

**Community Service Corps By-Laws**

<b>Article I</b>	<b>Name</b>
Section I	The name of this organization shall be The Community Service Corps – Country Day School of the Sacred Heart.
<b>Article II</b>	<b>Purpose</b>
Section I	The purpose of the Sacred Heart Community Service Program is to provide enriching voluntary service opportunities in order to develop in each student a sense of responsibility to and for the community as a whole.
<b>Article III</b>	<b>Membership</b>
Section I	The Community Service Corps shall consist of an executive council and a legislative body.
Section II	All students of the Upper and Middle Schools are members of the legislative body.
Section III	The Executive Council consists of the officers of both Middle and Upper Schools who are elected each spring as the governing body for the following school year. <ol style="list-style-type: none"><li>a. Community Service Corps officers are the President, Vice President, Secretary and Treasurer.</li><li>b. Each class must be represented by a minimum of two students (two per homeroom if the class is split into homerooms). If one member of the class is an officer of the school, one or two members of the class may be elected as representatives. If there are no officers in a class, two representatives must be elected.</li><li>c. Faculty moderator is determined by the Administration of Sacred Heart.</li></ol>
Section II	In order to be a member of the Executive Council, one must possess the qualities of service, leadership, character and dedication, and must have completed all service requirements.
<b>Article IV</b>	<b>Executive Officers</b>
Section I	Election to office in the Community Service Corps is an honor and responsibility. Members of the Executive Council must act in and

encourage service-oriented activities, know the specific responsibilities of the office to which they are elected and be actively involved in the Community Service Corps.

## Section II

The **President** is the executive officer of the Corps. Her loyalty to the school and dedication to service will guide and influence the caliber of the Executive Council and Legislative Body.

The President

- a. understands the philosophy of the Community Service Corps and pledges to carry it out.
- b. plans, in consultation with the moderator, service activities and agendas for Executive Council meetings.
- c. presides at Executive Council meetings with a business-like manner but remains flexible and objective.
- d. reviews the upcoming schedule of activities to make sure proper plans are being made and executed.
- e. maintains constant contact with the school officers and members of the school.
- f. researches the needs of the school and the community and formulates ideas to meet those needs.
- g. encourages members of the Sacred Heart community to engage in service-oriented activities.

## Section III

The **Vice President** guides and directs Community Service activities, serves as chairwoman of any designated committee and heads publicity for service activities.

The Vice President:

- a. assists the President in all matters pertaining to C.S.C. in her assigned duties.
- b. acts in the absence of the President.
- c. heads publicity for Community Service activities, making sure there are ample posters and flyers advertising each event.
- d. researches the needs of the schools and the community and formulates ideas to meet those needs.
- e. encourages members of the Sacred Heart community to engage in service-oriented activities.

## Section IV

The **Secretary** is the chronicler of the Community Service Corps. She keeps accurate minutes of Community Service meetings. She works closely with the other officers.

The Secretary:

- a. assists the President and Vice President in their duties.

- b. keeps accurate minutes of discussion and action taken at meetings and special events.
- c. makes reports with the help of the moderator.
- d. researches the needs of the school and the community and formulates ideas to meet those needs.
- e. encourages members of the Sacred Heart community to engage in service-oriented activities.

Section V

The **Treasurer** is the financial officer of the Community Service Corps. She serves as chairwoman of any designated committee.

The Treasurer:

- a. assists the President in all matters pertaining to C.S.C. in her assigned duties.
- b. collects and keeps an accurate record of funds and deposits them in the business office.
- c. maintains an accurate up-to-date accounting of all funds.
- d. researches the needs of the schools and the community and formulates ideas to meet those needs.
- e. encourages members of the Sacred Heart community to engage in service-oriented activities.

Section VI

The **Representatives** keep their class informed of all upcoming Community Service events and records each student's service hours on note cards. Their involvement in Community Service events will encourage their class activities and involvement throughout the school year.

The Representatives:

- a. record the number of items each student brings in for drives in the Community Service section of the class binder.
- b. report to the class on upcoming Community Service activities.
- c. encourage class participation in service-oriented events.
- d. take class input on Community Service activities and report it to the Executive Board.
- e. collect "Act from the Heart" forms and file them into the Community Service filing cabinet.
- g. tally and record students hours on note cards.
- f. work with the Vice President to publicize upcoming events through posters, signs, announcements, and articles.

Section VII

The **Senator** is the research officer of the Community Service Corps. She serves as chairwoman of any designated committee. This is a position appointed by the Moderator. It is not a required position each year.

The Senator:

- a. assists the President in all matters pertaining to C.S.C. in her assigned duties.
- b. researches the needs of the schools and the community and formulates ideas to meet those needs.
- c. works on special projects as assigned by the Moderator or school directors.
- d. encourages members of the Sacred Heart community to engage in service-oriented activities.

Section VIII

The Community Service Corps **Moderator** guides officers and representatives of the Community Service Corps and encourages involvement in service activities from the student body.

The Moderator:

- a. is responsible for maintaining an organized and structured Community Service Corps at Sacred Heart.
- b. incorporates the goals of the Sacred Heart network into philosophy and spirit of the Community Service Corps.
- c. encourages involvement from the student body and maintains an atmosphere of enthusiasm for the student body.
- d. explores possibilities of initiating new programs.
- e. boosts confidence and growth in the Executive Board by allowing them to be responsible for details in the implementation of program plans.
- f. publicizes and emphasizes community service among the faculty.
- g. meets regularly with the Executive Board.
- h. submits CSC hours to the Director of Studies each quarter so that the hours may be recorded on the report cards.

**Article V**  
Section I

**Elections**

Elections for Community Service Corps officers and class representatives shall be held each spring for a two semester term of office starting the following September. Freshmen and 5<sup>th</sup> Graders shall elect class representatives in September of the school year.

Section II

The election procedures for the positions of President, Vice President, Secretary and Treasurer are as follows:

- a. students seeking these positions must have fulfilled service requirements from the previous year, be enrolled for the following school year and complete an application ballot signed by two faculty members. This application for office must be completed and returned to the Director of the appropriate school by the specified date.

- b. any Upper School student may run for the positions of President, Vice President, Secretary or Treasurer. Middle School students must be in 8<sup>th</sup> Grade to run for one of these positions.
- c. speeches will be given before the entire Upper or Middle School during a specified assembly period.
- d. voting will be by secret ballot on the specified day of speeches.
- e. those eligible to vote are all students enrolled for the following school year and returning faculty members.
- f. votes will be tabulated by the student council moderator and the current president of the school. Installation of newly elected officers will take place during Prize Day.

### Section III

Election procedures for Class Representatives:

- a. students seeking the positions of Community Service Corps representatives must submit their names to the current class president and moderator.
- b. candidates must have completed the service requirement for the previous year and be enrolled for the following school year.
- c. candidates must give a brief speech before their classmates.
- d. elections will take place immediately after speeches by secret ballot.
- e. votes will be tabulated by class homeroom moderator and one student not running for office.
- f. freshmen and fifth grade elections are held at the end of September.

## Article VI

### Community Service Requirement

#### Section I

Every Middle School student at Sacred Heart is required to complete ten community service events for each school year (September through June). There are ample opportunities on and off campus to complete these events. There is no on-campus, off-campus requirement for Middle School. Every Upper School student is required to complete twenty-five hours of community service for each year (June 1<sup>st</sup> through May 31<sup>st</sup>). Fifteen of these hours must be performed for a cause other than Sacred Heart.

#### Section II

Seniors with hours not completed will perform a service-oriented independent study. In order to graduate, all seniors must have completed minimum of 100 hours, twenty-five of which are completed during the senior year.

- Section III Each year, a total of twenty-five hours of service must be completed in Upper School. At the end of each school year, the completion, or lack thereof, is noted on the official high school transcript that is sent to colleges upon application.
- a. If a student has completed the requirement, her transcript will say:  
*“Community Service Requirement Successfully Completed.”*
  - b. If a student does not fulfill the requirement, her transcript will say:  
*“Community Service Requirement Not Fulfilled.”*

## **Article VII Item System**

Section I Throughout each school year Sacred Heart holds various drives for Thanksgiving food, peanut butter and jelly, etc. Students are encouraged to bring in items for the drives and will receive credit towards their requirements through the item system. Standards for an item are explained before each drive begins.

Section II Each item a student brings in will be marked in the Community Service section of the class binder. Ten items are the equivalent of one hour.

Section III No more than five hours per year can be earned through donating items for drives in the Upper School.

## **Article VIII Records of Community Service Hours**

Section I Upon completion of a community service activity, the form entitled, “Act from the Heart” must be filled out. There are separate forms for Middle School and Upper School. The moderator of the completed event must sign this form to verify the hours performed. The student must also describe the service done and reflect on it.

***This form must be completed to receive credit for hours.***

Section II Once the “Act from the Heart” form is completed the student must give this form to her CSC representative or CSC Moderator who will file it in her folder in the Community Service Filing Cabinet.

Section III Each quarter the representatives will take the forms of their respective class from the filing cabinet and transfer the number of hours performed onto individual note cards.

**Article IX In-School, Out of School Hours and Summer Hours**

Section I There is a twenty-five hour community service requirement for the Upper School each school year. Fifteen of these hours must be performed for a cause outside of Sacred Heart for the requirement to be fulfilled. No more than five hours per year can be earned through donating items for drives. There are no such requirements for Middle School events.

Section II Out-of-School hours are community service hours done for a cause other than Sacred Heart. Drives for organizations, not Sacred Heart, are considered out-of-school hours even though the drive is conducted on-campus.

Section III In-School Hours are community service hours that directly benefit Sacred Heart. There is no required number of in-school hours.

Section IV For the Upper School, summer hours are recorded and **do count** towards the twenty-five hour requirement for the school year. For the Middle School, summer hours are recorded, but **do not count** towards the ten-hour requirement for the school year.

**Article X What is or is not considered Community Service?**

Section I Actions performed by a student that benefit the school, church and broader community are considered community service.

Section II Babysitting for free for relatives or family friends, or working at a parent's office for free is not considered community service. Likewise, activities performed for family members, such as visiting sick grandparents or helping one's parents or neighbors, are actions of a good family member and are not considered community service.

Section III Activities performed for membership in clubs or organizations of Sacred Heart (such as National Honor Society Tutoring, Choir Functions, or Admissions Ambassadors) are not considered community service as they are part of membership responsibilities in these organizations.

Section IV Any activity submitted for the Community Service requirement is subject to the approval of the Executive Council.