

Westside High School Student Council Constitution

Preamble: We, the students at Westside High School, desiring to perpetuate and maintain a high standard of truth, honor, and duty, and to encourage the practice of good citizenship among the members of this student body, do make and establish this constitution.

Article I Name

Section 1. The name of this organization shall be Westside High School Student Council.

Article II Objectives

Section 1. The objectives of the Student Council shall be the following:

- a. Promote Citizenship
- b. Promote Scholarship
- c. Promote Leadership
- d. Promote Human Relations
- e. Promote Cultural Values

Section 2. The sponsor shall ensure that the purpose and objectives of the council are effectively carried out.

Article III Membership - Qualifications and Admissions

Section 1. General council membership in this organization shall be open to all students at Westside High School. To obtain membership, students must attend a student council information session and be duly elected by their peers as a Grade Level Representative within each grade level.

Section 2. The principal of Westside High School shall be an ex officio member of the Council and all committees of the council.

Section 3. At his/her discretion, the principal may appoint members of the faculty to serve as the student council advisors or sponsors. These advisors or sponsors shall be an ex officio member of the council and of all the committees of the council.

Section 4. No person, on the grounds of race, color, national origin, gender, religion, sexual orientation, or disability shall be excluded from or denied the benefits of membership.

Article IV Meetings

Section 1. General Meetings:

- a. The schedule of general meetings of the student council shall be arranged by joint agreement of the student council officers and the student council sponsors prior to the start of the school year.
- b. General meetings will occur twice a month on Wednesdays — one near the beginning of the month and one toward the end of the month.
- c. Special meetings may be called at any time with the approval of the student body president, vice president, and the student council sponsor. The principal may, solely on his/her discretion, call a meeting at any time, for any reason.
- d. If an officer must miss a general meeting, the officer must report the reason for the absence in writing to the advisor or attach it to the most recent sign in sheet. Two unexcused absences can result in dismissal by the sponsor from the officer position.
- e. Notice of the general meetings, conventions, conferences, retreats, etc. shall be sent to members of the council prior to the event via announcements.

Section 2. Executive Board Meetings:

- a. The Executive Board consists of all class officers and overall student body officer positions.
- b. Class officers and student body officers will be required to attend all officer meetings at Westside High School.
- c. If an officer must miss a meeting, the officer must report the reason for the absence in writing to the advisor or attach it to the most recent sign in sheet. Two unexcused absences can result in dismissal by the sponsor from the officer position.
- d. Special campus officer meetings may be called at any time with the approval of the student body president, vice president, and student council sponsor. The principal may, solely on his/her discretion, call a meeting at any time, for any reason.

Article V

Officers

Section 1. The Student Council will consist of separately elected President, Vice-President, Secretary, Treasurer, Parliamentarian, Historian and Public Relations Officer of the Student Body, as well as President, Vice President and ten (10) class representatives from the freshman, sophomore, junior, and senior classes.

Section 2. Freshman class officers and ten (10) class representatives will be determined through an election process in the fall of their freshman year involving an interview.

Section 3. All officers shall serve until the end of the academic school year. Officers must be re-elected in the spring of the current school year to serve during the next academic school year.

Article VI
Officer Qualifications and Selection

Section 1. Student Body:

- a. Candidates for Student Body President and Vice President must be juniors with prior experience as a student council officer at Westside High School, while candidates for Secretary, Treasurer, Historian, Public Relations Officer, and Parliamentarian can be sophomores or juniors with prior experience as a student council officer at Westside High School.
- b. All candidates must be a member in good standing the semester immediately preceding their election.
- c. The freshman, sophomore, and junior class of Westside High School will elect their Student Body President and Vice President through a process involving a speech, an interview, and a secret ballot. Secretary, Treasurer, Historian, Public Relations, and Parliamentarian will be elected through a process involving a secret ballot and an interview, at the discretion of the current officers. Election dates to be determined by the sponsor(s).
- d. Students who wish to be considered candidates for a student body officer position must submit their completed application to the student council sponsor by the date instructed in the application and applicants must meet all the qualifications stated within the application.
- e. The President-elect, Vice-President-elect, Secretary-elect, Treasurer-elect, Historian-elect, Public Relations-elect, and Parliamentarian-elect shall take the following oath before assuming office at the beginning of the new school year. The principal, in his/her role of ex officio, will administer the oath to the incoming Student Body President. The current Student Body President or his/her designee shall administer the oath to the remaining officers-elect.

"I, _____, do solemnly affirm that I will faithfully discharge the duties and responsibilities of the office of _____ for the Student Council of Westside High School and that I will, to the best of my ability, uphold the honor, traditions, and standards of Westside High School throughout my community."

Section 2. Class Officers and Representatives

- a. The candidates for class officer and representatives shall be elected in the spring by the respective classes at Westside High School in a process involving a secret ballot and an interview, at the discretion of the current officers. Election dates to be determined by the sponsor(s).
- b. Students who wish to be considered candidates for class officers and representatives must submit a completed application to the Student Council Sponsor by the date instructed in the application and applicants must meet all the qualifications stated within the application.
- c. All class officers-elect and representative-elect shall take the same oath of office as the student body officers.

- Section 3. Election of the student body officers and class officers shall be determined by the majority vote, as well as application responses, teacher recommendations, speech, and interview. If voting cannot take place, an interview shall be used as the secondary method of determining the outcome.

Article VII

Probation, Impeachment, and Removal from Office

- Section 1. Any officer or member of the student council may be put on probation, suspended, or impeached and removed from office for performing in a manner which reflects discredit on the membership, the student council, or Westside High School, or which tends to lower the morale of the Westside High School student body. Guidelines for suspension and/or removal from the student council are stated in the student council's code of conduct as well as constitution.
- Section 2. Any officer or member of the student council may be removed from his/her position on the student council if he/she fails to carry out his/her duties. These duties or responsibilities are understood by written agreement in his/her contract as well as in the constitution, the student council code of conduct, and officer contract. The officer or member may be removed by the advisor with the approval of the principal. If an officer is removed from office, he/she may not run for office the following year.
- Section 3. An investigation shall be made, and, if indicated, impeachment proceedings shall be initiated by the ex officio members (Principal of Westside High School and sponsors of the Student Council). If the investigation reveals that a member acted in a manner in contrast to the oath taken for his/her position, the member shall be removed from Student Council. If an officer is removed from office, he/she may not run for office the following year.
- Section 4. Any member of the student council may resign his/her position at any given time if such action is considered by the student council to be in the best interest of Westside High School. Such resignation must, however, constitute automatic resignation from any other student council position.
- Section 5. Any officer who is put on probation will be placed on probation for two (2) weeks. Any class representative who is put on probation will be placed on probation for one (1) month. If the individual fails to fulfill his/her contract during the probation period, he/she will be removed from membership for the remainder of the semester.
- Section 6. If an officer is unable to fulfill his/her position or is removed from office, a replacement will be appointed by the advisor(s) with advisement from the principal.

Article VIII

Committees

- Section 1. Standing committees include Spirit and Fundraising.

Section 2. Additional committees may be created by the officers on an as needed basis. The duties and durations of these committees shall be stated by the officers upon establishment of the committee.

Section 3. Additional committees must be approved by the student council sponsor(s).

Article IX

Amendments

Section 1: This constitution may be revised as deemed necessary by the officers and sponsor, or principal and sponsor.

Section 2: Amendments to this constitution or its by-laws shall be proposed by the Parliamentarian, and must be submitted in writing to the student council sponsor(s) at least 10 days prior to any regular meeting. Written copies of all proposed changes shall be posted on the student council bulletin board at least three (3) days before the meeting at which changes are to be made.

Section 3: Proposed changes, as approved by the officers and advisors, shall be presented at the working meeting and be voted on at the next officer/executive board meeting. If the amendment passes, it will be publicly announced or published within three days of approval.

By Laws

Article I

Student Body Officers

Section 1. President

- a. Preside at all meetings and create (alongside the Vice President) the meeting agenda.
- b. Preside over all assigned committees.
- c. Assist in the creation and development of all committees.
- d. Give notice to the other officers of all meetings.
- e. Creates the officer meeting agenda and delegates assignments, alongside the Vice President.
- f. With the advice and consent of the Principal and, or the council sponsor(s), the president shall call special meetings when necessary.
- g. The president or a designee of the president facilitates student body pep rallies.
- h. Be a non-voting member except in the case of a tie on the floor matters.
- i. Perform other duties as requested by the sponsor.
- j. Serve as an ex officio member of all committees.
- k. Serve as an official representative of the student body.
- l. Enforce the provisions of the constitution and by-laws.
- m. The president shall not hold an officer position in NHS or Key Club, nor serve as president of any other club.

Section 2. Vice President

- a. In the absence of the president, the vice-president shall have all the powers and prerogatives of the president.
- b. The vice-president shall succeed the president if the office becomes vacant during the school year.
- c. Responsible for appointing any special committees as deemed fit by the class officers.
- d. Aides in creating the officer meeting agenda and delegates assignments.
- e. Creating the presentation needed for all general meetings.
- f. Assist the President in carrying out his/her duties.
- g. Serve as chairperson of a designated standing committee(s).
- h. Maintain records of committee assignments and progress.
- i. Coordinate special events and projects as assigned.
- j. Perform other duties as requested by the sponsor.
- k. Responsible for arranging for the preparation of district projects and state books.

Section 3. Secretary

- a. Keep a complete attendance record of all meetings.
- b. Keep accurate minutes of all meetings.
- c. Distribute meeting minutes to members in a timely manner.
- d. Keep records of all activities for all general sessions (presenters/consultants/activities).
- e. Keep records of topics from group discussions/presentations.
- f. Keep a file of programs from each convention.
- g. Track and maintain records of student council members' volunteer/STUCO hours.
- h. Perform other duties as requested by the sponsor.

Section 4. Treasurer

- a. Maintain accurate financial records for the student council.
- b. Present a financial statement to the officers at each officer meeting.
- c. Collect and deposit all student council funds.
- d. Process reimbursements and payments with approval of the school treasurer and the sponsor(s).
- e. Assist with budgeting for student council events and activities.
- f. Oversee the Fundraising Committee.
- g. Generate and propose fundraising ideas for the student council.
- h. Perform other duties as requested by the sponsor.

Section 5. Historian

- a. Serve as the official recorder and archivist of the student council.
- b. Document council meetings, events, and activities through photos and other media.
- c. Manage the student council's social media accounts and content.
- d. Maintain the student council's digital archive, including the Google Drive.
- e. Create and maintain scrapbooks documenting council activities.
- f. Oversee the Spirit Committee.
- g. Prepare reports on council activities for presentation to the school board as needed.
- h. Perform other duties as prescribed by the sponsor(s).

Section 6. Public Relations

- a. Serve as the liaison between the student council and other student organizations and clubs on campus.
- b. Administer the club contract program.
- c. Build and maintain relationships with outside organizations and community partners for student council events and initiatives.
- d. Promote student council activities, events, and initiatives to the student body.
- e. Serve as a point of contact between the student council and external media or community inquiries.
- f. Perform other duties as prescribed by the sponsor(s).

Section 7. Parliamentarian

- a. Serve as the council's expert on parliamentary procedure and the provisions of the constitution and by-laws.
- b. Advise the presiding officer on meeting order and procedure.
- c. Serve as timekeeper during meetings and events as needed.
- d. Develop and lead team-building activities for the student council.
- e. Review and propose necessary revisions to the constitution and by-laws on an annual basis.
- f. Perform other duties as prescribed by the sponsor(s).

Section 8. Absence and Vacancy for Secretary, Treasurer, Historian, Public Relations Officer, and Parliamentarian

- a. If any of these officers is unable to attend a meeting or fulfill a duty, they shall notify the President or Vice President in advance, and their duties shall be delegated to another available officer for that instance.
- b. If a vacancy occurs in any of these positions, the President and Vice President shall determine the method for filling the vacancy, which may include recruitment, appointment, or a special election.

Article II

Class Officers

Section 1. Class President

- a. Preside over at least 1 committee approved by the board of officers.
- b. Plan and organize events for their respective class.
- c. All class presidents must assist the senior class president in fulfilling the plans and execution of the senior class events.
- d. Senior class president will assist the student body president at pep rallies.
- e. Senior class president will assist the student body president in directing the student section at games.
- f. Junior class president will assist with duties as needed or directed by the senior class president.
- g. Senior class president shall manage the senior class Instagram account.
- h. Senior class president shall work with the deans to organize and plan senior events.
- i. Perform other duties as requested by the sponsor.

Section 2. Class Vice-President

- a. In the absence of the class president, the class vice president shall have all the powers and prerogatives of the class president and shall succeed him/her if the office becomes vacant during the school year.
- b. The most seasoned vice president must be familiar with Robert's Rules of Order, and help the other VP's become the keeper of parliamentary procedure.
- c. Perform other duties as requested by the sponsor.

Section 3. Class Representatives

- a. In the event of a vacancy in the class Vice-President position, a class representative may succeed to that position through a voting process, or at the discretion of the Student Body President and Vice President.
- b. Class representatives must join a committee at the beginning of the school year and attend all meetings and events held by that committee.
- c. Class representatives must complete at least ten (10) STUCO hours per semester (twenty (20) hours total per school year).
- d. A class representative who misses three (3) meetings, or who fails to complete the required STUCO hours for the semester, shall be placed on probation as described in Article VII, Section 5.
- e. A class representative may be removed from their position at the discretion of their class officers or, in matters concerning multiple classes, at the discretion of the Student Body President and Vice President.
- f. Plan and lead efforts to retain and regain members.
- g. Perform other duties as requested by the sponsor.

Article III

Parliamentary Procedure

Section 1. Robert's Rules of Order shall be the parliamentary authority for this organization.

Section 2: The President shall have a vote in the case of a tie on floor matters except elections. The sponsor shall decide a tie in elections.

Section 3: A quorum for this council shall consist of at least two-thirds of officers and can include up to 3 general members.

Section 4: Questions concerning the interpretation of this document shall be decided by the sponsor.