**JAMES CLEMENS HIGH SCHOOL STUDENT COUNCIL CONSTITUTION**

The James Clemens Student Council is herein established to further the betterment of the student body, the school function, and the surrounding community.

**ARTICLE I: AUTHORITY**

**Section 1:** All legislative powers herein granted to the James Clemens High School Student Council source from the school administration and the school board.

**Section 2:** All actions of the Student Council are subject to review, and possible veto, by the principal.

**Section 3:** The principal shall appoint a member of the faculty as an advisor to aid the Student Council in its activities and projects. The Executive Sponsor shall be a member of the school staff and shall be responsible for fulfilling the duties and responsibilities of the sponsor in accordance with school policy.

**Section 4:** The Principal shall appoint a sponsor for each class within the Student Council. These class sponsors shall be volunteers who shall aid a class in fulfilling its responsibilities.

**Section 5:** Special sponsors for homecoming, graduation, and prom shall be responsible for these activities with the full support of the council.

**ARTICLE II: ORGANIZATION AND MEMBERSHIP**

**Section 1:** All students shall have the opportunity to be members, to participate, and to offer ideas for Council action.

**Section 2:** All members of the Student Council shall be voluntary representatives.

**Section 3:** There shall be the offices of Executive President, Executive Vice President of Programming, Executive Vice President of Service, Executive Treasurer, Executive Secretary, and Executive Historian. There shall also be the offices of President, Vice President, Treasurer, and Secretary for each class. Officers shall lead and be active participants in projects, programs and decisions.

**Section 4:** The Executive Council shall consist of the vetted candidates for office that are within a close margin of the top vote getters.

**Section 5:** The Executive Committee shall consist of the executive officers and the class officers, the Sponsor, and the Principal. All committees are defined in Article VII.

**Section 6:** Meeting times and locations for the Student Council shall be set forth by the appropriate sponsors.

**ARTICLE III: QUALIFICATIONS AND RESPONSIBILITIES**

**Section 1:** (Qualifications)

1. Officers must be able to devote an appropriate amount of time to their offices. All officers may not miss more than three meetings per semester without prior approval, and they must be present in class and schoolwide activities. Officers who have been removed from office for lack of participation or other disciplinary action may not run for office the following year.
2. All executive officers must have and maintain a minimum 3.0 GPA. Class officers must have and maintain a minimum 2.5 GPA.
3. No officer may have been suspended during the preceding calendar year.
4. Campaign guidelines must be followed to qualify as an officer.
5. Executive officer candidates must be juniors or seniors, unless there exists an unfilled vacancy, and must be an active Student Council member for at least one year.

**Section 2:** (Responsibilities)

The responsibilities for all officers are not limited in any form to the duties listed. Officers shall lead and be active participants in projects, programs and decision making.

1. Executive Officers
   1. The Executive President presides over all Student Council meetings and collaborates closely with all executive officers.
   2. The Executive Vice President of Programming organizes and executes all programming events.
   3. The Executive Vice President of Service organizes and executes all service events.
   4. The Executive Secretary records meeting minutes, attendance records, and other Student Council records.
   5. The Executive Treasurer is responsible for recording the collection of dues, contributions, and fundraising for the entire Council.
   6. The Executive Historian documents Student Council events throughout the year, compiles them in a scrapbook, and promotes the Student Council on media.
2. Class Officers
   1. The Class President presides over class meetings and collaborates closely with all class officers.
   2. The Class Vice President works closely with the Class President and fills in upon the Class President’s absence.
   3. The Class Secretary records class attendance.
   4. The Class Treasurer records class dues, contributions, and fundraising for his or her class.
3. Class Council Members
   1. Council members are due paying volunteer Student Council members and are not elected or appointed.
   2. Council members are representatives of the Student Council, and therefore must conduct themselves in an appropriate manner.
   3. Council members are encouraged to attend class meetings, regular Student Council meetings and Student Council functions.
4. Class Responsibilities
   1. Seniors are in charge of homecoming and school culture and spirit.
   2. Juniors are in charge of prom and community service.
   3. Sophomores are in charge of welcoming and hospitality.
   4. Freshmen are in charge of teacher and staff appreciation.

**Section 3:** Any officer or representative may be removed from office by the executive advisor in accordance with the attendance/participation policy for poor attendance at Council meetings, failure to perform required/requested duties, or failure to follow school rules.

**Section 4:** Executive Officers are required to take the Leadership class if one is offered. All officers are strongly urged to take Leadership class.

**Section 5:** All elected officers and representatives must be selected according to the election rules established in these bylaws.

**ARTICLE IV: ELECTIONS**

**Section 1:** The Elections Committee shall conduct all Student Council elections.

**Section 2: (**CampaignRules)

1. A maximum of four poster size and twenty-five flyer-size posters may be used in campaigning. These posters may only be posted with pre-approved adhesive.
2. Only clean campaigns shall be allowed. Noslander, vandalism, or other vulgarity shall be tolerated. You may be disqualified if found guilty of any offense.
3. All campaign materials must be removed by 4:00pm on the day of elections. Any remaining campaign materials may be grounds for disqualification (disqualification is at the advisor’s discretion).
4. Do not hang any campaign materials inside classrooms or in the Landing, the commons area. It is recommended that you make a note of your sign locations when you hang them. Report any missing signs as soon as possible.
5. Candy, food, stickers or gifts of any kind cannot be passed out during campaigns.
6. Participating in or even encouraging the defacement or removal of another candidate’s campaign materials may be grounds for disqualification.

**Section 3:** The term of office shall be for 1 year starting with the new school year and ending with the close of the school year.

**Section 4:** Elections for the freshman, sophomore, junior, and senior Student Council positions for the following year shall be held in April. The freshman Student Council election shall be held at middle school.

**Section 5:** All students interested in running for an elected Student Council position must attend all mandatory meetings prior to the elections, unless they are excused. In addition, students must solidify their candidacies by submitting the Election Packet to the Student Council advisor in accordance to the following requirements: students interested in running for a position as Executive officer shall obtain 100 signatures from other students, excluding the current seniors, to declare their candidacies. All candidates for class officer shall solicit signatures from students of their respective classes only. Students interested in running for a position as Class Officer shall obtain 50 signatures from other students, excluding the current seniors, to declare their candidacies. Students signing signature pages in each case may sign as many papers as they choose, and may sign for multiple students competing for the same position.

**Section 6:** All candidates for Student Council shall be required to film, for approval by the Student Council advisor, a short video of his/her campaign speech prior to elections. The speech shall be presented to the appropriate audience prior to elections.

**Section 7:**

Elections shall be run in the following manner:

1. The elections for Student Council executive officers shall take place at the beginning of April. The candidates shall present their speeches at the advisory time through videos, and elections shall take place immediately following. The entire student body shall be encouraged and permitted to vote for these positions, excluding the current seniors.
2. The elections for class officers shall take place within two weeks following the above-mentioned elections for school-wide positions. The candidates shall present their speeches at the advisory time through videos, and elections shall take place immediately following. Students shall only vote for candidates from their respective classes.
3. Immediately following the voting, the Elections Committee members shall count the votes with the faculty member supervising.
4. In the event that a candidate for a position receiving the most votes fails to obtain a majority of votes, a run-off election between the two candidates receiving the most votes shall be held the following day. This decision shall stand.
5. In the event of a tie for a position, a run-off election shall be held the following day. This decision shall stand.
6. Prior to public announcement, each candidate shall receive notification indicating whether or not he or she has been elected.
7. The newly elected students for each position shall be announced and posted no later than the day following the day of elections.
8. The newly elected students shall assume office the following school year; however, the Student Council advisor may require certain newly elected students to attend Student Council meetings and perform Student Council duties beforehand.

**ARTICLE V: MEETINGS**

**Section 1:** The Student Council shall meet for business at least twice per month, unless the council decides by two-thirds vote to forgo the schedule for a particular week.

**Section 2:** Additional meetings may be called by the principal, the Student Council advisor, or by written request of ten members. The purpose of the meeting shall be stated in the proposal. Adequate notice is required for a special meeting.

**Section 3:** All Student Council meetings are open to any member of the James Clemens High School student body, teacher, and/or administration member.

**Section 4:** Meetings shall be run by the rules of parliamentary procedure as contained in Robert's Rules of Order, Newly Revised, in all cases in which they are applicable and in which they are not inconsistent with any special rules of order the Student Council may accept.

**Section 5:**

Each meeting shall be run in the following manner:

1. The minutes from the previous meeting shall be presented by the secretary and then approved or amended by the Student Council.
2. The treasurer's report from the previous meeting shall be presented by the treasurer and then approved or amended by the Student Council.
3. The Executive President shall have prepared an agenda in collaboration with the Executive Committee by the Friday prior to each full Student Council meeting. This agenda shall be presented and approved at the beginning of each meeting.
4. Any previously tabled votes shall be held.
5. Each specific committee presenting at the meeting shall distribute its handout and present for approximately three minutes. There shall be a short period for questions and discussion concerning the presentation. The chair shall then make a motion to vote on any important issues. A majority vote shall be necessary to pass each motion.

**ARTICLE VI: VOTING PROCEDURE**

**Section 1:** In order to conduct any formal vote, there must be a quorum of at least two-thirds of the voting members present. If a quorum is not present, the vote shall be tabled to the first order of business for the next meeting where a quorum is present. The vote shall be decided by the majority.

**Section 2:** The qualifications used to determine voting members shall be decided at the beginning of every school year by the Executive Committee.

**Section 3:** Each voting member of the Student Council, is entitled to one vote.

**Section 4:** In the event of a tie, the presidents may cast one vote together to break the tie. This decision shall stand.

**Section 5:** If the presidents cannot reach a unified decision, the vote shall be tabled until it can be retaken at the following meeting, set as the first order of business on the agenda.

**ARTICLE VII: COMMITTEES**

**Section 1:**

Every year, there shall be standing committees chaired by class and executive officers.

The standing committees may or may not include the following:

1. The Executive Committee shall be the officers, the Sponsor, and the Principal. No meeting of the Executive Committee shall take place without either the Sponsor or the Principal in attendance. The elected officers and standing committee chairpersons are the voting members of the Executive Committee. The advisor is a non-voting member. TheExecutive Committee shall be subject to the orders of the representative body of the Student Council, and none of its acts shall conflict with action taken by the council. The Executive Committee shall carry out all duties assigned to it in these bylaws and by the Student Council.
2. The Membership Management Committee
3. The Events Programming Committee
4. The Homecoming and School Spirit Committee is responsible for organizing homecoming or other activities for the enjoyment and furtherment of school spirit of the student body. This committee shall aim to organize at least one social activity per quarter for the student body. The Senior Class President shall be assigned ex officio chair of this committee, and the Senior Class Vice President shall be assigned ex officio vice chair of this committee.
5. The Community Service Committee is responsible for providing community service opportunities for the entire student body. This committee shall aim to provide at least one community service opportunity per quarter for the student body. The Executive Vice President of Service shall be assigned ex officio chair of this committee, and the Junior Class President shall be assigned ex officio vice chair of this committee.
6. The Staff Appreciation Committee
7. The Hospitality Committee
8. The Public Relations Committee shall be responsible for developing and maintaining the Student Council website and the Student Council slides on the screens. The committee shall also be responsible for coordinating publicity for all Student Council events. The Executive Historian shall be assigned ex officio chair of this committee.

**Section 2:** Upon election to the Student Council, every representative shall choose at least one, and not more than three, committees of which to be a member.

**Section 3:** Each committee shall be responsible for meeting on its own in order to conduct committee business. The committee is responsible for preparing an oral presentation, which may be accompanied by a supplementary handout, for its assigned full Student Council meeting.

**Section 4:** In the event that a temporary concern or responsibility arises that is not within the immediate jurisdiction of any standing committee, the president or Student Council advisor shall create an ad hoc committee. Members of this committee shall be appointed by the president or Student Council advisor. If necessary, the co-presidents or Student Council advisor shall designate a provisional head of the committee.

**ARTICLE VIII: AMENDMENTS**

This constitution may be amended by a quorum vote of the active Student Council representatives.