

# Constitution of the Manor High School Student Council

2009-2010

## Preamble

We, the students of Manor High School, in order to advance the social and civic development of the student body, promote school spirit and pride, and provide for an exchange of ideas among the faculty and student body, do hereby establish and ordain the constitution of the Manor High School Student Council.

## Article I: Name

The name of this association shall be Manor High School Student Council.

## Article II: Purpose

The purpose of the Student Council shall be:

- A. To develop leadership qualities of Manor High School students by way of service to the school and community.
- B. Provide for an exchange of ideas among the student body and a way for each student to have a voice in the decision-making process of Student Council.
- C. To plan and organize activities and projects which advance the social and civic development of the student body.
- D. To promote school spirit and an attitude of cooperation between the faculty, administration and the student body.

## Article III: Membership

Requirements for membership are as follows:

### Section I. Qualifications

- A. Each member has to be a full-time student at Manor High School.
- B. All members are required to fill out an information sheet.
- C. Members are expected to attend every meeting.

### Section II. Officer Duties

- A. All officers are required to come to monthly officer meetings and weekly Student Council meetings.
- B. The officers must have at least one year of active membership.
- C. Officers must get 80% of the possible points for each six weeks.

### Section III. Office Duties

- A. The President
  - a. Must be a Junior or Senior.
  - b. Have one year of active membership.
  - c. Has to prepare an agenda for meetings for the Secretary.
  - d. Presides over all weekly Student Council meetings using Parliamentary Procedures.
  - e. Represents the Student Council in school functions or projects.
  - f. Has the power to call special meetings.
  - g. Approves the minutes and the Treasurer's report.

- h. Will show up to all officer meetings and give notice if unable to attend.
- B. The Vice-President
- a. Must be a Junior or Senior.
  - b. Have one year of active membership.
  - c. Presides over all duties of the President in case the President moves or is removed from office.
  - d. Reports on and answers all correspondence.
  - e. Will show up to all officer meetings and give notice if unable to attend.
- C. The Secretary
- a. Have one year of active membership.
  - b. Takes roll call and keeps a record of attendance.
  - c. Will take minutes during the meetings, rewrites the minutes after the meeting and submits them to the Student Council officers and advisor.
  - d. Will show up to all officer meetings and give notice if unable to attend.
- D. The Treasurer
- a. Have one year of active membership.
  - b. In charge of calling companies for donations.
  - c. Keeps a record of all the purchases.
  - d. Will show up to all officer meetings and give notice if unable to attend.
- E. The Parliamentarian
- a. Have one year of active membership.
  - b. Keep order at all student council oriented functions with the involvement of student council representatives.
  - c. Will be a member of disciplinary committee.
  - d. Will show up to all officer meetings and give notice if unable to attend.

#### Section IV. Representatives and Committees

- A. The Representatives
- a. Will get at least 70% of their points.
  - b. Come to weekly meetings.
  - c. Participate in projects and donation drives.
  - d. Will set an example and follow all school rule while at school or while participating with the Student Council activities.
- B. The Disciplinary Committee:
- a. Will be made up of the advisor, the parliamentarian, and class President from each grade level. The Vice President will be the alternate from each grade level in case one of the members is the one being looked over, moves, is absent, is dismissed or a family member is involved.
  - b. Officer cannot be on the committee unless you are the parliamentarian.

- c. Will view each case with an open mind. No popularity contests, prejudice, favoritism or grudges.
- d. To act civil or the member is at risk of being dismissed themselves.
- e. Majority rules and appeals go to the advisor.

#### **Article IV: Removal**

Any officer of the Student Council shall automatically lose the office in Student Council and be considered on probation as a member if he/she:

- A. receives out of school suspension
- B. brings discredit to the Student Council through any of his/her actions
- C. fails to carry out duties as prescribed in the constitution
- D. 2/3 majority votes to impeach or request of your removal.

#### **Article V: Point System**

##### Section I: Purpose

The point system is for the benefit of the Student Council to make sure each member is doing his or her part to help the Student Council succeed, and our way to make sure that the people who do get rewarded.

##### Section II: Requirements/Consequences

- a. The President along with the advisor will make a list of point opportunities for the six weeks.
- b. All members are required to make their points or they will be put on probation.
- c. If a member fails to make their points they will be given another chance the following six weeks to make their points.
- d. If a member is already on probation and fail to make their points for the following six weeks they will be dismissed from the Student Council until the following school year where they will be given another chance to participate.

#### **Article VI: Elections**

##### Section I: Voting Procedures

- a. A member will not be able to run for an office if they are currently on probation while the elections are going on.
- b. If a member has been on probation more than one time during the school year they will not be allowed to run for President or Vice President. If they have been on probation more than two times than they will not be allowed to run for any office.
- c. The whole school will vote for the Student Council President and Vice President using the AnComm system.
- d. The active members of the Student Council will vote on Secretary, Treasurer, and Parliamentarian at only one appointed meeting.
- e. The Student Council advisor will be in charge of elections.
- f. If a tie should occur, there will be a run-off election between the candidates involved as soon after the original election as possible.

- g. The candidates running for President and Vice President are required to make a speech in front of the current freshman, sophomore and junior classes.
- h. The candidates running for Secretary, Treasurer, and Parliamentarian will be required to give a minimal speech on the day the Student Council votes.

#### Section II: Election Ballots and Results

- a. The advisor will be in charge of checking the results of the election.
- b. Students will vote using the AnComm computer system.
- c. Homecoming Royalty candidates will first have to accept a nomination on the Homecoming Court before the official ballot is announced.
- d. All ballots will be kept for six months following each election, along with final results.
- e. A candidate in any election may see the final results and final ranking of their election thirty days after the actual election date.
- f. There will be no re-vote unless sufficient evidence and a petition of the above specification are presented. Only Student Council Officers may initiate a re-vote using these requirements to reach a decision.

#### Section III: General Homecoming

- a. There will be a nomination and then a final election for all royalty during designated times.
- b. All nominees must first accept a nomination before being placed on the final ballot.

### **Article VII: Frequency of Meetings**

- a. Meetings will be held every Wednesday or as scheduled by advisor.
- b. Special meetings may be called at any time by the President or advisor.
- c. All regular meetings will be run by Parliamentary Procedure as manifested in the Manor High School Student Code of Conduct.

### **Article VIII: Ratification**

- a. Pass the constitution at one of the first meetings of the year or discuss and change the constitution at the following meeting, and then ratify the final draft.
- b. Upon a 2/3-majority vote by the Council, the constitution will become effective immediately.

### **Article VIV: Position Vacancies**

- a. The position of Vice President, Secretary, and Treasurer, will be filled by an in-Council vote if the runner-up in the election itself does not want, or is just unfit for the position as decided by the executive board.

- b. Representative vacancies will be filled by the advisor by one of the following choices and must be able to fit Student Council into their extra-curricular schedule:
- By alternate in the election itself if he or she is fit for the position as determined by the advisor and President.
  - By a member of the student body who has shown amazing leadership potential since the beginning of the school year by advisor.
  - By past member of Council with prior experience.