



Carthage Classical Academy

Student Body Council Constitution

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Article I: Preamble

We the students, working in partnership with school management, staff, and parents for the benefit of the school and its students, while affirming and upholding the mission and values of Carthage Classical Academy, do hereby establish this constitution for the Student Council.

Article II: Name, Purpose, and Values

Section 1: Name

- I. The name of this organization shall be the Carthage Classical Academy Student Body Council, internally known as CCA STUCO.

Section 2: Purpose

- I. The CCA Student Body Council exists to:
 - A. Represent and serve the students of CCA by voicing the needs and interests of the student body
 - B. Develop moral leaders who shape the culture around them
 - C. Work in partnership with CCA Staff to unify the community
 - D. Plan, organize, and execute social events for the student body and the wider community

Section 3: Values

- I. The CCA Student Body Council shall be guided by the following values:
 - A. Intentionality: to pursue intentional relationships across diverse demographics
 - B. Service: to serve with a joyful heart
 - C. Uplift: to build each other up in grace

Article III: The Executive Branch

Section 1: Executive Membership and Qualifications

I. President

- A. Relevant Experience: Must have experience in a leadership position in addition to at least one year of Student Council. Must be an effective communicator, reliable, and willing to listen and learn from others. Must be able to delegate tasks and work alongside staff and students.
- B. Role: Presents the meeting agenda and leads weekly meetings, keeps everyone on topic and on time throughout the meeting, works with Student Council members and CCA Directors to carry out the Student Council's values, and oversees the supply closet. Works with the Secretary outside of meetings.
- C. GPA: Not cumulative, based on previous year - minimum 3.5
- D. Age: 16+

II. Vice President

- A. Relevant Experience: Must have previous leadership experience. Must be a strong communicator, good listener, willing to do what needs to be done. Must be comfortable with both leading and following.
- B. Role: Sends weekly tasks to Student Council members, fills in for the President when the President is absent, and oversees the Board of Representatives. Works with the Communications Coordinator outside of meetings.
- C. GPA: Not cumulative, based on previous year - minimum 3.33
- D. Age 15+

III. Director of Finance

- A. Relevant Experience: Must be comfortable with budgets, receipts, and spreadsheets.

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- B. Role: Tracks Student Council income and expenses, estimates budget for events, and creates all spreadsheets related to budgets. Works with the Activities Coordinator outside of meetings. Oversees the Finance Committee.
- C. GPA: Not cumulative, based on previous year - minimum 3.33, at least B in math
- D. Age: 14+

IV. Executive Secretary

- A. Relevant Experience: Must have strong typing skills, organization skills, and be attentive to details. Must have a strong understanding of the English language.
- B. Role: Takes meeting notes, creates a checklist of weekly tasks to send to the Vice President, keeps documents updated and organized. Works with the President outside of meetings.
- C. GPA: Not cumulative, based on previous year - minimum 3.33 at least B in English
- D. Age: 15+

V. Director of Communications

- A. Relevant Experience: Must have strong social and digital art skills.
- B. Role: Makes public announcements, posts on Fennec Google Classroom, and creates posters. Communicates with directors, staff, and students about events. Oversees the Welcome Committee.
- C. GPA: Not cumulative, based on previous year - minimum 3.0
- D. Age: 14+

VI. Directors of Activities

- A. Relevant Experience: Must be able to lead large groups, delegate tasks, be flexible, and organize event details.
- B. Role: Plans events and creates and presents an event outline to the other Student Council members. Oversees the Activities Committee.

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C. GPA: Not cumulative, based on previous year - minimum 3.0

D. Age: 14+

Section 2: Executive Council Meetings

- I. The Executive Council meets once a week with the Student Council Advisor to plan events, outreach opportunities, and other special projects as needed.

Article IV: The Board of Representatives and Committees

Section 1: The Board of Representatives Membership and Expectations

- I. Class-elected representatives will consist of one student from each grade level: 7, 8, 9, 10, 11, 12.
- II. Relevant Experience: No relevant experience is necessary.
- III. Role: Serves under The Executive Team, represents class voice to the Student Council, participates in committees, hosts one class event per semester.
- IV. Events: Each Representative is required to host one class-specific event per semester.

Section 2: Meetings with The Board of Representatives

- I. The Board of Representatives will meet as often as meetings are called together by The Executive Team. The Vice President oversees all Representatives.
- II. An all Student Council meeting will be held at minimum once per semester with the purpose of the representatives voicing concerns on behalf of their class.
- III. Once plans have been made and approved, the Executive Team will involve Representatives to serve on committees.

Section 3: Committees

- IV. The Executive Team can appoint Representatives to be part of committees.
- V. Committees usually consist of 3-4 Representatives.
- VI. Each Committee is overseen by a specific member of the Executive Team.
- VII. Committees Include:

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- A. Welcome Committee: This committee exists to ensure that all students feel welcomed at CCA. This may include intentionally including new students by having lunch with them or getting to know them, greeting staff and students on Friday mornings, or greeting guests during events. This committee is overseen by the Director of Communications.
- B. Finance Committee: This committee exists to collect payments at events, receipts for reimbursements, and provide overall accountability for Student Council Finances. This committee is overseen by the Director of Finance.
- C. Activities Committee: This committee exists to prepare for, set up, and clean up after Student Council events. This committee is overseen by the Director of Activities.

Article V: Elections

Section 1: The Executive Team

- I. Elections for all executive council positions will be held at the beginning of April.
- II. The timeline will be as follows:
 - A. 3 weeks before the elections:
 - 1. Friday: Send out applications
 - 2. This usually falls over the week of Spring Break to give students time to apply
 - B. The week before the elections:
 - 1. Friday: Applications approved
 - 2. Weekend: prep for elections
 - C. The week of the elections:
 - Monday: Campaigning starts
 - Tues-Thurs: Speeches during Fennec time

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- Friday: Elections and announce new team

Section 2: The Board of Representatives

- I. The Board of Representative members will be elected in the Fall of the new school year, usually in September. These elections will be by grade level - the 7th grade class will elect the 7th grade representative, and so on.
- II. The timeline will be as follows:
 - A. 2 weeks before the elections:
 1. Friday: Send out applications
 - B. The week before the elections:
 1. Friday: Applications approved
 2. Weekend: prep for elections
 - C. The week of the elections:
 1. Monday: Campaigning starts (posters)
 2. Tues-Thurs: Q&A during Fennec time
 3. Friday: Elections happen

Article VI: Funding

Section 1: Financial Expectations and Management

- I. Event Funding and Reimbursement
 - A. STUCO generates revenue through school and community events.
 - A. Events should be self-sustaining, with revenue generated used to finance future events.
 - B. Any expenses incurred must be pre-approved, with reimbursements processed accordingly.
- II. Budgeting and Reporting
 - A. STUCO shall maintain clear records of all income and expenditures.

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- B. Financial reports will be reviewed and presented to the council at regular meetings.
- C. The Director of Finances, in collaboration with faculty advisors, ensures fiscal responsibility and compliance with STUCO's financial policies.

III. Financial Reserves and Yearly Carryover

- A. A portion of STUCO's funds should be reserved to provide the next year's council with an operational budget.
- B. The minimum carryover amount shall be determined annually based on financial performance and upcoming needs.

Section 2: Proposed Use of Funds

- I. The Student Council requires financial resources to effectively organize and support student events, initiatives, and community-building activities. These funds are essential for:
 - A. Supporting class representatives in organizing class events. STUCO will provide 100 dinar per semester to each class to go towards class events.
 - B. Subsidizing prom while maintaining affordability through ticket sales.
 - A. Providing seed money for events to cover upfront costs.
 - B. Reimbursing individuals who incur approved expenses on behalf of STUCO.
 - C. Ensuring financial stability and continuity from year to year.
 - D. Funding all student council-related expenses to enhance student engagement.
- II. Prom and Large-Scale Events:
 - A. Prom costs, including venue booking, should be covered by ticket sales and school support.
 - B. STUCO does not assume responsibility for renting the event location but may contribute to subsidizing costs.

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Section 3: Fundraising

- I. STUCO will refrain from hosting event-specific fundraisers to revere those for other campus-related events.
- II. Fundraisers should be event-specific and have a goal income to raise (ex: senior trip or school musical)