

**West De Pere High School
Student Council Constitution**

(Revised: March 1995)

(Revised: July 2003)

(Ratified: May 2004)

(Revised: December 2010)

(Ratified: January 2011)

Article I

Name

The name of the organization shall be the West De Pere High School Student Council.

Article II

Purpose

The purpose of this organization shall be as follows:

1. To develop attitudes of good citizenship and put them into practice.
2. To provide leadership and orderly direction of school activities, especially during Homecoming week.
3. To demonstrate school spirit and maintain a positive school moral during school hours and at all school-related functions.
4. To promote the general welfare of the student body and the school by maintaining harmonious relations and improving student-teacher communications as well as student-administrator communication.
5. To provide a forum for student expression by serving as a voice for the student body.
6. To assist the community of the district through public service and charitable donations.

Article III

Membership

Section 1: Composition

The Student Council shall consist of five officers (President, Vice President, Secretary, Treasurer, and Public Relations), the Class Officers for each grade, and representatives from each grade.

Section 2: Advisor(s)

The Principal and Director of Student Activities shall appoint a member(s) of the faculty to serve as the Advisor to the Student Council. The Director of Student Activities will serve as the building/district administrator for the Student Council.

Section 3: Nominations, Appointments, and Terms

The nomination of officers and representatives shall take place in late April. Newly elected officers and representatives will take office in May of the election year with their term running until the following June. Freshmen representatives shall apply in the spring of their 8th grade year or the fall during the first weeks of grade 9. They will take office in September. No school wide voting will be held to determine representatives.

- A. *Nomination and Election of Officers:* Any student wishing to be considered as a Student Council officer candidate must indicate this intention in writing, must have served on Student Council for at least one year, must receive 15 student signatures and 4 teacher statements. In addition, the student must write a page essay on his/her purposes for becoming an officer. (view attached #1) The written intention, student signatures, and teacher statements, along with essay, must be turned into the advisor(s) by the due date set for that year. Any forms turned in late without a viable excuse under the discretion of the advisor(s) shall not be accepted. The presiding Student Council Officers will vote by ballot for the following school year's Council Officers. Final discretion lies with the Advisor. Any candidate not elected as an officer will automatically be accepted into the council the following year as a representative and, therefore, is exempt from completing a representative application.
- B. *Nomination and Acceptance of Representatives:* Any student may join Student Council as a class representative. In order to be a member, students must receive 15 student signatures, 2 teacher statements, and write a brief essay stating their purpose for joining Student Council. (view attached #2) Forms must be completed and turned into the advisor(s) on the due date set for that year. Any late forms without a viable excuse under the discretion of the advisor(s) will not be accepted. No school-wide voting will be held to determine representatives. (this sentence was moved from above) **New members are required to attend the first fall meeting of the Student Council or their membership may be terminated.**

- C. *Terms of Office:* The term of membership for Student Council Officers, Class Officers and representatives shall be from May to June of the following school year.

Article IV

Duties of Officers, Advisory Members, Representatives, and Advisor(s)

Section 1: Student Council Officer Duties

General responsibilities of ALL Executive Officers:

- a. Be present and punctual at all meetings
- b. Encourage and set an example in leadership, citizenship, and courtesy
- c. Be knowledgeable of and use parliamentary procedure
- d. Fulfill their designated duties and assist the council however needed
- e. Follow the Co-Curricular Code of Conduct and represent the school, the council, and their peers in a responsible, appropriate, and positive manner. An Officer will be dismissed of his/her position upon a Code of Conduct violation for the remainder of that school year and are ineligible to run for an Officer position the following school year.
- f. Attend the Freshman Orientation sessions held in the summer prior to the school year.

A. President: The specific responsibilities include, but are not limited to:

- a. Presiding at all council meetings
- b. Organizing, supervising and participating in all Homecoming activities
- c. Calling special meetings when necessary
- d. Representing council at all council related functions
- e. Working with advisor(s), administration, and council to set up council events
- f. Acting as a link between students and administration, faculty, and community
- g. Working hard to keep council members active and involved
- h. Planning meetings and prepare an agenda with other officers and advisor(s)
- i. Serving as a representative of the student body when an occasion calls for such a representative
- j. Assuming the responsibility for the supervision of all council affairs
- k. Keeping a positive climate in the meetings
- l. Meeting with the advisor(s) daily during Homecoming season and weekly thereafter to exchange information, plan, review correspondence, and make decisions
- m. Meeting with the administration when necessary

B. Vice President: The specific responsibilities include, but are not limited to:

- a. Performing the duties of the president in his/her absence
- b. Meeting with the president and advisor(s) on a weekly basis
- c. Performing responsibilities delegated by the president and/or Advisor
- d. Keeping records of attendance at meetings
- e. Assisting the advisor in maintaining the good standing membership records
- f. Helping to keep favorable climate in the meetings
- g. Serving as a representative of the student body when an occasion calls for such a representative

C. Secretary: The specific responsibilities include, but are not limited to:

- a. Recording minutes of each meeting and deliver copy to advisor(s).
- b. Keeping records of all Student Council events throughout the year.
- c. Maintaining the official notebook/folder containing records of all meeting minutes and Student Council activities throughout the year
- d. Meeting with the advisor(s) weekly.
- e. Helping the Public Relations Officer with thank you cards.
- f. Helping the Vice President with attendance records for meetings and special events.
- a. Assisting the other Officers and Advisor(s) in maintain current web pages and an annual Student Council pamphlet.

- D. Public Relations: The specific responsibilities include, but are not limited to:
- a. Promoting and advertising Student Council events.
 - b. Keeping the Student Council Bulletin Board in main lobby current and aesthetically pleasing
 - c. Posting important notices on student council members' lockers when needed
 - d. Putting relevant posters up in appropriate places throughout the school and taking them down when no longer valid
 - e. Helping to notify surrounding neighborhood residents of Homecoming week events pertinent to their location such as the noise parade date, time and route as well as the annual post-football game fireworks display.
 - f. Assisting the other Officers and Advisor(s) in maintain current web pages and an annual Student Council pamphlet.
 - g. Submitting articles to Phantom Times
- E. Treasurer: The specific responsibilities include, but are not limited to:
- a. Maintaining records of fiscal activities of the Student Council
 - b. Providing a monthly report to the Student Council
 - c. Helping to count money taken in for Homecoming dance and other activities
 - d. Assisting the Public Relations Officer with his/her duties.

Section 2: Representative Duties

Student Council Representatives, including Class Officers, must work responsibly, diligently, and faithfully to follow the Student Council Purpose (Article II). Representatives must be present at all required events and attend meetings on a regular basis (see Attachment #1). In the event that a member may have a scheduling conflict, he/she must contact the Advisor before that meeting takes place or no later than one day after missing a meeting. Like Officers, Representatives must follow the Co-Curricular Code of Conduct and represent the school, the council, and their peers in a responsible, appropriate, and positive manner. Representatives will be dismissed upon a Code of Conduct violation for the remainder of that school year and are ineligible to run for an Officer position the following school year.

Section 3: Advisor(s) Duties

Advisor(s) assist officers and council with events, meetings, and gaining administrative approval. Advisor(s) judge the appropriateness of council actions/items and give opinions and ideas to council. The advisor(s) must be present at officer meetings as well as council meetings.

Article V: Removal

Section 1: Methods of Removing Representatives

If a representative fails to meet the expectations outlined in Article IV, Section 2, and Attachment #1, he/she will be removed at the discretion of the Student Council Officers with final permission granted by the Advisor. Student will be notified of his or her removal on or before the Post-Homecoming Meeting.

Section 2: Methods of Removing Executive Officers

The removal of officers is at the discretion of the advisor(s), Principal, Director of Student Activities, and other executive officers. If an executive officer resigns or is removed from office, the student council shall elect another member of the council to fill the vacancy.

Section 3: Method of Removing Advisor(s)

The removal of an advisor(s) is at the sole discretion of the administrative body.

Article VI: Meetings

Section 1: Schedule

The student council shall meet monthly during the school year or when deemed necessary by the executive officers and/or advisor(s). The Advisor, Principal or Director of Student Activities, or Student Council Officers may call special meetings. Executive officers shall meet weekly unless deemed unnecessary. The full council shall meet weekly September 1st through the completion of Homecoming week. An announcement(s) shall be made as well as a sign posted on the council board at least two (2) days prior to each meeting.

Section 2: Style

Meeting style shall be "relaxed" parliamentary procedure defined as:

- A. *Led by the President, present ranking executive officer, or advisor(s)*
- B. *Minutes will be taken by the Secretary*
- C. *Meetings will follow a written agenda, which should be posted at least one day prior to scheduled meetings, as well as available to all members at the meeting. Agendas should follow the model outlined in attachment #4.*
- D. *Issues shall be raised by making a motion followed by debate and eventually a vote if necessary. The pertinence of any motion is at the discretion of the official in charge of the meeting.*
 - a. *Anyone wishing to speak must first be called upon by the presiding official. Order shall be kept!*
 - b. *A vote passes upon a majority vote; in the case of a tie, the final decision is made by whoever is presiding over the meeting. Votes will be by a raise of hands or ballots depending on the matter being considered.*
- E. *Meetings adjourn upon the statement of the presiding official.*

Article VII

Powers and Responsibilities

Section 1: Definition

The Principal, Director of Student Activities, advisor(s), council members, and student body define the student council's powers and responsibilities.

Section 2: Complete Responsibilities

The council holds complete responsibilities in:

- A. *Committee formation*
- B. *Recommendations for anything of student concern in the building.*
- C. *Publicity*
- D. *Application of constitution to the school year*
- E. *Suggestion box and registration concerns at appropriate levels*
- F. *Officer elections*
- G. *Constitutional proposals and changes*
- H. *Student attitude and involvement*
- I. *Annual council events (view attachment #3b)*
- J. *Fundraising for council activities*
- K. *Listening to student body opinions*
- L. *Representing the school within the community*

Section 3: Shared Responsibilities

The council shall share responsibilities with faculty, advisors, administrators, and/or other clubs or organizations on:

- A. *Assemblies*
- B. *School Spirit*
- C. *Welfare of students, faculty, and community*
- D. *Schedule of meetings and events*
- E. *Developed traditions*
- F. *Code of conduct*
- G. *Promotion of citizenship, leadership, scholarship, and human values*
- H. *Safety*
- I. *Student faculty relations*
- J. *Student Council activity budget*

Article VIII

Scholarships

Section 1: Application Process

Student Council will annually award leadership and/or citizenship scholarships to West De Pere High School Seniors involved in Student Council. The total scholarship amount will vary according to the discretion of the Advisor(s) but many not exceed \$2000. Students wishing to apply must pick up an application form from Student Services or the Student Council Advisor in February and return the completed form by the date due (usually in April). The Student Council Advisor will judge the applications and determine recipients and the amounts of each scholarship. The winners will be announced at the Academic Banquet. Monetary awards may vary depending on inflation, sufficient council funds, the number of senior applicants, and the level of leadership demonstrated throughout the school year.

Section 2: Nomination Forms

See attached # 5a for Membership Scholarship and #5b for Leadership Scholarship. Forms are subject to change.

Article IX: Amendments

Section 1: Process

The council may amend (edit/revise/make current or valid) the constitution as needed by a two-thirds majority vote.

Article X: Ratification

Section 1: Process

A three-fourths vote of the student council and acceptance by the principal shall sufficiently ratify (approve/endorse/make operational) the constitution.

Article XI: Elastic Claus

Section 1: Definition

Providing any unforeseen and/or unusual circumstances, final discretion lies with the executive officers and/or the advisor(s).

Attachment #1:

Required Council Events

1. Attend first Fall meeting
2. Attend (75%) meetings during the Homecoming season
3. Attend (75%) meetings throughout the remainder of the school year
4. Attend 4/5 the following Homecoming events:
 - a. Window Painting & Hall Decorating
 - b. Ticket Sales during lunch
 - c. Alumni Tables during the Homecoming Game
 - d. Dance Decorating the morning of the Homecoming Dance
 - e. Dance Clean Up immediately following the Homecoming Dance
5. Help with Spring Fling week provided the school year schedule allows for it
6. Help with charitable collections, fundraisers, mix-it-up day(s)
7. Stand for the School Song at all school assemblies
8. Help with 9th grade orientation session during the summer leading into that school year (graduating seniors are exempt from this but welcome to help).

Attachment #2:Sample Agenda

West De Pere High School Student Council Meeting
September 10, 2003
7:30 AM

- I. Call to Order and Attendance
- II. Reading and Approval of Minutes
- III. Executive Officer and Advisor Reports
- IV. Special Committee Reports
- V. Current Business
- VI. Unfinished Business
- VII. New Business
- VIII. Announcements
- IX. Next Meeting
- X. Adjournment