

Harper Creek High School

Student Council Constitution

Est. 2013

Harper Creek High School Student Council shall be the name of this organization. The purpose of this organization shall be:

Improve student-teacher relationships, assist in the management of the school and student activities, provide a forum for student expression, and develop attitudes, which develop pride and spirit within the Student Body.

Article I: Membership

Section I: The Student Council shall be composed of elected members.

Section II: Whenever possible, the Student Council shall be composed of 28 representatives, 6 from each of the senior, junior, sophomore, and freshmen classes. The current council should also elect the student council Offices of president, vice-president, secretary, and treasurer as prescribed in the election by-laws.

Section III: Elections for Student Council will be held in the spring of each year, as prescribed in the Council By-Laws, and members elected shall then serve on the Council for the following school year.

Section IIII: A Harper Creek High School student will qualify provided he or she fulfills the qualifications and follows the procedures established by the Council and its By-Laws.

Article II: Officers

Section I: The officers of the Student Council shall be President, Vice President, Secretary, and Treasurer.

Section II: The officers of the Student Council shall be elected by the members of the Student Council as prescribed in the Election By-Laws.

Section III: The President of the Student Body of Harper Creek High School shall preside at all the meetings of the council, call special meetings when necessary, appoint all the committees and committee chair persons, represent the Council on appropriate public occasions, leave an agenda prepared for each meeting, and assume other such duties generally associated with this office or provided for in the Student Council By-Laws.

Section IV: The Vice-President shall perform the duties of the President in his/her absence, shall succeed to the office of President in case of the removal or resignation of the President, keep service time records, serve as an advisor to the president on all committees standing or temporary. He/she will have other duties assigned to him/her by the President of the Student Council.

Section V: The Secretary shall type the minutes of all Student Council meetings and have the minutes available within a day of the meeting. The Secretary shall keep a file of all official student

correspondence, make minutes of past meetings available at the following meeting, sort daily mail and file it accordingly, and assume other duties as assigned by the President or the Student Council By-Laws.

Section VI: The Treasurer shall have charge of all Student Council funds, both collection and disbursement, and shall maintain an accurate record of all such funds. He/she shall make regular reports on the Council's financial condition to the Student Council. The Treasurer shall assume such other duties as are assigned by the President or the Student Council By-Laws.

Section VII: Duties of the representative and/or Council Members shall be to attend all meetings of the Student Council. They shall attend meetings of committees where they are members. Representatives and Council Members shall report to their constituents the actions of the Council. They will also bring to Council the concerns of the constituents.

Section VIII: All members are required to perform service hours as prescribed in the By-Laws.

Article III: Removal from office and filling of vacancies

Section I: Representatives and Officers of Student Council may be removed from office for failure to attend meetings, for failure to represent his/her group fairly, for failure to represent his/her duties as an officer or representative, or any other actions which are detrimental to the best interests of Harper Creek High School. A majority vote of the trial board attending the regular meeting at which such action is proposed shall be necessary to remove an individual from the Council or Office. In the event that the Trial Board recuses itself from making a decision, the Council Advisor will make the final decision. Any member of the Trial Board that is involved in the situation that requires removal must recuse themselves from the decision making process. The Executive Board and/or Advisor may initiate the removal of a member. The Council may establish appropriate procedures for carrying out this article in the Council Trial Board By-Laws.

Section II: The Class Council is empowered to fill any vacancies created by removal or resignation of any representatives or officer, except in the office of President, in which case the Vice President becomes President.

Section III: When a vacancy occurs in the Council during first semester, a presentation will be made to the student body regarding all open positions and applications will be made available before second semester. Applications will be due within one week of distribution. Applications will then be copied and reviewed at a special session of the affected class. Applications will not include the candidate's name, until the candidates are narrowed down to the final two. The class members will then select a replacement by a majority vote. The advisor will then approve or disapprove the selection. In the event of disapproval, the class selection process will repeat. At the next Council meeting, the class shall announce the final decision for replacement.

Article IV: Committees

Section I: The Student Council may establish appropriate standing and temporary Committees necessary to carry out duties and responsibilities of the Council.

Section II: The Executive Board is hereby created which shall be composed of President, Vice President, Secretary, and Treasurer.

Section III: The Executive Board shall try to meet prior to each Council meeting and shall help prepare an agenda for the Council meeting. Any member of the Student Council may propose items prior to the Student Council meeting to be included on the agenda.

Article V: Meetings

Section I: The Student Council shall meet in regular session at times and place provided for in the By-Laws. All regular meetings shall be open to the public.

Section II: Special meetings may be called by the President, Activities Director, or by request in writing by one-fourth of the Student Council members.

Section III: A quorum shall consist of two-thirds of the elected members of the Student Council (9 members). A quorum must be present before a Council meeting may be called to order.

Article VI: Class Advisors

Section I: The principal shall appoint members of the faculty to serve as the junior and senior class Advisors.

Section II: Term of office of the Advisor is left to the discretion of the Principal.

Article VII: Amending the Constitution

Section I: Any member of the Harper Creek Student Council can propose an amendment to the Student Council By-Laws at any time.

Section II: Possible amendments must be turned in, in writing, to the Executive Board and Advisor for recommendation.

Section III: Amendments must be proposed to the entire Student Council at a special Student Council meeting.

Section IV: Council has the opportunity to ask for explanation from original author(s).

Section V: Council has one week to read over the proposed amendment.

Section VI: Current Council votes on proposed amendment one week from the proposal. Majority vote will make the decision. New amendments shall go into effect for the next full semester of school.

Student Council By-Laws

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Election Procedure

1. The Student Council Trial Board is composed of one member from each grade with one alternate from each grade. Executive Board Members Cannot Serve on the Trial Board.
2. A Point of Order will be given to any Council Member disrupting a meeting through unnecessary talking or other actions. First point of order will result in a verbal warning. Second point of order will result in a one-hour deduction. Third point of order shall result in dismissal of member from the meeting and an unexcused absence. Dismissal from three meetings will result in automatic consideration of the Trial Board.
3. Three unexcused absences from regular Student Council meetings will result in automatic consideration of the Trial Board. A student's absence will be excused only if a note is sent to the Student Council Advisor or President ahead of time explaining the reason for absence.
4. If a member of Student Council is late to meetings three times, it will result in an unexcused absence.
5. Council members will earn service credit for activities in order to remain on the Student Council; Fifteen (15) service hours must be earned for each semester. Service hours can be earned for:
 - a. Conference Attendance (time put in – maximum four hours per day)
 - b. Poster and/or display creations (approximately ½ hours per or time put in)
 - c. Special Events such as Open House, etc. (time put in)
 - d. Other: Must be approved by the Executive Board or Council Advisor.

The Student Council Vice President shall keep track of service hours. Students will submit a form with authorized signatures listing time put in for activities not already recorded.

Any activity required by all members that is not fulfilled by a member will result in a deduction of a member's hours doubled for that activity. Any member that signs up for an activity and does not fulfill their commitment will lose the amount of hours equivalent to those needed to fulfill the task. Hours deducted must be approved by the Vice President.

All Student Council members are required to help build their class' Homecoming Float. Members must serve in both the preparation of the float and also the actual building and assembling process. Members must spend a minimum of five hours of preparation time and assembly time. These hours are in addition to the required 15 hours per marking period.

Any Council Member who does not complete the required hours by the end of each semester shall have the following occur: The incomplete hours shall be doubled and added to the next semester required hours. The member shall be placed on probation. The added hours must be completed by the 15 week mark of the following semester or the Council Member shall be automatically removed. The only ground rule for appeal shall be a clerical error.

6. The Trial Board will decide dismissal from the Council for lack of work, etc. A presentation will be made to the Student Body regarding all open positions and applications will be made available. An internal election shall be conducted for a replacement member. The Trial Board may also place members on probation. Probation for reasons other than hours will be one full calendar year.
7. Informal Student Council meetings will take place once a week after school. Special meetings can be called at any time. Formal Student Council meetings will be held with every member once a month after school. These meetings are mandatory and will affect attendance records used in dismissals from office. These meetings will be scheduled at the beginning of the semester. Meetings that are changed will not be mandatory, and therefore not used in determining attendance.
8. All items on the agenda for meetings must be submitted two days prior to a meeting.
9. No activity requests shall be accepted more than three weeks before the scheduled event.
EXCEPTION: If the organization concerned can convince the Council by a 2/3 vote to approve the activity in advanced.
10. There shall be no distracting activities taking place at Council meetings such as homework, talking, and/or cell phone use.
11. A Student Council member should have at least a 3.0 GPA and receive good citizenship grades (No 1s or 2s).
12. All current freshmen, sophomores, and juniors wishing to run for re-election to a second term must attend a leadership conference.
13. The appeals process for removal from Student Council is as follows:
 - a. The Executive Board and Advisor receive a complaint and deliver a removal notification.
 - b. The removed member must reply in writing within five days of notification of removal as to why he/she should not be removed.
 - c. Executive Board and Advisor will meet if requested with the removed member to make sure there is no clerical error.
 - d. If no clerical error is found, removed member will meet with the Trial Board. Removed member will have time to explain his/her appeal letter and the Trial Board may ask questions.
 - e. Trial Board will then meet in private to consider and discuss the appeal.
 - f. The Trial Board may make a decision to recuse themselves from the deciding of the appeal and give decision making power to the Council Advisor or the Trial Board can take one to two days to read the appeal and vote by secret ballot. Their decision should be put in writing.
 - g. All ballots will remain secret and will be turned into the Council Advisor. The vote will be based on majority.
 - h. The removed member will be notified of the final decision.
 - i. Further appeal would follow the "Due Process" procedure as described in the Harper Creek High School Student Handbook.
 - j. The Trial Board is composed of one freshman, one sophomore, one junior, one senior and the Advisor. The members will be appointed by the advisor at the beginning of each school year and will remain members for one school year.

- k. The Council Advisor has the power to omit the Trial Board from the appeals process in the event that removal of a member is necessary because of breach of the rules that resulted in a school suspension.
14. Court: All Top Twenty Homecoming Court members and Winter Carnival Court members but have at least a 2.5 GPA and have no disciplinary issues from the previous and present school year.
- a. Any behavioral issues that happen during Homecoming or Winter Carnival may result in loss of the Court Status and removal from Homecoming or Winter Carnival Events.

Election Procedure

Disclaimer

Any act not restricted by this procedure shall be deemed as allowable. If the Advisor should have a disagreement over a point, or lack of one, contained herein it will be brought up before the Council at the next regularly scheduled meeting.

Order of Events

Every student interested in being on the Council will apply during the spring of the current school year to be on the Council until the spring of the following year. First, the Executive board election will be held. The juniors and sophomores interested in running for the executive board for the following school year will fill out an application COMPLETELY and announce their candidacy to the existing council. Each candidate will create a campaign speech. The entire existing council will vote for the offices of President, Vice President, Secretary and Treasurer. The Advisor will count the ballots in this election and announce the results. Those students who are elected will be exempt from running in their class elections and automatically be figured into the 28 total members. Students running for Student Council Class President Positions must fill out an application COMPLETELY. Then the existing Executive Board will review all of the applications during one meeting on the last day of collecting applications. A determination will be made whether or not to allow the student to run for election to the Council based on the completion of the application, the answers on the application, the grade point average, the ability to follow directions, and completed teacher recommendations. This application will be designed by the Advisor and the Executive Board. The Executive Board and the Advisor may request any additional information at any time. There will be no opportunity to resubmit an application. Once it has been submitted, there will be no opportunity to add additional required paperwork to an application which has been submitted. The Advisor's decision in allowing a student to run will be final. Finally, the class elections will take place. One president from each class will be elected as well as five additional class representatives. The student Body will vote for class representatives and class officers in one election.

Executive Board Election Procedure

The four Executive Board members will be nominated and voted on by their respective members of the outgoing freshmen, sophomore, Junior, and Senior Council. The following procedure shall be used to vote for the office:

1. To qualify for an office on the Executive Board you must be a Council Member on the current Council. A meeting will be held by the outgoing Council to decide the positions.
2. Nominations for positions will be taken.
3. Next, the prospective board members will have a chance to introduce themselves to the Council and then show a 3-4 minute video or speech that explains their promises and goals for their campaign.
4. Each member from the current Council shall vote in private. The member may choose one nominee for each position.
5. The Advisor will collect the votes and count the ballots. The Advisor will then announce the results.

6. The Executive Board members are exempt from the Council election for the following school year and are figured into the total 28 members.

Freshmen Election

Each fall incoming freshmen can apply to be a member of the Harper Creek High School Student Council. Applications will be available in the main office. Executive Board members will then schedule interviews with the applicants. Once the interviews are completed, the representatives will be chosen.