

Tantasqua Regional High School Student Council Constitution

Updated Summer 2014

Approved by E-Board 12/15/2014

Approved by Full Board 12/16/2014

PREAMBLE

We, the members of the student body of Tantasqua, in order to encourage a more responsible organization, have adopted the following constitution. The Student Council of Tantasqua shall be charged with the responsibility of promoting, to the fullest, the following constitutional principles:

1. To cultivate a sense of pride, inclusion, and community among the student body and staff members.
2. To develop responsible interaction between the student body, faculty, administration, and community members.

ARTICLE I – NAME

Tantasqua Regional High School Student Council

ARTICLE II – GENERAL PURPOSES

- I. To provide a forum for student expression.
- II. To review all school procedures for the benefit of the student body.
- III. To provide a link between the student body and the administration/faculty.
- IV. To assist in management of school activities and regulations.
- V. To serve as a sounding board for school programs, regulations, and alterations of such.
- VI. To maintain and encourage school spirit, tradition, and the good name of our school.
- VII. To provide a training ground for developing leadership.
- VIII. To encourage student government.
- IX. To encourage and instill a sense of community and civic duty among students, faculty, administration, and members of our community at large.
- X. To furnish representation to the regional school committee, school improvement council, and regional student advisory board.

ARTICLE III –POWER

This student council shall have the power to:

- I. Oversee the fundraising calendar
 - A. All fundraising activities must be presented to student council at least 2 weeks prior to the start of the fundraising activity
 - B. The full board of student council will vote on the fundraiser and approve/disapprove of all applications and return the form to the advisor of the student group making the request
- II. Introduce new school policies that the Student Council feels are worthwhile to the administration and ensure that old rules are upheld.
- III. Provide grants to classes, clubs, and organizations where deemed appropriated by the Student Council
 - A. The grant application must be filled out in its entirety and submitted to the student council advisors
 - B. The executive board will vote on the application first and then present it for a final vote to the full board of student council

ARTICLE IV – QUALIFICATIONS FOR STUDENT COUNCIL OFFICERS AND MEMBERS

I. Executive Board Officers

- A. Must have been an active member of the Tantasqua High School Student Council for a minimum of one school year
- B. May not simultaneously hold a Class Officer position, however, may still participate in dealings of the class
- C. Must be in good academic and disciplinary standing at the school

II. Class Officers

- A. President, Vice President, Technical Vice President
 1. Must have been an active member of the Tantasqua High School Student Council for a minimum of one school year if entering grades 10, 11, or 12.
 2. Must be a member of the class representing
 3. Must be in good academic and disciplinary standing

- B. Secretary, Treasurer, Historian, Class Representative
 - 1. Must be a member of the class representing
 - 2. Must be in good academic and disciplinary standing

III. School Improvement Council Representative

- A. Must be enrolled as an Academic student at Tantasqua Regional High School
- B. Must be a member of student council in good academic and disciplinary standing

IV. School Committee Representative

- A. There must be one Academic and one Technical student
- B. Must be a member of student council in good academic and disciplinary standing

V. Regional Student Advisory Council

- A. Two Academic Students
 - i. Must be enrolled as an Academic student at Tantasqua Regional High School
 - ii. Must be in good academic and disciplinary standing
- B. Two Technical Students
 - i. Must be enrolled as a Technical student at Tantasqua Regional High School
 - ii. Must be in good academic and disciplinary standing

ARTICLE V– DUTIES AND RESPONSIBILITIES OF STUDENT COUNCIL OFFICERS AND MEMBERS

I. Executive Board

- A. All E-Board Members
 - 1. Must attend Officer Shop, Fall Conference, and Spring Conference
 - 2. Must abide by all school rules and policies laid out in the student handbook
 - 3. Must uphold and abide by the Student Council Code of Conduct
 - 4. Will fairly and positively represent the student body
 - 5. Will uphold and abide by the Student Council Constitution
 - 6. Attend all student council sponsored events
 - 7. Be a good role model and a responsible leader
 - 8. Be in attendance for ALL full-board Student Council meetings for the entire duration of the meeting – Tuesday nights from 5:30-7:00pm
 - 9. Be in attendance for ALL executive board meetings
 - 10. Work as a team with my fellow student council members.
 - 11. Make sure not to put people down and listen to others ideas.
 - 12. If unable to attend will directly communicate with both advisors in person or by e-mail
- B. President
 - 1. Actively participate in the planning and promotion of student council events by serving as a liaison to committees
 - 2. Work with the fellow student council members, advisors and administration to create and host student council events
 - 3. If schedule permits, will serve as the student council intern
 - 4. Run all full-board and e-board meetings.
 - 5. Will create an agenda for both Executive Board and Full Board meetings with input from the advisors and other members of student council
 - 6. Communicate regularly with all council members and advisors via e-mail and other social media.
- C. Vice President
 - 1. Will assist the President in running Student Council Meetings
 - 2. Will run Executive Board and Full Board Meetings in the absence of the President
 - 3. Will do roll call at the start of each Full Board Meeting
 - 4. Will keep accurate and up to date attendance records
 - 5. Actively participate in the planning and promotion of student council events
 - 6. Will co-chair at least one Student Council event or activity
 - 7. If schedule permits, will serve as the student council intern
 - 8. In the event that the President can no longer perform their duties, will assume the role as acting President of Student Council

- D. Secretary
 - 1. Must take accurate minutes for both Executive Board and Full Board Meetings
 - 2. Copies of the minutes for every meeting held must be emailed to the advisors within 2 days of the meeting
 - 3. Minutes must also be emailed to the WebMaster within 1 week of the meeting once approved by the advisors so that they may be posted to the Student Council website
 - 4. Will do the roll call at the start of the meeting in the event that the Vice President is not at the meeting
 - 5. Actively participate in and promote student council events
 - 6. Will co-chair at least one Student Council event or activity
- E. Treasurer
 - 1. Must meet with the advisor at least 2 days prior to every Full Board meeting to enter transactions into the Student Council balance sheet
 - 2. Must submit an updated and accurate Treasurer's Report to the President prior to the due date of the meeting agenda
 - 3. Actively participate in and promote student council events
 - 4. Will co-chair all fundraising activities completed by student council
- F. Historian
 - 1. In charge of properly formatting and maintaining the Book of Excellence each month
 - 2. Must retrieve the working Book of Excellence from advisors prior to each executive board and full board meeting
 - 3. Must hand out forms to chairs of activities and log completed forms in the working Book of Excellence before every full board meeting
 - 4. Must go through the MASC Guidebook and create a calendar of important dates for awards, conferences, etc.
 - 5. Actively participate in and promote student council events
 - 6. Will co-chair at least one Student Council event or activity
- G. Webmaster
 - 1. Must update and maintain the Student Council Website at least twice a month. This should be done within two days of receiving the minutes from the Secretary.
 - 2. In charge of updating all forms of social media the council votes to use.
 - 3. Not an elected position – this is an advisor/e-board appointed position
- H. CDMASC Liason
 - 1. Must be in contact with the CDMASC board and advisor
 - 2. Must relay all CDMASC events and news to the council at executive board and full board meetings
 - 3. Must co-chair any CDMASC events that the council chooses to participate in
 - 4. Not an elected position – this is an advisor/e-board appointed position

II. Class Officers

- A. All Class Officers (President, Vice President, Technical Vice President, Secretary, Treasurer, Historian, & Class Representatives)
 - 1. Must be in attendance for ALL class officer meetings with your class advisors – these will be scheduled with them and attendance will be taken and submitted to the Student Council advisors
 - 2. Must be in attendance for ALL full-board Student Council meetings for the entire duration of the meeting – Tuesday nights from 5:30-7:00pm (Notification of absence from a full-board meeting must be provided to Ms. LaValle or Ms. Bouchard before the end of the school day the Monday before the full board meeting)
 - 3. Assist with all class-run functions & serve on class run event committees
 - 4. Actively participate in and promote student council events
 - 5. Will serve on either the Homecoming Committee or Winter Formal Committee

6. Serve as a member on at least one additional committee throughout the year
7. Work at least one shift at the shack during the fall sports season
8. Will participate in at least one community service opportunity
9. Attend the Fall Conference or Spring Conference
10. As a voting member of student council, will fairly and positively represent the student body and your class
11. Must abide by all school rules and policies laid out in the student handbook
12. Must uphold and abide by the student council code of ethics (to be signed at the first full board meeting of the 2014-2015 school year)
13. Will uphold and abide by the Student Council Constitution
14. Work hard to support all student council sponsored events
15. Be a good role model and a responsible leader
16. Work as a team with my fellow student council members
17. Make sure not to put people down and listen to others ideas

B. President

1. Create an agenda for all class officer meetings by collaborating with other class officers and the class advisor(s)
2. Call meetings of the class officers with the approval of the class advisor(s)
3. Appoint chairs to committees for class-run events

C. Vice President

1. Assist the President in the creation of agendas for all class officer meetings by collaborating with other class officers and the class advisor(s)
2. Assist the President in all class matters

D. Technical Vice President

1. Assist the President in the creation of agendas for all class officer meetings by collaborating with other class officers and the class advisor(s)
2. Assist the President in all class matters
3. Act as a liaison between the academic and technical divisions of the school

E. Secretary

1. Keep accurate minutes of each class officer meeting, including the attendance of members
2. Keep accurate minutes at each full class meeting
3. Provide copies of the minutes to the Executive Board Webmaster to be posted to the Student Council Webpage

F. Treasurer

1. Meet with the class advisor on dates to be determined by the advisor and treasurer to regularly maintain all records of receipts, deposits, and expenditures of the class.
2. Provide the President with the balance of the class account prior to all class officer meetings so that it can be included on the agenda

G. Historian

1. In charge of maintaining a binder of activities that the class is involved in
2. Will be in charge of creating, delegating, and delivering the class will at Class Day
3. Must hand out forms to chairs of activities and log completed forms in the binder

III. School Improvement Council Representative

- A. Must meet monthly with the School Improvement Council
- B. Must report back to the Full-Board about meetings every month

IV. School Committee Representative

- A. Must attend the monthly meetings of the School Committee
- B. Must report to the School Committee the events Student Council is involved in
- C. Must report back to the Full-Board about meetings every month

V. Regional Student Advisory Council

- A. Must attend the bi-monthly meetings set forth by the state of Massachusetts

- B. Must report back to the Full Board of Student Council

VI. Removal From Office

- A. A Student Council Officer, Student Council Class Representative, or Class Officer may be removed from his/her position for:
 - 1. Failure to attend meetings
 - 2. Being absent or unexcused for two or more meetings.
 - 3. Failure to represent his/her group fairly.
 - 4. Failure to carry-out his/her responsibilities to the council and the school.
 - 5. Failure to comply with school department regulations or performance of actions which are detrimental to the welfare of the school.
 - 6. Violation of the Student Council Code of Conduct
- B. Student Council members who fail to fulfill the responsibilities to which they were elected will face possible removal from the Council. Prior to such proceedings the following process will occur:
 - 1. Member will receive written warning or warnings for violation(s)
 - 2. Member will face possible impeachment by executive board or removal from office by advisors and/or administration for subsequent violation(s)
- C. A student can be removed from his/her position by a unanimous vote of the Executive Board through the following process.
 - 1. Request for the impeachment of a Student Council representative can be brought forward by any member of the Student Council at large. The student in question will receive a written notification from the advisor and will have an opportunity to be heard at the following meeting. The Student Council will hear the indictment and arguments of the individual brought up for impeachment. The Executive Board will deliberate and make a decision within 7 days of the impeachment proceedings.
 - 2. If an Executive Board member is brought up for impeachment, the Senior Class President will step in and vote in the place of the said Executive Board member. Unanimous vote will still be required for impeachment.
 - 3. The Student Council advisor reserves the right to veto an impeachment decision made by the Executive Board. If the individual brought up for impeachment is a Class Officer, the Student Council advisor and the corresponding class advisor reserves veto power over the Executive Board's decision.
- D. A student can be removed from his/her position for failure to abide by the Tantasqua Student Council Code of Conduct (see Article VII)

ARTICLE VI – NOMINATIONS AND ELECTIONS (in order of occurrence)

- I. **School Improvement Council, School Committee Representatives, Regional Student Advisory Council**
 - A. Nomination
 - 1. Nomination Papers will be available 2 weeks prior to the election (see Appendix)
 - 2. Elections are generally held in March, in accordance with the RSAC requirements
 - B. Election
 - 1. Students must submit completed nomination papers and a maximum of a 300 word speech on time
 - 2. Students will read their speech aloud over the intercom
 - A. Each student will have only one opportunity to read their speech – should a student be unable to read their speech they may have another student read it for him/her
 - B. Students may be disqualified from the election by administration and/or the student council advisors for:
 - a. failure to adhere to election protocol
 - b. dishonorable conduct
 - 3. Ballots will be available at all three lunches
 - A. Students are allowed to vote one time only
 - B. Election committee members must have a school list of students and check off names as students vote

C. Results

1. Election Committee members and student council advisors will count the ballots upon completion of the election
2. Election results will be read via intercom at the end of the school day on the day of elections or at the start of the school day if ballots were unable to be counted prior to the end of the school day.

II. Executive Board

A. Nomination

1. Nomination Papers will be available 2 weeks prior to the election (see Appendix)
2. Elections are generally held the first or second week of May

B. Election

1. Students must submit completed nomination papers and a 300 word speech on time
2. Candidates will read their speech at a Full Board meeting of underclassmen
 - A. Each student will have only one opportunity to read their speech – should a student be unable to read their speech they may have another student read it for him/her
 - B. Students may be disqualified from the election for:
 - a. Failure to adhere to election protocol
 - b. Dishonorable conduct
3. Each member of student council may vote in the election one time only
4. The election is conducted as a waterfall election
 - A. Voting begins the evening of speeches
 - B. Voting concludes 1-2 days following the speeches, at the discretion of the student council advisors
 - C. The ballot box, ballots, and list of eligible voters will be in one of the advisors rooms for the duration of the election following the meeting

C. Results

1. Votes will be tallied by the outgoing E-board president and student council advisors
2. Results will be posted in the room(s) of the student council advisors

III. Class Officer

A. Nomination

1. Nomination Papers will be available 2 weeks prior to the election (see Appendix)
2. Elections are generally held the first or second week of June

B. Election

1. Students must submit completed nomination papers and a maximum of a 300 word speech on time
2. Students will read their speech aloud in front of their peers at a meeting of their class
 - A. Each student will have only one opportunity to read their speech – should a student be unable to read their speech they may have another student read it for him/her
 - B. Students may be disqualified from the election by administration and/or the student council advisors for:
 - a. failure to adhere to election protocol
 - b. dishonorable conduct
3. Ballots will be available at the meeting
 - A. Students are allowed to vote one time only
 - B. Ballots will be collected at the conclusion of the meeting

C. Results

1. Election Committee members and student council advisors will count the ballots upon completion of the election
2. Election results will be read via intercom at the end of the school day on the day of elections or at the start of the school day if ballots were unable to be counted prior to the end of the school day

ARTICLE VII – CODE OF CONDUCT

All members of the Tantasqua Student Council must sign off on the Student Council Code of Conduct

- I. Members represent Tantasqua High School and the THS student council at all times therefore, members are expected to act with courtesy and respect in all situations.
- II. Members are expected to uphold the duties of the position that they hold as outlined by the Student Council Constitution.
- III. It is expected that Student Council members will treat the THS administration, teachers, staff, and other students with the utmost respect.
- IV. Student Council members are expected to be role models to the entire school, and ambassadors of Tantasqua High School to the community, therefore, all school rules as stated in the handbook will be followed. The following will not be tolerated:
 - A. Use, possession, concealment, distribution, sale, or being under the influence of alcohol or alcoholic beverages in any form.
 - B. Use, possession, concealment, distribution, sale, or being under the influence of drugs, including, but not limited to substances defined as controlled substances.
 - C. Bullying, harassment, fighting, and/or hazing within or outside of Student Council
 - D. Irresponsible or disrespectful use of social media
- V. The Tantasqua High School administration and the Student Council advisors can remove or suspend any student from Student Council for breaking this Code of Conduct.

ARTICLE VIII - STANDING COMMITTEES OF THE STUDENT COUNCIL

- I. Each Executive Board member will chair one of the standing committees.
 - A. Formal Dance
 1. Homecoming
 2. Winter Formal
 - B. Unified
 1. Bocce
 2. Spread the Word to End the Word
 3. Basketball
 4. Inclusion Revolution
 - C. Community Service
 - D. Spirit
 1. Spirit Weeks
 2. Pep-Rallys
 3. Fan Sections
 4. Other activities to promote and improve school spirit
 - E. Publicity
 1. Stall News
 2. News Letter
 3. StuCo Webpage
 4. Social Media
 - F. School Service
 1. Keep fundraising calendar for building
 2. Plan events for student body and teachers

ARTICLE X - MEETINGS OF THE EXECUTIVE BOARD

- I. The Executive Board of student council will meet after school with the Student Council advisors at least once a week.
- II. The agenda, prepared by the president, shall be distributed among all members

ARTICLE XI – MEETINGS OF THE STUDENT COUNCIL

- I. Student Council meetings shall be held no less than twice a month.
- II. The Student Council President has the power to call special meetings and must notify the advisor and the council at least three days in advance.
- III. All meetings must be held at a time and location previously posted for the student council and student body to see with at least three days advance notice.

- IV. An agenda prepared by the President with the executive board and advisor's approval will be distributed to members of the student council at the meeting

ARTICLE XII – MEETINGS OF CLASS OFFICERS

- I. All class officers will meet with their class advisor(s) at least once each month.
- II. The class president shall have the power to call special meetings and must notify the advisor and members at least three days in advance.
- III. All members shall be notified of a meeting of the class by the president at least three days in advance.
- IV. The agenda, prepared by the president of the class, shall be distributed among all members at all class meetings.
- V. The minutes of previous meetings will be prepared by the class secretary and distributed among class officers and class members at each meeting.
- VI. A copy of the attendance roster will be submitted to the Student Council advisors within 2 days of any meeting held by class officers.

ARTICLE XIII—ADVISOR S

I. Student Council Advisors

- A. The student council advisors shall preside over all matters of the student council and act as a liaison between administration and the student council.
- B. The principal shall appoint the Student Council Advisors
- C. Should an advisor resign or be absent for an extended period, he/she shall be replaced immediately.

II. Class Advisors

- A. The class advisor shall preside over all matters of the class and act as a liaison between their class, student council, and administration.
- B. The principal shall appoint the Class Advisors
- C. Should an advisor resign or be absent for an extended period, he/she shall be replaced immediately.

ARTICLE XIV—ADOPTION AND AMENDMENT PROCEDURES

- I. The constitution shall be ratified by a majority vote of the Executive Board and a two-thirds majority vote of the Full Board of Student Council.
- II. Amendments to the constitution may be proposed by any member of the Student Council or student body, faculty, or administration and ratified by two-thirds vote of the Full Board of the Student Council.
- III. Proposed amendments must be read to the Student Council at one regular business meeting, be voted upon by the Student Council at the next business meeting.

ARTICLE XV—BY LAWS

- A. A quorum constitutes two-thirds voting members present of the full Student Council.
- B. No actions on monetary matters in excess of twenty-five dollars may be taken at Student Council business meetings without a quorum present