

# Constitution of the High School Student Council of the American International School of Bucharest

Ratification Date: 2015. 12. 09.

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## **Article 1. Name of the Organization**

1. The name of the organization shall be “The High School Student Council of the American International School of Bucharest” (hereinafter “Student Council”).

## **Article 2. Objectives of the Student Council**

1. The objectives of the Student Council are to:
  - a. Represent the voice of the high school students (hereinafter “students”) regarding school matters.
  - b. Actively seek out student opinions on matters of concern.
  - c. Take any necessary and permissible follow-up actions to the students’ requests.
  - d. Develop unity and school spirit amongst the students.
  - e. Advise the administration on any matters of concern to the student body.
  - f. Maintain communication and establish strong relations between the students and the administration.
  - g. Each Student Council should set and prioritize goals specific for the student body needs of the year.
  - h. Guide the student body advice in terms of the actions they can or cannot initiate, as well as provide students with advice in matters concerning the school.
  - i. Provide feedback on and suggest amendments to school policies in order to create a better atmosphere for students.
  - j. Develop and update the constitution in order to ensure that the council can respond to the needs of the students as deemed necessary.

## **Article 3. Membership of the Student Council**

1. The Student Council member positions include:
  - a. The President,
  - b. The Vice President,
  - c. The Treasurer,
  - d. The Senior Public Relations,
  - e. The Junior Public Relations,
  - f. Two Grade 12 Class Representatives,
  - g. Two Grade 11 Class Representatives,
  - h. Two Grade 10 Class Representatives,
  - i. Two Grade 9 Class Representatives.

#### **Article 4. Election to Student Council:**

1. All student council members have to be elected by the high school student body.
2. There will be two elections conducted, during the spring and fall of each school year.
3. The spring elections will be for the following positions:
  - a. President (Open to Students in Grades 10 and 11)
  - b. Vice President. This post is not directly contestable. The candidate that places second in the elections for President will be elected Vice President.
  - c. Senior Public Representative (Open to students in Grades 10 and 11)
  - d. Junior Public Representative (Open to students in Grades 8 and 9).
  - e. Treasurer (Open to students in grades 8,9,10 and 11)
4. Grade eligibility for positions in the spring elections is considered in terms of the grade candidates are in for the current year. For example, a student currently in grade 10 during the spring elections is eligible to run for the post of President as he or she will be in Grade 11 next year.
5. Students from Grade 8, 9, 10 and 11 may vote during the spring elections.
6. Fall elections will be for the following positions:
  - a. Two Grade 12 Class Representatives
  - b. Two Grade 11 Class Representatives
  - c. Two Grade 10 Class Representatives
  - d. Two Grade 9 Class Representatives
7. Students from Grades 9, 10, 11 and 12 may vote during the fall elections.
8. There is no upper limit on the number of candidates that may run for a particular position.
9. Eligibility Criteria for both elections:
  - a. A candidate shall not have failing grades in any subject.
  - b. A candidate's disciplinary record shall not in any way affect eligibility for Student Council.
10. Nomination Procedure:
  - a. All candidates must fill in and submit a Student Council application form, where they write the position they are running for, agree to abide by the campaign rules and, if elected, the rules and regulations imposed upon them as a member of Student Council.
  - b. The forms must be submitted by the specified deadline to be considered valid.
11. Campaign rules for both elections:

- a. Spring elections will have a campaign duration of 1-2 weeks.
- b. Fall elections will have a campaign duration of 1 week.
- c. Campaigning will commence after the current Student Council has announced the upcoming elections.
- d. No member of the current Student Council may provide any support, direct or indirect, to any of the running candidates that will give the candidates an unfair advantage.
- e. Non Student Council members may assist candidates in terms of distributing campaign material.
- f. Current Student Council members may not denounce any candidate during the campaign period via any means.
- g. Candidates shall not in any way interfere with the campaigns of fellow candidates.
- h. No candidate can spend more than 100 RON on their campaign.
- i. If there are concerns that candidates have not adhered to the budget constraints, the current Student Council will investigate. Candidates found in violation of this rule shall not be allowed to partake in the election.
- j. Distribution of campaign materials shall not in any way disturb classes without granted permission by the respective teacher.
- k. All candidates are responsible for the campaign material they promote; it has to be within the policy regulations set forth by the school administration (no obscenities, or discriminatory material, no promotion of drugs/sex/alcohol).
- l. Candidates are also responsible for its effective and timely disposal (posters/leaflets for example have to be picked up after the elections).
- m. Any and all materials that do not follow the respective regulations set forth in this constitution will be removed and disposed of and the candidate(s) in question informed and warned.
- n. Repeat offences will lead to disqualification of the candidate in question.

12. Speech rules for elections:

- a. All candidates will have the option of making a speech on the election day.
- b. Speeches for the President, the Vice President, the Treasurer, the Senior Public Relations, and the Junior Public Relations will be delivered with all of high school as an audience.
- c. Speeches for Class Representatives during fall elections will be given in front of their current grades.
- d. Speech duration for the Presidential candidate is 4 minutes maximum.
- e. Speech duration for the Treasurer candidate is 3 minutes maximum.
- f. Speech duration for the Junior and Senior Public Relations candidate is 3 minutes maximum.
- g. Speech duration for the Class Representative candidate is 3 minutes maximum.
- h. Candidates are free to use audio/visual aid(s) in their speeches.
- i. There is no minimum speech duration.

- j. Speech order for spring elections by positions will be as follows: Junior Public Relations, Senior Public Relations, Treasurer, and then President.
- k. For each position, the exact order in which the candidates will speak will be arbitrarily determined and details provided to candidates at least one week before the speeches.

13. Voting Procedures:

- a. All students in the high school are eligible to vote for the election of Student Council members with the exception of suspended students at the time of the election.
- b. The voting must take place immediately after the speeches of the candidates.
- c. Voters will be given ballots prepared by the current Student Council with the candidates' names and the positions they are running for.
- d. Students must vote for only one candidate for each position.
- e. Ballots will be collected by teachers or current Student Council members.
- f. They will then be counted by teachers and two of the previous council's senior executive committee members.
- g. Results of the elections (with a breakdown of total votes per candidate) will be announced within two school days maximum.
- h. A relative majority determines the candidate's' appointment to office. In case of a tie for a position, re-elections will be held within a week's time. The 2 or more tied members will have to present another speech, and voted upon in the same manner as during regular elections.
- i. For all posts, there will be a reopen nominations option.
- j. If this option receives a relative majority, the elections for that post will be repeated.
- k. If selected a second time, then no further elections will be held for that position and the position will remain unoccupied.

14. Date and Venue of the spring elections:

- a. Spring elections will be conducted towards the end of the academic year in either the third or the fourth quarter.
- b. The specific date of the elections shall be determined by the current Student Council members and announced at least 20 days in advance.

15. Date and Venue for the fall elections:

- a. Fall elections will be conducted at the start of the academic year.
- b. Voting will take place in individual grade level meetings where the class representatives will make their speeches.
- c. The date of the elections will be announced at least 14 days in advance.
- d. Voting will take place in the designated areas for each grade to meet.
- e. Voters will vote for two candidates to take up the two class representative positions. Each voter will therefore write down two names on the ballot provided to them by the Student Council members who will be running the class representative elections for each grade.
- f. Ballots will be collected and counted by the Student Council members.

- a. Majority of votes determines the candidate's' appointment to the class representative positions. In case of a tie for a position, the election process is repeated for this position immediately.

## **Article 5. Roles and Responsibilities of the Student Council members**

1. Roles and Responsibilities of the President are:
  - a. To call meetings and create agendas.
  - b. To lead meetings and the direction of the council.
  - c. Be in charge of direct communication between the council and the administration.
  - d. See that the individual members fulfill their responsibilities and that the council as a whole completes its annual goals.
2. Roles and Responsibilities of the Vice President are:
  - a. To be responsible along with the President for formulating the meetings' agenda.
  - b. To chair meetings when the President is absent.
  - c. To take minutes of the meetings: notes all new decisions, ideas and changes to previous decisions.
  - d. To take attendance and send reminders to absent members.
  - e. To organize any paper-work needed.
  - f. To keep a schedule and calendar.
3. Roles and Responsibilities of the Treasurer are:
  - a. To handle the finances and accounts for the Student Council.
  - b. To help organize the financial aspect of new events.
  - c. To give ideas for new ways of income/expenditure for the Student Council.
  - d. To record the budget for Student Council.
4. Roles and Responsibilities of the Senior Public Relations and the Junior Public Relations are:
  - a. To promote events
  - b. To communicate with the high school student body
  - c. To organize of spirit activities
  - d. Maintain Student Council bulletin board
  - e. Create advertisements for Student Council activities.
  - f. Represent Student Council on any school oriented media.
6. Roles and Responsibilities of Class Representatives:
  - a. Represent grade opinions in Student Council meetings.
  - b. Report to the class about Student Council activities and information
  - c. Make proposals to the Student Council
  - d. Vote on any issues that need to be decided

## **Article 6. Meetings**

1. Student council shall meet every week of the school year, unless decided otherwise by the President.
2. The President or the Vice President may call for additional meetings which should be announced two days in advance unless 70% of the council agrees that the meeting can be called earlier.
3. The Vice President must upload the minutes on Student Council Google Drive after the meeting.
4. A topic is discussed, and then voted upon. For a council decision to pass, more than 70% of the council must be present, and at least 70% of the votes must be in favor of the motion.

## **Article 7. Accountability**

1. Each and every student council member will be held accountable in order to ensure adequate performance.
2. Disciplinary infractions are defined as follows:
  - a. Unexcused absences from meetings.
  - b. Failing to complete assigned tasks.
3. Each unexcused absence from a meeting will count as a disciplinary infraction.
4. Failing to complete the scheduled tasks for each week will count as a disciplinary infraction.
5. Accruing 4 disciplinary infractions will lead to instant dismissal from Student Council.
6. Alternatively, missing more than 4 Student Council meetings, either excused or unexcused, will result in dismissal from Student Council.
7. The Vice President will be responsible for keeping track of all infractions, which will be publicly available.
8. Student Council Members will be notified by the Vice President if they are at risk of dismissal upon further infractions.
9. If a member is dismissed, StuCo will meet and discuss whether re-elections for the vacant position are a worthwhile endeavor given relevant factors such as proximity to the general elections for that particular post and the immediate and long term requirements of StuCo.

## **Article 8. Transparency of the Student Council**

1. Student Council will aim for transparency in terms of its operations.
2. The following documents will be publicly available:
  - a. Student Council Budget Sheet.
  - b. Student Council Attendance Sheet.
  - c. Student Council Task Completion Sheet.
  - d. Student Council Regular Meeting Minutes.

3. Student Council will respect student confidentiality and exercise discretion in terms of meeting minutes, as needed.

### **Article 9. Student Council Liaison of the Student Council**

1. The Student Council Liaison is a faculty member that serves on Student Council in an advisory capacity.
2. Roles of the Student Council Liaison are:
  - a. To promote the interests of the student council.
  - b. To assist and advise the student council when needed.
  - c. To act as a link between students, teachers and administration.
3. Responsibilities of the Student Council Liaison are:
  - a. Attend student council meetings and providing guidance, advice and information as deemed necessary.
  - b. Assist the student council in collaborating with administration.
  - c. Liaising between the student council and staff by putting student council issues on the agenda at staff meetings.
  - d. Encourage staff to invite members of the student council to attend staff meetings and encouraging the student council to invite staff members to their meetings.
  - e. Help raise the profile of the student council.
  - f. Help ensure the student council becomes a part of the structure of the school and that it is involved in all aspects of school life.
  - g. Act as a recipient for anonymous feedback to Student Council in order to ensure that this feedback is brought up within student council meetings.

### **Article 10. CAS Designation**

1. Student Council is considered a CAS group at AISB.
2. Student Council may enlist members of the student body as volunteers for various projects.
3. Volunteers will be remunerated with CAS hours for their contributions.

### **Article 11. Amendment of the Constitution**

1. Amendments may be introduced to the Student Council Constitution if deemed necessary by the Student Council members in order to better serve the student body.
2. To make an amendment, a council member will raise the issue within a student council meeting and discussion will ensue.
3. All high school students, including current Student Council members, may vote.
4. A three-fourths majority is required for an amendment for the constitution to be passed.
5. The Vice President is responsible for updating the constitution with the amendments along with the date when the amendment was made.



## **Article 12. Ratification of the Constitution**

1. This constitution will be ratified by a vote from the student body.
2. All high students, including current Student Council members, may vote.
3. A three-fourth majority will be required for the constitution to pass.

## **Article 13. Change in nomenclature**

1. This article is a temporary addition to incorporate the name changes occurring to the AISB High School.
2. When the name of the AISB High School changes to "Secondary School", all references to High School within the constitution will be changed to Secondary School.
3. After this change has occurred, Article 13 will be removed from the constitution.
4. These changes will be enacted as soon as the name change occurs. not require any amendments to the constitution itself.