Senate, consisting of the President, the Faculty Advisor, the Vice President, the Treasurer, the Recording Secretary, the twelfth grade Residential Representative, the eleventh grade Residential representative, the Activities Chairperson, the twelfth grade Academic Representative, the eleventh grade Academic Representative, two senior class senators, two junior class senators, two sophomore class senators, two freshman class senators, two day student senators.

Section 2

Elected members shall be the President and the ten student senator (two representing each class and two representing the day students).

Section 3

Appointed members shall be the Vice President, the Treasurer, the Recording Secretary, the Residential Representatives, the Academic Representatives, the Activities Chair person, and the Faculty Advisor. The Vice President, the Treasurer, the Recording Secretary, the Residential Representatives, and the Academic Representatives shall be appointed by the President and will compose the President's Cabinet. The Faculty Advisor shall be appointed by the Head of School. The Activities Committee shall choose the Activities Chairperson.

Article III Qualification

Section 1

Senators shall serve a term lasting one half of the school year

Section 2

All appointed members shall serve a term of one year

Section 3

A candidate for class senator shall submit a petition with fifteen of his or her constituents' signatures to the Recording Secretary five days prior to their constituents at a class meeting determined

by the President. If there are only two candidates for class senator, a campaign speech shall not be necessary. A student Senator should be able to reflect the attitudes of his or her constituents on any pending Senate business.

Section 4

A candidate for day student senator shall be a day student and shall submit a petition with fifteen day student' signatures to the President five days prior to the election. Candidates must also make a campaign speech to their constituents at a meeting determined by the President. Speeches may also be sent to all the day students electronically, if the President deems electronic statements adequate and necessary. A day student senator should be able to represent the attitudes of his or her constituents on any pending Senate business.

Section 5

A candidate for President shall submit a petition with fifty students' signatures to the President at least one week prior to the election and shall make a campaign speech to the whole school community in a special meeting in April. Campaign speeches shall be submitted to the President, Vice President, and the Faculty Advisor two days prior to the delivery of the speech. The candidate must be a junior. The President may not hold a position as prefect. The President's most important role is to judiciously and effectively represent the concerns and interests of the Student Body in an appropriate way.

Section 6

The President-elect is to be announced by the President shortly after elections have been held. The President-elect's most important job is to assemble his or her administration. The President-elect is required to attend all senate meetings for the remainder of the year. The current President is allowed to invite the President-elect to assist in presiding over Senate meetings, though this is not required. Presiding over senate meetings is the only Presidential duty that the President-elect may be asked to fulfill until his or her term begins.

Section 7

At the end of the academic year, the President-elect shall be called upon by the current President to take the Oath of Office (see Appendix A) in the presence of the whole school community. Upon taking this oath, the current President shall swear-in the President-elect, with the Faculty Advisor and the Head of School present as official witnesses. Upon being sworn in, the newly elected President will assume all responsibilities of the President as outlined in Article V. It is at this point that the outgoing President is relieved of all Presidential duties.

Section 8.

If for any reason the President is unable to serve for the full duration of his or her term, the Vice President will assume the position of President as well as the duties of President as outlined in Article V. The President will inform the senate by written letter announcing his or her resignation. With a timely manner, the Vice President shall be called upon by the Faculty Advisor to take the Oath of Office in the presence of the whole school community. Upon taking this oath, the Faculty Advisor shall swear-in the Vice President, with the Head of School present as an official witness. Upon being sworn in, the Vice

President will assume all responsibilities of the President as outline in Article V for the remainder of the year. The newly sworn in President may then choose any member of the senior class, except for the senior senators or any senior day student senator, to hold the position of Vice President. If a member of the former President's Cabinet is chosen, that role must be filled.

Section 9

The President shall nominate one candidate for Vice President, one candidate for Treasurer, one candidate for Recording Secretary, two candidates for the Residential Representatives, and two candidates for the Academic Representatives on the basis of their abilities to fulfill the responsibilities of those respective offices as outlined in Article V. All nominations require Senate's confirmation in order to be appointed. Once a nominee has received Senate's confirmation, he or she will assume the duties of the position as outlined in Article V.

Section 10

The Faculty Advisor shall be appointed by the Head of School. The Faculty Advisor shall be appointed on the basis of their abilities to fulfill the responsibilities of those positions as outlined in Article V.

Section 11

The Activities Chairperson shall be chosen by the Activities Committee on the basis of his or her ability to fulfill the responsibilities of the position as outlined in Article V. No member of Senate shall hold more than one senate position.

Article IV Elections and Voting

Section 1

The President shall be elected by the members of the Student Body

Section 2

Elections for President shall be held in April. Balloting will take place over a one day period, with the current President or an appointed member presiding over the ballot box.

Section 3

In order to win, a candidate for President must receive over half of the votes cast. If deemed necessary by the President or the Faculty Advisor, run-off elections may be held.

Section 4

Class Senators must be elected by the class to which they belong.

Section 5

Day Student Senators must be day students but may be from any class. They shall be elected by day students only.

Section 6

Elections for all non-freshmen student senators shall be held sometime during the months of May and January. The President-elect shall have the responsibility of conducting the May elections. Elections for the freshman class senators shall be held three weeks after school begins or one week after students return from Outings Week.

Section 7

Candidates for student Senator must have a simple majority of votes cast in order to win. Balloting will take place over a one day period following campaign speeches with the President, the President-elect, or an appointed member presiding over the ballot box.

Section 8

Senators may be reelected for consecutive terms.

Section 9

Senate members appointed or elected in May take office following the President-elect's Oath of Office. Those elected in October or January take office immediately following their election.

Section 10

In case there is not a majority of votes for any one candidate for senator, run-off elections between the candidates receiving the most votes shall be held. Run-off elections shall be held at the discretion of the President.

Section 11

At the first Senate meeting following the President-elect's Oath of Office, the nominations for the Cabinet shall be submitted by the President to the Senate. In order to be confirmed for a position, a nominee must receive confirmation from two-thirds of the Senators. The President will have one week to choose a replacement, in the event that a nomination is not approved by the Senators.

Section 12

The Activities Chairperson shall be chosen by the Activities Committee at the end of the academic year. The Faculty Sponsor of the Activities Committee shall be responsible for notifying the President once the Chairperson is selected.

Article V Duties

Section 1

All senate members, except the President, have the duty:

- a) to obtain the floor when speaking
- b) to keep upon the question then pending
- c) to yield the floor to call for order

- d) to avoid disturbing, in any way, speakers of the Senate
- e) to offer any motion that is relevant to the Senate
- f) to explain and discuss motions, or any Senate business, with the Senators and interested students prior to the meetings.

Section 2

All senate members, except for the President and the Cabinet members, shall also have the duty

- a) to vote or abstain from voting on any motion
- b) to override the President's veto by a two-thirds majority

Section 3

The Treasurer shall also have the duty:

- a) to serve as a member of the Cabinet
- b) to properly maintain financial records and student funds as allocated by the Board of Trustees in a bank account
- c) to make timely and accurate reports to the Senate on Senate financial matters
- d) to advise the President and the Senate financial matters
- e) to pay the bills by checks countersigned by the Faculty Advisor and/or the Headmaster
- f) to record allocations made by the Senate

Section 4

The Recording Secretary shall also have the duty:

- a) to serve as a member of the Cabinet
- b) to record the minutes of the meetings
- c) to post the minutes in a conspicuous place as soon after the meeting as possible
- d) to record the proceedings, not the debate
- e) to record the name of the member who introduced a motion
- f) to record the votes on all motions

Section 5

The President shall have the duty

- a) to represent the interest of the Student Body as a whole
- b) to uphold the Constitution

- c) to preside over all of the meetings
- d) to appoint members of the Cabinet
- e) to formally address to the community as a special school meeting twice during the year, sharing the progress of the Senate, and the agenda for the remainder of the year
- f) to meet with Head of School on a weekly basis on behalf of the Student Body
- g) to meet with the Dean of Students on a weekly basis on behalf of the Student Body
- h) to work with the senators on the preparation of certain motions
- i) to sit on the Discipline Committee
- j) to be the sole student with the prerogative to call a Town Meeting
- k) to appoint temporary committee chairmen
- l) to announce pertinent Senate business following the meetings in assembly
- m) to vote only in the case of a tie
- n) to veto any motion or to refer it back to the Senate with an oral explanation
- o) to swear in the President-elect as President
- p) to assist the President-elect in securing a smooth transition of power

Section 6

The Vice President shall also have the duty:

- a) to serve as a member of the Cabinet
- b) to chair the meeting in the absence of the President
- c) to advise the Senate and the President on all Senate business
- d) to receive all motions from the Student Body in the form of a bill no later than Tuesday prior to the weekly Senate meeting
- e) to ensure that bills proposed to the Senate are of quality for Senate discussion with necessary options and room for amendments
- f) to stay up to date with the status of each Senate pari, including potential bills or planned events, and to keep the President well informed of this as well
- g) to reside over the progress of organized clubs participating in Senate or relying on Senate funds
- h) to maintain an evolving schedule mapping out the year and the upcoming bills, duties, and events for the Senate
- i) to assume the position of President in the event that the President steps down from office

Section 7

Then Faculty Advisor shall also have the duty:

- a) to advise the President and the Cabinet on the conduct of meetings and other activities
- b) to chair the meetings in the absence of the President and the Vice President
- c) to countersign checks
- d) to uphold the Constitution
- e) to witness the swearing-in of the President-elect
- f) to have a vote for all Senate motions

Section 8

The Activities Chairperson shall also have the duty:

- a) to plan and organize activities and social functions for the community
- b) to keep the Senate informed of all planned activities

Section 9

The Residential Representatives shall also have the duty:

- a) to sit on the Dorm Head Committee on behalf of the Student Body
- b) to meet regularly with the Director of Residential Life on behalf of the Student Body
- c) to keep the Senate informed of all issues of the Dorm Head Committee pertinent to students
- d) to advise the President and the Senate on all residential issues and concerns
- e) to sit on the Student Residential Life Committee

Section 10

The Academic Representatives shall also have the duty:

- a) to sit on the Curriculum Committee on behalf of the Student Body
- b) to meet regularly with the Director of Studies on behalf of the Student Body
- c) to keep the Senate informed of all issues of the Curriculum Committee pertinent to students
- d) to advise the President and the Senate on all academic issues and concerns

Article VI Initiative, Referendum, Amendments, and Veto

Section 1

Any Senator shall have the privilege of drawing up a motion for the Senate's consideration. If passed by a majority vote, motions become policy, unless vetoed by the President or the Head of School

Section 2

A petition with the signatures of either seventy-five students or three fourths of the presiding Senators may be submitted to the President of the Senate calling for a referendum on a stated issue of a bill. A referendum may then be pronounced following a two thirds vote of the Senate and will be presented under the supervision of the President. The Head of School will then have the final decision as with all other Senate deliberations.

Section 3

Changes in the Constitution shall be made in writing and presented to all members of the Senate, who shall accept or reject these changes by written ballot: a two thirds vote being required for acceptance.

Section 4

All Senate business shall be put in the form of motions made by Senators.

Section 5

All Senate resolutions may be vetoed or referred back to the Senate by the Head of School

Section 6

Significant Senate business shall be announced at Assembly by a Senator or the President.

Section 7

In case of a tie vote on any Senate motions, the president shall cast the deciding vote. This is the only time the President may vote.

Article VII Meetings

Section 1

The President shall preside over all of the meetings and the Secretary shall record the minutes

Section 2

The time of the meetings shall be determined by the President. Normally, the meetings shall be held in the Johnson Library on a weekly basis. Students are encouraged to attend.

Section 3

All meetings shall be conducted by abbreviated and simplified parliamentary procedures based on Robert's Rules of Order, 75th edition newly revised.

Section 4

Depending on the significance or the immediacy of Senate business, special meetings may be called by the President or Faculty Advisor to be held at any appropriate time.

Section 5

A quorum consisting of two-thirds of Senators, including the President, shall be required to conduct all official business.

Appendix A

Presidential Oath of Office

I, name, do solemnly affirm that I will faithfully execute the office of t=President of the Student Body to fortify and perpetuate the strength and vitality of the Cate School community. I will support and uphold the Constitution of the Student-Faculty Senate and will carry out my responsibilities as a leader of and spokesman for the student body.

Appendix B

Senate Procedures

No issues or policy changes shall be entertained by the Senate from members of the community, unless those changes are in the form of a motion: the motion must be endorsed by a member of the Senate.

In order to make a proposal, the endorsing senator must forward the motion to the Vice President the Tuesday before a senate meeting. If possible, the senator should inform the President of his/her proposal a week in advance so that discussion on the issue can begin during that meeting. Senators would then have time to research the proposal and determine their position on the issue. Senators are encouraged to vigorously research and professionally present the proposals so that discussion may be most productive.

Each meeting should have the following structure:

1. The President calls for order
2. Reading of last week's minutes
3. Approval of last week's minutes
4. Old business
5. New business
6. When appropriate, entertainment of questions from the community
7. Discussion of next week's agenda
8. Adjournment

Before a Senator can make a motion or address the Senate must be recognized by the Chair. Once the senator has the floor, he/she cannot be interrupted by anyone except by the Chair.

1. A motion is made by a Senator
2. Once a motion has been made, the Chair will call for a second
3. If there is no second, the motion is not sustained. If there is a second, the Chair opens the Senate for discussion.

4. When there is no further discussion, a Senator may motion to vote. However, the Chair reserves the right to table any issue.

5. If the motion passes the Senate and is signed by the Head of School, it becomes Senate policy.