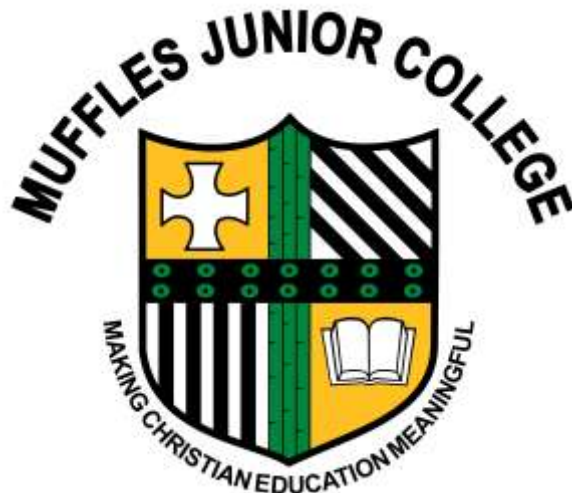


MUFFLES JUNIOR COLLEGE

STUDENT HANDBOOK 2023 - 2024



The Muffles Junior College Student Handbook is a handbook of general information regarding policies and procedures related to student life at Muffles Junior College. Every effort has been made to make it as accurate as possible as of the date of publication; however, all policies and procedures are subject to change as deemed necessary by the management of the college.

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Muffles Junior College
P.O. Box 217
Orange Walk Town
Belize, Central America
Telephone: 322-1016 or 601-7016 (Whatsapp)
Email: mjc@btl.net
www.facebook.com/mjc.edu.bz/
www.mufflesjuniorcollegebz.com

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MISSION STATEMENT

Muffles Junior College, a Roman Catholic Junior College under the auspices of The Sisters of Mercy, commits itself to quality education that is relevant to the needs of a Belizean society. It strives to develop the total person - spiritually, morally, psychologically, intellectually, emotionally, physically and socially - in keeping with the teachings of Jesus and in the Mercy tradition. It also seeks to create, through active participation of all concerned, an environment of harmony, tolerance and respect for individual differences.

SCHOOL LOGO AND MOTTO

The Muffles College logo (depicted on page 1), which is meant for official use by both Muffles College High School and Muffles Junior College, consists of the following features with their accompanying descriptions:

The Cross on the Upper Left

This white Maltese cross set against a gold-colored background represents the Christian aspect of the education that Muffles College offers. It is a design first appearing in an original Mercy shield. Fashioned by the Knights of St. John, it indicated the special service of the Order of Mercy to the sick in hospitals.

The Diagonal Lines on the Upper Right

These five black diagonal lines set against a white background document that Muffles College was founded by the Jesuit Community in Belize in 1953. These diagonal lines are taken from the family coat of arms of Ignatius of Loyola and have been adapted as a symbol of the Jesuits.

The Vertical Lines on the Lower Left

These four black vertical lines set against a white background document that, given a nation-wide shortage of priests, Muffles College came under the auspices of The Sisters of Mercy in 1967. These vertical lines are also taken from an original Mercy shield featuring four red lines set against a gold background. Dating back to a 12th century ritual, the red lines represent a reward for courage and success. Dipping his fingers in the blood which still flowed from the wounds of a gallant warrior, the king drew them down the warrior's gold shield.

The diagonal lines and the vertical lines together depict the Muffles College transition from Jesuit to Mercy sponsorship.

The Book on the Lower Right

This white book illustrated in open form and set against a gold background represents the school's focus on relevant and meaningful education.

The Green Vertical Stripes in the Center

These three green vertical stripes with black ticks at intervals represent sugar cane which depicts the school's location, Orange Walk Town, the sugar belt of Belize.

The Green Horizontal Studs in the Center

These two rows of seven green studs represent the jade gemstones that were highly valued by the Mayas who heavily inhabited the Orange Walk District. One row depicts the seven corporal works of Mercy, namely, feed the hungry, give drink to the thirsty, clothe the naked, shelter the homeless, visit the sick, visit the imprisoned, and bury the dead. The other row represents the spiritual works of Mercy, namely, convert the sinner, instruct the ignorant, counsel the doubtful, comfort the sorrowful, bear wrongs patiently, forgive injuries, and praying for the living and the dead.

The Shape of the Logo

The shape of the logo is a shield which is the shape that has become familiar over the years.

The Color Codes

The non-neutral colors of the logo are green and gold. The technical code for the green color is Pantone 356 and the technical code for the gold color is Pantone 7408.

Accompanying Texts

When used by Muffles College High School, the logo will be accompanied at the top, in semi-circular form, by the text "Muffles College." When used by Muffles Junior College, the logo will be accompanied at the top, in semi-circular form, by the text "Muffles Junior College." In all instances, the logo will be accompanied at the bottom, in semi-circular form, by the text "Making Christian Education Meaningful" which is the school's motto.

CAMPUS FACILITIES

THE EVENTS AND RECREATIONAL CENTRE

The events and recreational centre, situated behind the main MJC building, provides all students with space for meaningful recreational activities that meet the following specific objectives:

1. Promote unity among all members of the student body;
2. Create and cultivate opportunities for self development and the betterment of the student body as a community;
3. Build a school spirit that enriches student life.

In this regard, the centre provides space for a variety of activities, generally including:

- Table games
- Basketball and volleyball
- Meetings and discussions by student organizations;
- Discussions and preparatory work on class projects;
- Assemblies and meetings during the student orientation program and during the semester; and
- House functions and socials.

Requests for use of the centre either by students, faculty or others on weekends for special functions can be made through the office at least five days in advance.

To ensure that the use of the centre meets the objectives for which it exists, students will be required to comply with the following regulations:

1. Students may consume food and/or drink in the centre provided that they dispose of their garbage immediately after consuming foods and/or drinks. Students must keep tables clean at all times, must not sit on tables, and must not deprive others of a place to sit by putting their feet on the benches and/or chairs. With respect to the use of tables and chairs, priority is on providing space for the consumption of food and drinks.
2. Students may use the facilities as they are made available and must not remove any furniture from the centre, except in cases where approval has been granted by administration.
3. Students playing various games must carry on in an appropriate manner so as to ensure that all students can enjoy equal access to the space and facilities at all times.
4. Students engaged in appropriate recreational activities must maintain control over noise level at all times. Playing of loud music is not allowed while classes are in session. Vulgar language is prohibited – not only in the centre but anywhere on campus.

THE STUDENT GOVERNMENT

Through the student council, students practice leadership qualities and promote empowerment through service. Muffles Junior College recognizes the Muffles Junior College Student Council as the official organization representing the collective view of the entire student body on all matters of interest. The student council, mandated by provisions of a constitution and bi-laws, provides the means for a clear and continuous exchange of ideas between the students and the

faculty and the college administration. Through the student council, all students can contribute to the college decision-making and policy-formulating processes on matters of student concern.

The student government is constitutionally organized around two major branches, namely, the four executive officers elected at large by the student body and the house captains elected or appointed by their respective houses. The student government serves the mission of Muffles Junior College by:

1. Listening to student concerns;
2. Representing student concerns to other students, faculty, staff, and administrators; and
3. Coordinating and promoting a diverse program of entertainment and educational activities for the college's diverse student body.

It is worthy to note that although members of the student government are both directly and indirectly involved in service to the school community on behalf of all students, their involvement can only be as good as the commitment demonstrated by each student to the well-being of the entire student body. The college therefore encourages students to commit themselves to service that will improve and/or enhance student development at Muffles Junior College.

Houses will announce their house captains at the end of the semester before their term becomes effective.

THE HOUSE SYSTEM

The entire student body is divided into seven houses – Augustine, Avila, Burgos, Carballo, Gongora, Panton, and Torres - each under the direction of a house captain and vice-captain. The houses, in conjunction with the student council, sponsor various social, cultural, educational, spiritual and sporting activities for the entire student body throughout the year. The houses also compete in sports among themselves through the direction of the sports coordinators. Because Muffles Junior College ascribes to the philosophy of holistic education, students are required to participate in all house activities as well as in those activities organized by the student council and those sanctioned by the college. At the beginning of the year, each house shall be assigned a specific co-curricular activity from the list provided above. Houses shall be responsible for organizing and spearheading their respective activities for the benefit of the entire MJC community.

The houses have been named after the following members of the community:

FATHER LAZARUS ALVIN AUGUSTINE

Fr. Lazarus Alvin Augustine was born in the Village of Seine Bight in the Stann Creek District on December 17, 1952. He attended primary school at St. Alphonsus Roman Catholic School in Seine Bight, Georgetown R.C. School in the village of Georgetown, and Guinea Grass R.C.

School in the village of Guinea Grass in the Orange Walk District. Fr. Laz did his secondary school studies at Austin High School in Dangriga and graduated in 1971. He obtained an Associate of Arts Degree from Donnelly College in Kansas City, Kansas, and a Bachelor of Arts Degree in History and Political Science from Rockhurst University in Kansas City, Missouri. He also obtained graduate degrees in Theology from the Pontifical University of Ireland in Maynooth, Ireland and a degree in Canon Law from the Catholic University of America in Washington, D.C.

Fr. Laz was ordained to the priesthood on June 4, 1982 at the Holy Redeemer Cathedral in Belize City. He served as Parochial Vicar at Our Lady of Mount Carmel Church in Benque Viejo and at Holy redeemer Cathedral in Belize City. Fr. Laz served as pastor at Our Lady of Guadalupe Church in Belmopan and St. Francis Xavier Church in Corozal Town. At the time of his passing, he was the administrator of St. Vianney Church in Port Loyola in Belize City and also the Chancellor and Judicial Vicar of the Diocese of Belize City and Belmopan.

Fr. Laz was an instructor of Political Science, History, and Theology courses at Muffles Junior College for many years up to one year before his passing.

MR. CANDIDO ELOY AVILA

Mr. Eloy Avila was born on December 1, 1940 to Mr. Faustino Avila and Mrs. Placida Chan Avila. He grew up in Orange Walk Town where he attended La Inmaculada School and Muffles College. He completed his high school studies at St. John's College in Belize City. Mr. Avila began his teaching career in 1961. He taught at La Inmaculada Primary School, at Sacred Heart School in the Cayo District and at Holy Redeemer Primary School in Belize City. He also taught English Language and Mathematics at St. John's College.

In 1965, Mr. Avila took up the post of Farm Overseer with the Belize Sugar Industries Limited. He held this post until 1972 during which time he became a cane farmer. In 1982, he resumed his teaching profession at Muffles College. He left for a short while to organize logwood works for New River Enterprise and then returned. For two years, 1994-1996, he served as vice-principal of the high school and he also taught *Studies in Belizean History* at Muffles Junior College.

Mr. Avila was a founding member of the Orange Walk Lions Club in 1976. He was a member for ten years during which time he also served as president for three terms and as Deputy Governor of Lions District 59 for one term. He has been actively involved with the Orange Walk Football Association since the early 80s.

MR. RODOLFO BURGOS

Mr. Rodolfo Burgos, better known as Don Rudy, was born in the village of San Estevan, Orange Walk District. When Don Rudy was still young, his family moved to Orange Walk Town. While attending La Inmaculada Primary School, Don Rudy was invited by Fr. Joseph Kemper S.J. to work for the parish. At first, Don Rudy helped around the church and in the parish house. In between his work, he helped in the breaking of stones for the new construction of La

Inmaculada Primary School. Mr. Francisco Cano, who worked in the church at the time, was the one who showed Don Rudy how to take care of the altar, sacristy and, above all, how to ring the church bells for the various occasions. Don Rudy mastered the art of ringing the church bells. Upon receipt of the news of Pope John Paul II's death, he rang the bells for one hour non-stop.

Don Rudy can be compared to St. Joseph. In the Bible, we read that St. Joseph was a just and humble person who lovingly cared for Mary and Jesus. Don Rudy cared for the La Inmaculada Church with love, dedication, and utmost diligence. No work was too difficult for him. Daily he cared for the church and rang the bells at the appropriate times – never late or too early, always at the correct time. He worked for more than sixty years from Monday to Monday preparing the church for Mass, baptisms, first communions, confirmations, weddings, fifteen-years, and funerals. Don Rudy will always be remembered for his fidelity and generosity in the service of La Inmaculada Church and the community of Orange Walk.

MRS. IRMA CARBALLO NEE CONSTANZA

Mrs. Irma Carballo was born in the village of San Roman and lived there for seven years. Her family moved to Orange Walk Town where she attended La Inmaculada School. While growing up, Mrs. Irma was an active member of St. Catherine's Sodality.

Mrs. Irma then attended the Nazareth Noviciate of the Pallotine Sisters near Punta Gorda as a candidate for the sisterhood. While there, she furthered her studies in teaching. The result was a Second Class Certificate. In 1957, she decided that she did not really have a religious vocation and returned to Orange Walk where she met Mr. Belizario Carballo whom she married at the age of twenty. They have five sons and one daughter.

Mrs. Irma has been an active member of the Santa Ana Sodality. She has devoted more of her time to the community and Church as her children have grown older. She has also been involved in the La Inmaculada Liturgy Committee, the St. Vincent de Paul Society, and, along with her husband, the Marriage Encounter Movement. Over the years, she has also been involved in the Women's Bureau in Orange Walk, the HelpAge Movement, and the local branch of the Belize Women Against Violence Movement.

SISTER MARGARET GONGORA

Sister Margaret Gongora was born on July 19, 1938 in Orange Walk Town. She attended La Inmaculada Roman Catholic School from 1942 to 1949. She then pursued further studies in the United States, earning a B.A. in Education at St. Joseph College in Hartford, Connecticut and completing one year of religious studies in Detroit, Michigan. As part of her preparation to become a Pallotine nun, Sister Margaret did one year of spiritual studies in Rome. As a youth, she was a member of a young girls' group called "Solidaridad de Santa Inez." Their purpose was to emulate the life of Santa Inez whom they regarded as a role model.

Sister has been a religious teacher for most of her professional life in places such as Cayo, Punta Gorda, and Belize City. In 1986, she joined the faculty of Muffles High School where she taught for fifteen years and where she was very active in the corporal works of mercy through the

Mercy Club. In 2001, she was the recipient of the High School Teacher of the Year Award for the Orange Walk District. She presently teaches Theology courses on a part-time basis at Muffles Junior College.

Sister Margaret spends a lot of time visiting the sick, the elderly, the homeless, and the imprisoned. She also assists with the distribution of Communion at Masses and gets involved in liturgical planning. Recently, she has been actively involved in identifying elderly people who, for some reason or the other, have not received their sacraments.

Sister Margaret has devoted most of her life to God. She states that she will continue to gladly serve her community as long as her Creator permits her. As a guiding thought, Sister states that a man must nurture his body and take care of it because it is in the image and likeness of God. The body should not be harmed with elements like drugs and alcohol. To live fully, one must put God at the centre of his/her life and then reach out to help fellow brothers and sisters.

SISTER LEONA PANTON RSM

Sr. Leona Panton grew up in Belize City, the second child of the Panton family. At that time the Panton family worshipped at the Anglican Church. Mrs. Panton, Sister's mother, became ill and was in the hospital for several months. Influenced by the nuns who worked at the hospital, she later enrolled her children at Holy Redeemer Primary School. The Panton children then joined the Catholic faith.

Sr. Leona left Belize for some time to pursue university studies. She holds a Bachelor of Arts Degree in English and a Masters in Education with a focus on Secondary Administration. In 1969, Sr. Leona returned to Belize and was assigned to Muffles College in Orange Walk Town. From then on Sister has been of great service to our community.

Sister Leona first came as a teacher but a year later she became the principal of Muffles College for seven years before returning to teaching and taking up the chair of the Muffles College Managing Committee. Influenced by her grandmother, Sister re-established the Girl Guide Movement in the Orange Walk District. For several years she acted as Commissioner of Guiding in Orange Walk Town. Over the years the Movement grew from Brownie groups to Guide Companies and later Rangers. Sister Leona believes that Guiding challenges the girls to develop new skills and to serve their community.

Sister has devoted much of her time to other youth activities as well. She was of great influence at the HelpAge Centre where she assisted in the planning and organisation of the daily activities. As a Sister of Mercy, she has dedicated much of her time to serve the poor, sick and uneducated. Sister Leona has been a great role model to the students of Muffles College.

SISTER MARY CONSUELO TORRES AND MR. UVALDEMIR TORRES SR.

Sister Mary Consuelo Torres was born in 1923. She was the daughter of the late Julio and Valeria (Lopez) Torres. Sr. Consie, as she was commonly known, entered the Sisters of Mercy Order at Providence in 1947 and was professed in 1949. Sr. Consie earned her Bachelors Degree in Business Education at Byrant College and later earned her Master's Degree at Boston

University. After teaching two years at Augustine School, in Newport USA, Sr. Consie returned to her native Belize. She began her life-long teaching profession at St. Ignatius School in Belize City. She taught there for seven years, and then moved to Holy Redeemer School. Sr. Consie remained there for six years. From 1967 - 1975, she taught at St. Catherine's Academy and later became principal of the institution.

In 1975 Sr. Consie came to Orange Walk. She began teaching at Muffles College and remained there until 1984. She was treasurer of Muffles College. Sr. Consie returned to Belize City in 1984 and taught at St. John's College Sixth Form up until 1987 when she reluctantly retired because of illness. She died at the Mercy Hospital Convent in New Orleans on October 25, 1991. She was buried in Belize City.

Sr. Consie was an open and straightforward person, and she was gifted with the ability to empathize with people. She made an invaluable contribution to education here in Belize; her life was devoted to her students and to prisoners. She prepared several prisoners for the gallows. Her life and works are an inspiration to many. Her love for Christ gave her strength especially during the last and most painful moments of her life.

Sister Mary Consuelo Torres R.S.M. contributed greatly to the educational system and her community, but one cannot forget her younger brother Mr. Uvaldemir Torres, Sr., better known as 'Mimi'. One can say he followed in her footsteps. He devoted about thirty years of his life to the teaching profession. Mr. Mimi started teaching in 1954, the second year of Muffles College's existence. In 1955 he became principal of Muffles College. He left this post in 1966 to further his studies in the United States of America. In 1969 he re-entered the teaching profession. He is a man of great knowledge. During his time as a teacher, he taught subjects such as English, Spanish, Latin, Religion, Public Speaking, Arithmetic, Algebra, Geometry and History. His knowledge was acquired through correspondence courses. He never majored in any particular subject. One could say he is "jack of all and master of all". In 1986 Mr. Mimi retired. In his view it was time to give the young people the opportunity to teach. His love for teaching brought him back in 1987. In 1990 he once again resigned. For a number of years, he was the CXC Spanish Orals Examiner for Muffles College and Technical High School.

SCHOOL AND HOUSE MASCOTS

The mascot of Muffles Junior College is the lion – the valiant and bold 'King of the Beasts.' The lion represents the vigorous strength displayed by Muffles Junior College from the very beginning of its existence. It took boldness from its founders to make the tremendous leap to establish Muffles Junior College. With the years, Muffles Junior College continues to increase in strength. This strength resides in the teachers who strive for excellence in helping students to achieve their potential. Over the years, Muffles Junior College has been able to boast of graduates who have taken their rightful and productive places in society. Muffles Junior College, like a lion, is also persistent and persevering. A lion is restless until it dominates its prey and so is Muffles Junior College until it achieves its goals and objectives. Muffles Junior College has mirrored, and will continue to mirror, the mighty lion characteristics that will serve as an inspiration to its students poised for the grand roar towards success.

Augustine House mascot: The Alligator

Avila House mascot: The Eagle

Burgos House mascot: The Bulldog

Carballo House mascot: The Horse

Góngora House mascot: The Wolf

Panton House mascot: The Panther

Torres House mascot: The Bull

PROCEDURES FOR FORMING AND OPERATING STUDENT CLUBS

Students and faculty are invited to venture into the formation of clubs because these help to nurture interests, ideas, and experiences of the entire student body. Students who wish to form student organizations can do so by following these steps:

1. Arrange for a formal meeting, individually or as a group, with the assistant dean so that the proposed idea can be discussed and reviewed. Attention will be directed to the nature and goals of the proposed organization.
2. Prepare a mission statement or other document that specifies the purpose of the organization, along with the goals and plans of the group for submission to the assistant dean. This document serves as a registration application.

Criteria for effective management of student clubs involve adherence to the following:

1. Open membership that embraces inclusiveness; exceptions may include a particular group whose membership is derived from a particular class doing a particular course.
2. Maintenance of organization size that ensures ongoing operation.
3. Non-duplication of the purpose or activities by a student organization relative to any other student organization. Two student organizations fitting the same general area of interest must have purposes and functions expressly different from each other.
4. Identification of a faculty advisor. The advisor must confirm a willingness to accept the position and is expected to counsel and advise the officers and members of the group as needed.

STUDENT CONDUCT

INTRODUCTION

It is assumed that students enrolling at Muffles Junior College are maturing adults who are desirous of constructive learning and who are coming to this school with this purpose in mind; therefore, it is not expected that students' attention will frequently be called to problems concerning conduct.

A major purpose at Muffles Junior College is to pursue knowledge through teaching, learning, and research in an atmosphere of physical and intellectual freedom. In order to fulfil this purpose, members of the Muffles Junior College community engage in teaching, learning, research, and service and assist one another in the creation and maintenance of an environment that supports these activities.

Members of the Muffles Junior College community may not violate the rights of one another nor disrupt the basic activities of the college. Students who are disruptive and/or violate general school rules are subject to a variety of penalties that may include reprimand and probation, restitution, suspension for a specified period of time, obligatory withdrawal and expulsion.

Members of the Muffles Junior College community have the same privileges and responsibilities with respect to the Laws of Belize as do members of the wider Belizean society. In addition, they must adhere to the college's special interests that are reflected in its policies and regulations and are addressed herein. These special interests are embodied in the unique purpose of the college and are essential for its institutional well-being and day-to-day functioning.

The following student conduct code is adopted by Muffles Junior College.

IMPERMISSIBLE BEHAVIOR

The following categories and specific examples of impermissible behaviour are subject to disciplinary sanctions because they conflict with the fundamental purposes and special interests of the college. While these examples of impermissible behaviour are described as clearly as possible, it should be recognized that any determination as to whether a given act constitutes a violation of the college's special interests will necessarily involve the college applying some degree of judgment to the facts and circumstances as they are presented. Aiding and abetting any school rule violation shall be considered an actual school rule violation for which the respective penalty shall apply.

A. Category I – Interference with the Rights of Others

A student may not behave towards another member of the college community in a manner that denies or interferes with another member's expression of conviction, academic freedom, or performance of legitimate duties or functions.

Freedom of speech and the right to peaceful assembly are possible only in an orderly environment in which individuals are not endangered by force or violence and are free from coercion and interference. Consequently, behavioural restrictions are considered necessary to preserve both the orderly functioning of the campus and the right of freedom of speech.

1. Demonstrations which coerce individuals, present a hazard to the safety of any person, or threaten the destruction of property shall not be permitted. Similarly, authorized speakers and approved public demonstrations shall not be interrupted by hostile audiences or speakers.
2. Conduct which disrupts the holding of classes, the carrying out of college business, the holding of campus events, the administering of examinations, or any other normal functioning of the college including the discharge of responsibility by a college officer, employee, or student shall not be permitted. Demonstrators may not physically obstruct access to college facilities, nor may they engage in obstructive noise.
3. Persons engaging in disruptive behaviour or in demonstrations which coerce individuals or advocate the use of force shall be requested to cease by college authorities. In the event that the alleged disruptive behaviour or demonstration does not end within a reasonable length of time, temporary sanctions shall be imposed by the dean or his/her designee. If the use of discussion methods of temporary sanctions is not effective in ending the disruption or demonstration, or when the alleged violators are not members of the college community, or when the gravity of the situation requires it, the dean or his/her designee may resort to calling in law enforcement authorities.

B. Category II – Interference with College Processes

Impermissible behaviour as described in this category includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning, research, and service.

1. False or Fraudulent Information
 - a. Furnishing false academic credentials with the intent to deceive or mislead when applying for admission to the college.
 - b. Furnishing and/or uttering false information with the intent to deceive or mislead any college administrator, faculty, staff and/or student on any school related matter.
 - b. Forging, altering, misrepresenting, or misusing any college document, record, or instrument of identification.
 - c. Failing to provide required and legally appropriate information to college officials.
 - d. Misrepresenting facts in connection with any request for any college program or service or for an exception to any official college policy or regulation.
 - e. Assisting anyone in committing any of the acts in this section.

Note: Official documents pertaining to a student's status at Muffles Junior College shall be obtainable from the administrative office only. Such documents include, but are not limited to, final semester grade reports, transcripts; and verification of enrolment for purposes of US visa application, loan application, social security benefits application, and transfer to another institution. Letters of recommendation or character references may be requested from both administration and faculty.

2. Personal Misconduct

- a. Intentionally, recklessly, or negligently causing physical harm to any person on college premises or at college sponsored activities. This includes engaging in any form of fighting.
- b. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats, or other conduct which threatens or endangers that person's emotional, mental, or physical well-being.
- c. Criminal sexual behaviour, including but not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behaviour with a person.
- d. Theft of or wilful damage to any property of the college or of any person on the campus. Whilst theft and/or damage of personal property is not tolerated, students need to know that if they bring an expensive gadget to school, they do so at their own risk. The school shall not entertain any compensatory arrangement.
- e. The unauthorized use of or entry into any college facility, including both indoor and outdoor facilities.
- f. Possessing, producing, manufacturing, or having manufactured any key or unlocking device for use on college facilities or locks without proper authorization.
- g. Use or possession of weapons on college premises or at college sponsored events. "Weapon" includes, but is not limited to, all firearms, ammunition, dangerous knives, explosive fuels, dangerous chemicals, and billy clubs.
- h. Use or possession on college premises or at college sponsored events of bombs, explosives, incendiary devices, or fireworks.
- i. Damaging safety equipment or initiating a false report, warning or threat of fire, explosion, or other emergency on college premises; or setting any fire on college property.
- j. Intentionally obstructing or delaying a police officer, fire fighter, security officer, or college official in the performance of his/her duty.
- k. Failure to comply with the directions of college officials including, but not limited to, campus security, faculty, or administrators acting in the performance of their duties; and failure to present identification upon request to college personnel in the performance of their duties.
- l. Being contemptuous, insolent or disorderly at any meeting with college personnel.

3. Theft or Mutilation of College property
 - a. Possessing or having under one's control, and without proper authorization, any materials or property belonging to the college.
 - b. Mutilating or vandalizing college property. Students found guilty of mutilating and vandalizing property shall be subject to restitution. In the case of student desks, the reimbursement for damage shall be \$40.00. In cases where there is rampant vandalizing of student desks and no one claims responsibility, the school shall deduct the reimbursement for damage from the student services fees. The deduction will be divided equally among the seven houses. When deductions exceed available house funds, deductions will be divided equally among members of the affected houses.
 - c. Unauthorized or fraudulent use of the college facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by this student conduct code or other regulations established by the college related to student use of specific facilities or equipment.

4. Disruption
 - a. Creating noise or other disturbances on campus sufficient to disrupt the normal functioning of campus activities, including classroom instruction, administration of examinations, and college sponsored activities. This includes the use and ringing of cellular phones.
 - b. Violation of published college policies, rules, or regulations including, but not limited to, smoking, solicitation, distribution of literature, sexual harassment, and amplification and loud speaker use.

5. Abuse of Controlled Substances
 - a. Intoxicants: The purchase, distribution, possession, or consumption of alcoholic beverages is regulated by the Laws of Belize. Students are expected to know and abide by these laws and by college rules and regulations governing the use and consumption of alcoholic beverages on campus. Alcoholic beverages are not permitted on campus, on the shuttle bus, on any other passenger vehicle contracted by Muffles Junior College for an official school trip, or at any venue where an official college activity is taking place. No one under the influence of alcohol shall be allowed on campus or at any official college activity.
 - b. Drugs: Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by the Laws of Belize, at college sponsored or approved events, on college property or in buildings used by the college for its educational or recreational programs. College knowledge or suspicion with reasonable cause of possession or use of illegal drugs on campus shall subject the student(s) involved to investigation. When there is reasonable cause to suspect that a student is under the influence of an illicit drug, he/she shall be subjected to a blood or urine test (whichever is applicable) immediately. A

student's refusal to take the test as requested shall be regarded as admitting guilt, and the student shall be asked to leave campus until further notice.

- c. Smoking: Muffles Junior College is a smoke free campus. No smoking is permitted on the premises or at college sponsored events.

6. Off-campus Behaviour

- a. A student's off-campus behaviour must comply with the applicable Laws of Belize. Off-campus behaviour shall not be subject to the college's disciplinary procedures unless such behaviour indicates that the student represents a danger to the health or safety of members of the college community. In addition, off-campus behaviour that violates professional standards of conduct which are an integral part of a professional discipline may be subject to formal hearing procedures and sanctions by the college.

7. Academic Dishonesty

Because the college is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

- a. Cheating includes, but is not limited to, giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official college record; or misrepresenting the facts in order to obtain exemptions from course requirements.
- b. Plagiarism includes, but is not limited to, submitting, in fulfilment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry labbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms or fabricating data to fit the desired or expected results.
- c. A student found guilty of academic dishonesty shall, in the first instance, be assigned a grade of zero for the assessment in question. In a second instance of academic dishonesty, the student shall be withdrawn immediately from the course related to the assessment in question. The grade assigned for the course shall be "F." A third instance of academic dishonesty at Muffles Junior College shall result in obligatory withdrawal from the college.

8. Violation of Other College Regulations

Violations of other college regulations or policies may subject the affected student to disciplinary action under this code. Other college regulations and policies include, but are not limited to the following:

- a. Rules made by an instructor, and approved by administration, for a particular subject are to be obeyed as official school rules.
- b. Each student is held responsible for information contained in this handbook and college catalogue and for information published through notices and announcements on the bulletin board and the college's internal electronic communications system.
- c. Cleanliness and neatness are an important phase of training. Students shall be expected to keep the facilities clean and to make use of disposal containers. Students found guilty of littering shall pay a fine of \$20.00.
- d. Food and drinks are not allowed in classrooms and laboratories except in special circumstances for which prior approval must be obtained at the office.
- e. Classrooms, when not in use for instruction, shall not be occupied for other purposes without permission from the office.
- f. Students must behave themselves in a way respectful of others, especially in their relationships with close friends. Self-restraint and modesty are essential principles governing behaviour. Inappropriate display of affection is prohibited anywhere on campus.
- g. Attendance is compulsory for all general assemblies, house meetings, house activities, and activities scheduled in the school calendar. Upon a third absence for any of the aforementioned activities, a student shall be placed on a one-day suspension. Repeated absences after this first suspension will result in more stringent measures.
- h. Student identification cards (IDs) are to be worn at all times on campus in a manner that makes the card visible. In the event that a student loses or forgets to bring his/her ID to school, a temporary pass shall be issued at the office for a fee of \$5.00 per day. Temporary IDs are only allowed for a maximum of two consecutive days. Thereafter, the student needs to obtain a replacement for a fee of \$20.00. Any student found using an invalid ID shall be fined \$10.00 in addition to the \$5.00 for the temporary pass. Any student found using another student's ID shall be fined \$10.00 in addition to the \$5.00 for the temporary pass. Any student who willingly allows another student to use his/her ID shall also be fined \$10.00.

SANCTIONS

One or more of the following sanctions may be imposed as hereinafter provided whenever a student is found to have violated any of the rules contained in this code:

- A. Warning: This sanction applies to minor school rule violations. It is written or verbal notice to the student that he/she has violated a school rule. Any other future school rule violation shall be addressed with more stringent measures.

A student shall first receive a verbal notice that he/she has violated a school rule. In the second instance of school rule violation, the student shall receive a written notice. If, after having received both verbal and written notices, the student is found guilty of a third school rule violation, the student shall be served a one-day suspension.

- B. Probation: a written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case. This sanction would apply to any student who wishes to return to Muffles Junior College after obligatory withdrawal or expulsion.
- C. Restitution: reimbursement for damage to or misappropriation of property which may take the form of direct financial compensation, of service, or other forms of indirect compensation. Any student who does not make restitution as required will be deemed to have a financial obligation to the college.
- D. Service Project Assignment: the assignment of a wholesome and approved service project when a student fails to comply with an assigned co-curricular responsibility.
- E. Temporary Suspension: in an emergency, altering or suspending the rights of a student to be present on campus or to attend classes for an interim period prior to a hearing provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. A student under temporary suspension must turn in his/her student identification card at the time that the suspension takes effect.

An emergency will include such situations as when the student poses a danger of inflicting bodily harm on himself/herself or others, or of inflicting serious emotional distress on others, or creating substantial disruption of normal campus activities, including classroom instruction.

- F. Suspension: exclusion from classes, from any form of academic assessment, from other privileges and activities, and from the campus itself for a specified period of time. A first suspension will be one day in length and a second suspension will be two days in length. In the extreme possible instance when a student is issued two suspensions at the same time, the suspensions shall not be served concurrently. A student under suspension must turn in his/her student identification card at the time that the suspension takes effect.

Suspensions would be sanctioned for any of the following conditions:

- Upon a third minor disciplinary infraction
 - Upon a single major disciplinary infraction
 - Upon a third absence from a compulsory school activity
- G. Obligatory Withdrawal: termination of student status for one year upon a third suspension for the academic year or when conditions for probation are not met. Part-time students and students who have served a previous suspension during a previous academic year are allowed one suspension per academic year with the second being obligatory withdrawal from the college. Re-admission after the one-year student status termination shall be provisional admission.
- H. Rescission of Grades: the cancellation of course grades as a result of academic dishonesty.
- I. Expulsion: termination of student status for an indefinite period resulting from grave disciplinary infractions.

Minor disciplinary infractions include, but are not limited to, the following: annoying others, chewing gum/eating/drinking sodas, consistent failure to bring materials to class, constantly showing no interest in class, excessive absences, excessive talking, not following directions, not dressed appropriately, not wearing a student ID.

Major disciplinary infractions include, but are not limited to, the following: blatant disrespect directed towards college personnel, defacing school property, vandalism, destruction of school property, incitement or instigation of altercation, indecent language directed at peers, indecent language directed at college personnel, obscene gestures, opposition to authority, stealing, threat to peers, threat to college personnel, possession of controlled substances, tobacco, or alcohol.

Grave disciplinary infractions include, but are not limited to, the following: forgery; falsification of documents; uttering false information; arson; assault on anyone; fighting; possession or use of weapons or dangerous objects (including sticks, canes, knives, guns, look-alike guns, pellet and BB guns, explosives (firecrackers, etc.), stink or smoke bombs; unauthorized visitors on school property.

AUTHORITY OF THE DEAN

The dean may take appropriate action with respect to situations and developments not specifically covered by the student conduct code in order that the intent of the code may be properly administered. In cases requiring consultation, the dean shall resort to the conduct committee comprised of faculty members.

APPEAL

A student may contact the dean to seek judicial review if he/she feels that his/her rights have been infringed upon by any final decision issued in accordance with this conduct code, or if he/she believes that the final decision is illegal or unconstitutional.

DRESS CODE

All students are required to dress in a neat and acceptable manner. No student shall be allowed to remain on campus wearing any attire that would antagonise others, disrupt the atmosphere of learning, or attract undue attention to the wearer. The Muffles Junior College dress code is established to provide an atmosphere that enhances learning, teaches hygiene, instils discipline, prevents disruption, and avoids safety hazards. Students shall come to school looking neat and clean, wearing appropriate clothing and exhibiting grooming that will promote good health and provide a safe place for students, faculty, staff and administration.

The following student dress code is adopted by Muffles Junior College.

1. Muffles Junior College prohibits pictures, emblems, clothing, or writing on clothing that are lewd, offensive, vulgar, or obscene; that depict the occult; that represent gang membership; or that advertise tobacco products, alcoholic beverages, drugs, or any other substance prohibited by law or school policy. The college also prohibits any clothing or grooming that, in the administration's judgement, may reasonably be expected to cause disruption of or interfere with normal school operations.
2. Hair styles and colours that, in the opinion of the school's administration, cause a disruption of the educational process shall not be permitted. Well-kept beards and moustaches are allowed.
3. All students are expected to wear clothing and undergarments in keeping with their gender. Skirts and dresses should be modest in appearance and each no higher than four inches above the knee. Dresses or tops that are strapless, have spaghetti-type straps, are backless, or show midriff are prohibited. Blouses and shirts must exceed the waistband.
4. See-through clothing, such as fish net shirts and shredded garments, is prohibited. Also prohibited are tank tops unless layered over or under a sleeved garment.
5. Students may wear shorts and culottes (i.e., split-skirts or 'skirts') provided they are neatly hemmed, modest in appearance, and reach no higher than four inches above the knee. Specifically prohibited for all students are: cut-offs (of any derivation) or frayed-hem shorts, bicycle type shorts, 'wind' shorts, gym shorts, and form fitting/skin tight shorts of lycra, spandex, or any other similar material.
6. Form fitting/skin tight pants such as leggings and tights must be covered with a top reaching no higher than four inches above the knee.

7. Pants or shorts must be worn at the waist (no sagging). Also prohibited are patchwork pants, shredded pants, cut-up jeans and pants with ruffled-footing. Oversized pants that create a sagging effect are also prohibited.
8. No hats with obscene words and slogans are allowed on campus. Head covering in the form of scarves and bandannas are not to be worn or brought to school unless approved by the administration for a special occasion. Other head covering such as bands, caps, “beanies” and/or “do rags” may be worn on campus but not during a class, an examination, a formal meeting, a general assembly, and/or a religious service.
9. All students must wear appropriate footwear. Males may not wear flip-flop slippers.
10. The wearing of heavy chains and/or the abundance of jewellery around the neck and ears, spiked jewellery, nose rings and other exposed pierced body jewellery is prohibited. No male student will be allowed to wear earrings on campus. Also prohibited is usage of excessive facial and nail make-up.

FUND RAISING ACTIVITIES POLICY

1. To minimize the need for burdensome or onerous fund-raising activities during the academic year, Muffles Junior College shall levy a student services fee per semester to be allocated for co-curricular activities among the houses, the student government, and other co-curricular activity groups.
2. A campus development fee per semester shall be levied to help defray expenses on capital projects.
3. Solicitation of funds by members of the community, or community groups and organizations from students or employees on school premises shall be limited. Schools are ready-made audiences that can easily be exploited. Besides, solicitation can be disruptive to educational programs.
4. Solicitation of funds by students or employees from the community for student programs shall also be limited to preserve cordial community relations.
5. Any funds raised by any class, house, or group under the name of Muffles Junior College shall be held in trust by the college and shall be administered under the principle of proper accountability to all concerned. The administration of the college shall approve the purpose for which the funds may be used. No funds generated by any class, house, or group shall be used by an individual (student or instructor) for any private purpose. All fund-raising activities shall be drug-free, shall be of educational benefit, and shall require the approval of the dean.

SECURITY POLICY

Students are encouraged to assume responsibility for looking after each other. They are expected to comply with the following:

1. Immediately report any observation of strangers on campus to the nearest source of help - faculty, other students, the dean or assistant dean's office.
2. Keep bicycles in racks at all times and maintain them locked.
3. Report any incident of mugging, robbery, or violence to the most readily available school authority so that the law enforcement authorities can be appropriately and promptly notified.
4. Ensure that any friend, relative or acquaintance who wishes to visit the campus first secure a visitors' pass at the office, and take responsibility for ensuring that the visitor abides by the rules of the college. Muffles Junior College reserves the right to deny visitor rights to individuals who, in the school's judgement, may pose a threat to the security of the Muffles Junior College community.
5. Wear student identification cards at all times while on campus. If an MJC student cannot be properly identified as a current student of MJC, he/she shall be denied entry to the campus.

BOMB THREAT RESPONSE PROCEDURE

1. In the event of a bomb threat, all students and staff are to follow the instructions of the law enforcement/public safety officers. If you are asked to evacuate, you must do so quickly and orderly. Do not attempt to disobey the officers or stay in the building. Do not lock any doors; the officers will do so and will guard against any theft.
2. The officers will inform you where to go during the evacuation.
3. Whenever and wherever possible, faculty members should move classes in session to unused classrooms at other sites. Students should cooperate to minimize any loss of classroom experiences.
4. Whenever and wherever possible, staff members should relocate to available spaces in other sites and continue working to minimize the negative effect the bomb threat has on the college's productivity.
5. If asked to evacuate, all faculty and students shall return to campus within two hours as appropriate since this is the longest time that the emergency response is expected to last. No one is to assume that a bomb threat means that the college will close for the rest of a given day. Administration shall more than likely request a roll-over of classes for the remainder of the day.

6. The officers shall announce when buildings can be entered and used after the bomb squad has secured the premises. Once this announcement has been made, please resume work/classes as usual.

POLICY ON POSTING AND DISTRIBUTION OF LITERATURE

Information posted on the bulletin board is primarily for the benefit of the student body. Such information includes notices addressed to students through the dean or assistant dean's office, and by student organizations, the student government, and faculty and members of the general student body.

1. Any information posted on the bulletin board shall bear the stamp of the school to indicate that it has school approval. The stamp can be obtained at the office.
2. Information shall be computer-written using minimum paper size to maximize the use of space on the bulletin board.
3. The school administration shall reserve the right to remove any posted literature on bulletin boards or to stop the distribution of literature if the information is deemed inappropriate.
4. Any student who defaces a sign or tampers with notices shall be served disciplinary action that can range from a warning to a suspension. The bulletin board is located at the entrance of the main building.

CLASS CANCELLATION POLICY

Classes shall be cancelled only in the event that coming to school is physically endangering. In the case of a hurricane, MJC shall abide by directives from NEMO and/or the Ministry of Education. Any other appropriate announcements to the student body shall be made by way of radio, television, and/or the college's internal electronic communications system. Do not listen to rumours.

CLASS ATTENDANCE POLICY

Absence

1. All students must attend scheduled classes and laboratories in order to maximize the benefits from their instructors' expertise and from exchanges with other students. Muffles Junior College recognizes that the student's responsibility is not solely for mastering a particular body of knowledge but for doing so in relation to the multiple social contexts which classes represent in miniature. Students are granted as many absences from a class as there are credit hours in that class; for example, they are granted

a maximum of three fifty-minute sessions or two seventy-five minute sessions for a three credit course. Most courses at Muffles Junior College are three credit courses. This limit, however, should not be interpreted to mean that a student is entitled to a number of absences with just any reason. This rule serves as a guide to determine whether a student should be allowed to continue in the course without any academic penalty.

2. Under normal circumstances, a rest room break, not to exceed 10% of the session, is the only acceptable reason for a student to leave the classroom. A student who leaves the classroom to engage in any other activity (e.g., to purchase and/or consume food, to use his/her cellular phone, or to socialize) shall not be allowed to return to class and shall be marked absent for the session in question.
3. Not being present during a session for more than 40% of the session constitutes an official absence. This is applicable to situations when a student leaves the room after the class has started.
4. When a student exceeds the number of absences allowed in a course without any justifiable reason, his/her grade will be dropped one level lower than the actual grade received at the end of the course. Upon the sixth absence in a course without any justifiable reason, a student shall be withdrawn from the course in question.
5. In the case where illness prevents a student from coming to school, the student must be prepared to present a doctor's certificate to the dean for absence related to illness. In instances in which the duration of time away from school may significantly hinder the student's academic progress, he/she may be directed to withdraw from school for re-admittance the following semester.
6. Two late arrivals equal one absence.

Lateness

1. A student who arrives late within the first twenty minutes of a fifty-minute session and within the first thirty minutes of a seventy-five minute session will be allowed in class only after he/she has reported the lateness at the office. Proof of the report will be a note from the office that will need to be presented to the instructor who will then record the lateness.
2. No student may enter a class after twenty minutes for a fifty-minute session and thirty minutes for a seventy-five minute session.
3. Not being present during a session for more than 10% and less than 40% of the session constitutes an official lateness to class. This is applicable to situations when a student leaves the room after the class has started.

4. A student who arrives to class after the scheduled start time is considered late.
5. Two late arrivals equal one absence.

SCHOOL TRIP POLICIES

Muffles Junior College encourages student trips that have specific educational advantages for its students. To safeguard the safety and well being of each student going on the trip, the proper management of trips is expected. The dean approves all school trips. These trips will include those organized as part of students' course work and those planned by student organizations. A trip planned by an individual student or by a group of students on their own, without specific communication channelled through the dean's office, will not be considered a school trip. In this case, the name of the college shall not be used; the college shall not assume responsibility in matters connected to such a trip.

The following procedures are to be followed for school trips:

1. A written request through prepared forms available at the dean's office will be made to the dean. Trip organizers may include faculty members or students or both.
2. The dean will respond through a prepared form to trip organizers. If the trip is approved, trip organizers can proceed with the necessary plans and preparations, and they will need to meet specific requirements stipulated in the approval form.
3. Trip organizers must demonstrate a willingness to assume various responsibilities, including the following:
 - a. Coordinating all aspects of the trip, including supervising students and ensuring adherence to expectations of student conduct.
 - b. Reviewing a checklist outlining major considerations for proper organization of trips.

STUDENT RIGHTS

Each student at Muffles Junior College shall have the following rights:

1. The right to respect at all times of his/her integrity, personal reputation and property; the right to work, socialize and function in an atmosphere of mutual respect.
2. The right to an education that hallmarks professional instruction for the transmission of knowledge, the discovery of truth, and the development of the intellectual, social, and spiritual capabilities.
3. The right to exercise freedom of discussion, inquiry and expression as a means of developing habits of critical thinking and a means of enhancing capacities for critical judgement.

4. The right to appropriate opportunities and conditions of learning in all aspects of student life, including opportunities for leadership among the student body.
5. The right to be treated with equal favour, to privacy - especially in the conduct of service requiring the use of information by school personnel - and the right to a system of discipline with a focus on the individual needs of students.

AWARDS OF RECOGNITION

Student of the Year Award

This award serves to primarily encourage each student to strive for excellence in the following areas: co-curricular activities, service, leadership, and Christian virtue. The recipient must also be in good academic standing. There are a First Year Student of the Year Award and a Second Year Student of the Year Award. Both recipients of the Student of the Year Award are selected based on the following criteria:

The student:

1. Shows academic excellence, is consistent in doing assignments, and is attentive and cooperative in class;
2. Participates in school activities according to his/her interest and talents, at the same time showing good judgement, self-discipline, and self-restraint;
3. Recognizes the need for God in his/her own life, practices his/her faith and has high moral principles; and
4. Accepts and loves others as they are, recognizes his/her own dependence on others, and is generous in helping those in need.

The recipients of this award are recognized in the following ways:

1. Acknowledgement at graduation;
2. An award plaque;
3. A Student of the Year citation; and
4. A cash certificate of \$200.00.

**MUFFLES JUNIOR COLLEGE
STUDENT GOVERNMENT CONSTITUTION
AND BI-LAWS**

PREAMBLE

Recognising the challenges faced by college students, the Muffles Junior College Student Council is hereby established to assist students in balancing their academic, social, cultural, and religious education.

ARTICLE ONE

NAME

The name of the student organisation shall be *The Muffles Junior College Student Council*.

ARTICLE TWO

RIGHTS AND RESPONSIBILITIES

The student council is the official organization representing the students' points of view and holds sufficient power to carry out the rights and responsibilities of the student council effectively. The principal rights and responsibilities of the student council are:

Section 1

To work together with the administration, faculty and student body to achieve the aims and objectives of the institution.

Section 2

To promote and improve proper relations between students and faculty and between students and administration.

Section 3

To promote an atmosphere conducive to study for the student body.

Section 4

To organise campus activities of an educational, cultural, athletic, social and spiritual nature, and to strive to involve the organisations and clubs at Muffles Junior College in this enterprise.

Section 5

To urge and promote the practice of the ordinary Christian virtues of honesty, obedience, truthfulness and respect for the rights and feeling of the entire establishment.

Section 6

To obtain and formulate the students' position or issues that concern students and present these positions to the college administration.

Section 7

To promote the participation of student representatives in the college decision-making process.

Section 8

To administer the funds of the student council in accordance with Article Seven.

Section 9

To conduct nomination and elections to the student council in accordance with the bi-laws.

ARTICLE THREE

STUDENT COUNCIL

The student council shall be comprised of eleven members elected once every year whose goals shall be for the best interest of the students and the institution. These students shall be elected as follows:

Section 1

- (a) Four representatives elected by the student body not later than the date of the last general assembly.
- (b) Seven head of houses (house captains) elected by members of each house.

Section 2

Membership can be forfeited or a member considered just for removal subject to a two-third vote by the council and for such reasons as:

- (a) Failure of studies.
- (b) Misconduct in school.
- (c) Failure to attend meetings. A member shall not be allowed to miss more than five student council meetings.
- (d) Failure to meet requirements of the student council.
- (e) Neglect of duties not necessarily stated but which their office implies.

Section 3

The student council shall give a member warning of impending removal and the reason for the removal, along with an opportunity (stated time) to correct the alleged cause.

Section 4

The dean may remove a member for reasons given in sections 2 (a) and (b).

Section 5

Any member can voluntarily resign his/her position from the student council upon presentation of valid reasons.

Section 6

In the event of the resignation of a house representative, the house shall conduct elections promptly to fill the vacant position for the duration of the year.

Section 7

In the event of the resignation or removal of a member of the council, his/her replacement shall be filled by the following process:

Each remaining councillor will nominate one candidate from the second-year full-time student body to fill the vacant position. A list will be formulated of all nominees. Councillors will then vote for one of these candidates by way of secret ballot. The winner will serve for the remainder of the regular term.

ARTICLE FOUR

OFFICERS OF THE STUDENT COUNCIL AND DUTIES OF THE OFFICERS

The officers of the student council shall be: President, Vice-President, Secretary, Treasurer, Head of Panton House, Head of Torres House, Head of Gongora House, Head of Carballo House, Head of Burgos House, Head of Avila House, and Head of Augustine House.

A. President

The president is the chairperson of the student council and shall preside over all meetings. He/She can summon meetings at his/her discretion. He/She shall supervise all activities that pertain to students and delegate duties to those in the council and the student body. Once elected, the president no longer belongs to any house. Lastly, he/she shall approve and countersign all reports made by the student council. He/She votes on all motions placed before

the council. In the event of split vote on any motion and after other votes have failed to break the split and/or the motion cannot be amended, the decision of the president shall be final.

B. Vice-President

In the president's absence, the vice-president shall resume all responsibilities of the president. The vice-president shall be informed of any new development of transactions by the president of the council or, in his/her absence, by the faculty advisor.

C. Secretary

The secretary shall keep minutes of all meetings. The secretary shall be responsible for records relevant to his/her duties and shall post notices which require being publicized to the student body. The secretary shall be given a written note from members of the student council for not being able to attend meetings.

D. Treasurer

Records of all financial transactions of the council shall be kept by the treasurer. The treasurer shall make a monthly report to the student council of all receipts and expenditures of the council.

Requests for financial assistance by official campus organisations will be submitted to the treasurer who will present such to the council during regular meeting. The treasurer shall also attempt to make or estimate a rough budget for the coming financial year and present it to the executive committee and council.

ARTICLE FIVE

EXECUTIVE COMMITTEE

Section 1

The executive committee shall be composed of the president, vice-president, secretary, and treasurer.

Section 2

Duties

- A. To help prepare the budget for the coming year.
- B. To serve as counsel for the president of the council.
- C. To prepare the agenda for council meetings; to meet and act in times of emergency.
- D. Review constitution of and requests by campus organisations before presentation to student council.

Section 3

The president of the student council shall be chairperson of the executive committee or, in his/her absence, someone appointed by him/her.

Section 4

The executive committee meets at the call of the president or upon written request of any member thereof.

ARTICLE SIX

HOUSES

There shall be seven houses – Augustine, Avila, Burgos, Carballo, Gongora, Panton, and Torres - and each house shall be under the direction and supervision of a head of house (house captain) who will plan, approve and execute activities of the specific house, together with its members.

Section 1

To facilitate management of houses, each house shall elect a vice-house captain, and it is at the decision of the house captain to further elect or appoint other officers.

Section 2

Duties

- (a) The houses shall conduct business at their level. During the academic year, each house will be expected to organize co-curricular activities for its members and for the entire student body along the lines of the mission statement of Muffles Junior College.
- (b) The houses may propose topics for debate at student council meetings.
- (c) The houses will co-operate and participate to put into effect student council decisions.
- (d) The houses will facilitate sporting competitions by forming house teams.

Section 3

Members: All members of a house are expected to take an active role in all activities of the house. One of their objectives is to make the houses competitive, but this must not engender a spirit of selfishness.

Section 4

Each house shall conduct a meeting at least twice a month. Such meetings can only be summoned by the house captain, or in his/her absence, by the vice-house captain.

Section 5

House captains must submit proposed projects to the president, since the student council is charged with coordination of all student activities.

ARTICLE SEVEN

FUNDS

Section 1

Student council funds shall be kept separate from any other funds collected from houses.

Section 2

All transactions requiring finance for the student council will be signed by the dean and student council president.

Section 3

Fund-raising that places the name of the college outside in the general public must have the approval of the dean.

Section 4

The student council may initiate discussion of projects or programs using the funds of the council. The student council shall also ask suggestions of students to decide what will be done with the funds. The president of the student council has no authority to vote or approve on any such motion having a split vote.

ARTICLE EIGHT

FACULTY ADVISORS

Section 1

Faculty advisors of any organization, council, and/or house shall be decided by the administration.

Section 2

The duties of the advisors are to advise and assist the officers of the organisation. Advisors are to assume all duties assigned by this constitution and the administration.

ARTICLE NINE

AMENDMENTS

Section 1

Amendments to the constitution shall be considered adopted upon being passed by two-thirds vote of the student council and after the administration's approval.

Section 2

Changes in the bi-laws require a majority vote at any duly called meeting of the student council in addition to the administration's approval.

ARTICLE TEN

RATIFICATION

Section 1

The conditions for the adoption of the constitution or major revisions of this constitution shall be in order:

- (a) Two-thirds vote approval of present student council.
- (b) Approval of college administration.

Section 2

The conditions for minor revisions of this constitution shall be in order:

- (a) Two-thirds vote of approval of present student council.
- (b) Consultation with the dean.

THE BI-LAWS OF THE MJC STUDENT COUNCIL

A. MEETINGS

1. Business meetings of the student council should be conducted in a formal, orderly and organized manner.
2. The student council shall meet bi-weekly with notice of meetings given to councillors two days before said meeting either written or verbally.
3. A quorum shall consist of half plus one of the total membership and shall be necessary for transaction of business. All members are obligated to attend meetings and should be duly notified.

4. Any member of the student council may speak from the floor upon recognition by the chair.

B. CHARTERING PROCESS

Any student organisation wishing to be a chartered organisation with the right to use college facilities, use the college name, and/or request financial assistance, shall submit a draft of their constitution to the council. The student council, having reviewed the purpose of the proposed organisation, shall recommend (or not recommend) its foundation to the administration. The organisation can later be revoked by the council if the organization abuses the privilege of being a recognized group, abuses, misrepresents or diverts any funds received from the student council, or conducts itself differently than the originally expressed statement of purpose in their constitution. Revocation of a charter shall be determined by the council on a majority vote and after administration's approval.

C. NOMINATIONS AND ELECTIONS

1. Student body officer elections shall be conducted and supervised by an elections committee consisting of currently elected student body officers, the student council advisor, and administrators.
2. The assistant dean shall appoint an elections chairperson. The chair shall co-ordinate and maintain the integrity of the election process. Pursuant to this goal, the elections chair may enlist the aid of other members.
3. Any student, on attaining an average of 2.5 would be eligible for membership to the student council.
4. Election of the student body officers for the ensuing year shall be held not later than the month of April. Candidates shall require the nomination of at least two students.
5. Qualified candidates shall be introduced at a campaign assembly held before the elections. The assembly is to be attended by the student body. The campaign assembly shall consist of the speech by each candidate and a supporting speech or campaign message by each candidate's sponsor (not to exceed one minute).
6. Candidates shall be allowed to campaign during a time period set by the elections committee and must do so in accordance with rules set down by the committee. Posters and speeches to the students will be allowed, but regulated.
7. On the date of elections, a polling station will be set up at a designated place on campus by the elections committee. Voting shall take place between 8:00 a.m. to 12:00 noon on election day.
8. Each student will be able to vote for one candidate for each of the four positions. He/She may choose to vote for fewer than four positions.

9. After the polling stations close, the elections chairperson shall oversee the tallying of votes, and the results of the elections shall be disclosed immediately by posting on the bulletin board and the college's internal electronic communications system.
10. At the next and final meeting of the outgoing student council, the new student council shall take office.

D. OATH OF OFFICE

1. Upon being sworn in, members of the new student council shall pledge the following oath of office:

“I do solemnly swear or affirm that I will obey and uphold the constitution of Muffles Junior College. I am aware of the duties of my office and will maintain scholastic and citizenship standards. I will also, with the best of my abilities, uphold my office.”

E. MISCELLANEOUS

1. Magazines, newspapers or notices to be posted on the bulletins or walls of the college are subject to inspection by the dean.
2. The student council shall, after consultation with the dean, decide on the date, time and agenda for the special general meetings (if needed) of the student body, which could include:
 - (a) The floor being opened for suggestions
 - (b) The considering and discussion of reports
 - (c) Progress reports by the president

The meeting's agenda shall be posted as notice five days before such meetings.

3. In accordance with Article Nine, Sections 1 & 2, to ensure efficient communication between the student council and the administration, and to afford the administration some degree of supervision of the activities of the student council, the dean shall appoint a member of the faculty or staff of the MJC community to attend all business meetings of the student council.
4. Each member of the student body is encouraged to participate in activities planned and executed by the student council.
5. The student council shall present its plan of projects and activities before the student body in a general meeting no later than the last Friday in September.
6. No student or representatives shall act on his/her own using the name of the student council.