

**Dr. G. J.
MacGillivray
Public School**

Intramural Constitution

2005 – 2006

Table Of Contents

Section 1 – Definition of Roles and Responsibilities of:

- -Athletic Council Setup
- -Intramural Coordinator
- -Intramural Vice – Coordinator
- -Treasurer / Secretary
- -Referee – in – Chief
- -Scheduler
- -Primary Coordinator
- -Publicity
- -PROPS

Section 2 – Role of Supporting Teacher

Section 3 – Procedures for Conducting Meetings

Section 4 – Causes and Procedures for the Removal of an Intramural Council Member

Section 5 – Process for Election and Selection of a New Intramural Council
Voting Process for the Election of the Executive

Section 6 – Amending the Intramural council Constitution

Section 7 – School Teams

Section 8 – Awards for Graduating Students and Year End Awards

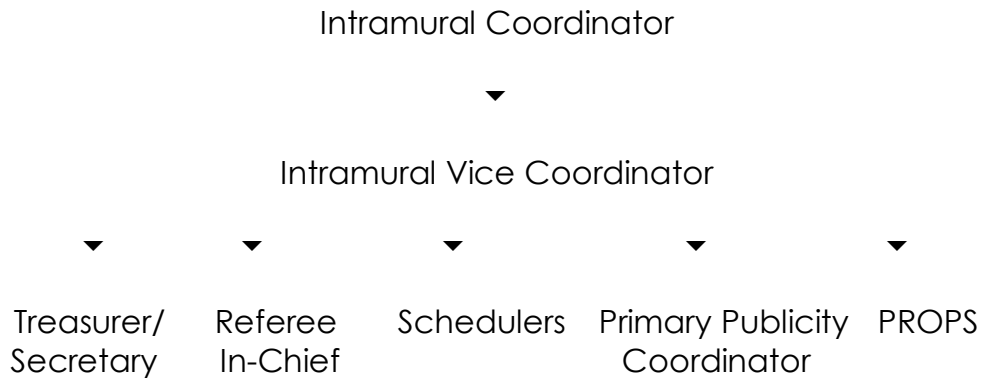
Overview

The Intramural Council will stand alone from the Student council but will work in conjunction with them to ensure success of all events that involve the school.

As well, the council will run an intramural program that is inclusive to all students in all grades. It will be student administered and organized with the assistance of a supporting teacher.

Section 1
Definition of Roles and Responsibilities

Athletic Council Setup:



Job Descriptions:

Intramural Coordinator (1 person, Grade 8)

- Responsible for planning and implementing lunch time and recess intramurals
- Will oversee the promotion, scheduling, posting of materials, awards, and attendance for each intramural
- Chair monthly meetings to ensure each intramural success
- Report to and work with the supporting Teacher, who will then report to the Principal
- Arrange year end awards ceremony with supporting Teacher

Intramural Vice Coordinator (1 or 2 people, Grade 7 or 8)

- Support the coordinator and assist in any way needed
- Chair meetings when the coordinator is unable to attend
- Work closely with the Referee-In-Chief to ensure all games are officiated
- Oversee a committee to deal with behavioral problems in conjunction with the Supporting Teacher

Secretary / Treasurer (1 person, Grade 4 to 8)

- Maintain account with the Supporting Teacher and the School Secretary
- Ensure appropriate funds are available
- Ensure that no excessive amount of money is left in the school
- Provide an updated financial statement each month
- All funds will be given to the School Secretary
- Record minutes in full detail at each monthly meeting
- Will distribute copies of the minutes, within one week, to all members, Supporting Teacher and Principal

Referee-In-Chief (2 to 4 people, Grades 4-8)

- Designate officials for each scheduled game
- Ensure each official understands the rules and regulations
- Clearly post all rules to ensure that all participants understand the expectations
- Work in cooperation with the Supporting Teacher to make rules that are appropriate for all participants

Scheduler (2 to 3 people, Grade 6 to 8)

- Schedule each team on an equal basis
- Ensure that teams are balanced and attendance forms are ready
- Tabulate attendance for each team and intramural
- Post the schedule and teams one week prior to the start of the intramural sport

Primary Coordinator (2 to 4 people, Grades 5 to 8)

- Arrange activities for primary students
- Ensure that all primary students feel included
- Arrange age appropriate games for afternoon recesses

Publicity (2 to 5 people, Grades 5 to 8)

- Ensure that all students are made aware of upcoming activities
- Make intramurals a visual in the school (updating bulletin boards, submitting information for monthly newsletters, etc.)
- Take care of sports announcements each morning
- If desired - look after purchase of clothing for the council members

PROPS (Unlimited number of people, Grades 4 to 8)

- Organize "Peers Running Organized Play Stations" during the school year
- Activities will be gym based, in the Kindergarten area, or during special events, outside
- They will run on Thursdays and Fridays during the afternoon recess
- Will work in conjunction with Primary Intramural Coordinator

Section 2
Role of the Supporting Teacher

Role of the Supporting Teacher

The Supporting Teacher's role will consist of the following:

- Supervise the election of the executives on an annual basis
- Help to organize and confirm placements after voting procedures are completed
- Organize early meetings in September for the executive to assemble and plan the upcoming year
- Facilitate the monthly meetings to ensure proper protocol is followed
- Address all issues that arise with all participating students in any form (executive, player, referee etc.)
- Be the liaison between the council and the principal
- Ensure that supervision is established for the voluntary 20 minutes of duty from 12:15 to 12:35
- Ensures equality and equal treatment of all members
- Advisory role to Council
- Consults and guides members as needed

Section 3 **Meeting and Voting Procedures**

Meeting Procedures

All material that is to be covered in the meeting should be given to the Intramural Coordinator at least one day prior to a meeting so they can organize the agenda.

The Intramural Council should ensure that some time is allocated for items which may not have made the agenda. If the item is too big to be handled in the remaining time, it should be remanded for the next meeting.

Meetings should begin with a BRIEF rundown of items discussed at the last meeting addressing new issues on the agenda and opening the floor to other issues.

Voting Procedures for the Intramural Council

A vote should be held on issues that affect the preliminary stages of an event or activity, distribution or provision of funds or issues of Intramural Council support and commitment.

For a vote to be valid, at least 60% of the Intramural Council must be present.

The Intramural Coordinator, or member of the executive if the Intramural Coordinator is unavailable, will conduct the vote, which will be represented to "yes" or "no" by a show of hands. The majority of votes carries the item.

In the event of a tie the Supporting Teacher will cast the deciding vote.

Voting Procedures within the Committees

It will be the responsibility of the Committee leaders to determine when a vote on issues is appropriate. As the committee's role is largely organizational and executive the formality of voting may not always be conducive to being efficient. A vote must be held if any committee requests it.

In the event of a tie, the same procedures and guidelines as detailed in Voting Procedures for the Intramural Council will be adhered to.

Section 4

Causes and Procedures for Removal of an Intramural Member

Causes for Removal of an Intramural Member

A member of the Intramural Council may be removed from the committee if they have violated one of the following rules:

1. Abusing their position to get out of classes, extensions on assignments, or influencing staff or students.
2. Conducting themselves in a manner which is detrimentally reflective of the Intramural Council and/or the student body as a whole.
3. Failure to be a responsible and contributing member of the Intramural Council; not attending meetings/duties, not completing given tasks with due diligence, not participating in Intramural activities and events.
4. Student is in jeopardy of failing.
5. Student would like to resign from their position.

Procedure for Removal

Once an accusation has been made and verified by the Supporting Teacher and the Intramural Coordinator about a student's conduct the removal of the student will be decided upon in a meeting of the involved student and the Supporting Teacher. A discussion will occur and the end result could be a warning to full removal.

If a removal takes place the executive and Supporting Teacher will decide if a replacement is necessary based on time of year and responsibilities of the outgoing student. If a replacement is needed an opening will be announced which can be applied for by the student body. The choice of replacement will follow the procedure for selecting a committee member as outlined in Section 4.

Section 5
Process for the Election and Selection of the New Intramural Council

Voting Process for the Election of the Executive

In the spring of each year a new executive will be voted upon by the student body of Dr. G. J. MacGillivray. Nominations will be taken for one week, followed by four days of campaigning and two days of voting during the school lunch hour.

Nominees must complete the application form, which includes one staff signature and one parent/guardian signature.

Votes will be tallied by two members of the current Intramural Council who are not running for a position and the Supporting Teacher. The person with the most votes running for a position will win. A person who has lost an elected position may then submit an application to be on a committee.

No student can hold an executive or voting position on both councils.

Section 6
Amending the Intramural Council Constitution

Amending the Constitution or changing the Intramural Council Constitution

Amendments to the Constitution or changes to the Intramural Council may be done with the current executive and staff advisors. Changes and rationale may be discussed and then voted on. Each person present is to receive a full vote. Voting procedures will follow those outlined previously.

Section 7
School Team Criteria

In order to be eligible for Inter-School participation, the following criteria must be met:

- Must be working hard and trying to achieve their best
- Will represent Dr. G.J. MacGillivray Public School with pride and appropriate behaviors
- If failing or have missing assignments they may not participate until all subjects are caught up
- All teachers dealing with the student can, and should, notify the coach if there is a problem with a specific student
- Will attend majority of practices and team functions during that sport-specific season
- Will exhibit the skills of a leader and help to promote a school community.

Section 8
Awards for Graduating Students and Year End Wrap Up

- All participants will be recognized at a year end assembly with a certificate appropriate for their division
- Intramural council members will be given a token of appreciation for all of their hard work
- Graduating students will receive a trophy/plaque/mug for recognition of their contributions to the improvement of the physical and mental well being of the students of Dr. G.J. MacGillivray
- All students are to be congratulated on their effort and enthusiasm
- The wrap up assembly will occur at the conclusion of the intramural year in May

Appendix A
Student Letter of Understanding
Intramural Council Member

As a student at Dr. G. J. MacGillivray Public School I recognize and accept the additional responsibilities which come with participation in the Intramural Program. I will represent and conduct myself, my school, and my community in a positive and cooperative manner. My behavior and attitude in and around the school, and on or off the playing surface will positively reflect Dr. G. J. MacGillivray Public School. Failure to comply with above will place my privileges to participate on the Intramural Council at risk.

Academic success is a primary goal and failure to try my best and respect the school's code of conduct in all my classes will put my eligibility for Council at risk.

Regular attendance and punctuality in class is crucial. With 5 unexplained absences and/or lates from a class my eligibility is at risk. Furthermore, I will inform my teachers of impending absences, since good communication is vital to success.

Commitment to the Council is an integral part of school athletics. I will attend all meetings throughout the entire year. With unexplained absences I realize that my eligibility is at risk.

Each situation will be dealt with on an individual basis between the student, Supporting Teacher and Principal. I acknowledge and accept these terms and conditions as the basis for my participation.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Supporting Teacher's Signature: _____

Supporting Teacher: J. Keller

Appendix B
Nomination Form for New Council Elections

Student Name: _____

Current Grade: _____

Position Applying for: (check only one box)

- Intramural Coordinator
- Intramural Vice Coordinator
- Secretary / Treasurer
- Scheduler
- Primary Coordinator
- PROPS
- Referee-In-Chief
- Publicity

In 5 sentences answer the following question: Why I would be good at my position.

Current Homeroom Teacher's Name: _____

Current Homeroom Teacher's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

All forms are due by June 15th of the current school year.