

# **Lincoln East High School**

## **Student Council Constitution and By-laws**

### **Preamble**

The student council shall be the student government organization of Lincoln East High School. It shall be a body designed to serve the community of East, by providing an active and representative voice that allows students, staff members and any interested party to maintain the right to have an influence and impact on the decisions of Lincoln East High School. This shall be the primary function of the council.

Secondary functions, which shall be carried out when not in conflict with the primary purpose, include:

1. the promotion of school spirit and unity by the support and preservation of activities and rules which are deemed beneficial to the student.
2. providing a link of communication between students, faculty, and administration.
3. to oversee and make recommendations for charter of the clubs of Lincoln East.

The student council shall work as the legislative body of the student government. The judiciary body of the student government will be represented by the assigned certified staff member, East administration and class officers (non-student council members who represent a specific student body). The executive body will be represented by the assigned certified staff member and administration. As such, school-wide elections shall be held by the student council, electing student council members and class officers. Student council officers shall be elected within the council. If class officers cease to exist, the student council shall occupy the legislative and judiciary branches of student government and will operate accordingly.

### **Article I**

#### **Functions of the Student Council**

**Section 1. The powers and duties of the council are listed below, in order of council priority:**

- A. To maintain constant and accurate representation in all matters that pertain to East students, staff (certified and non-certified), administration, parents, and community welfare.
- B. To help create, alter, and support rules for the welfare of East community and the betterment of the school.
- C. To promote new activities and achievement of excellence throughout East High School by participation and interest in high school activities.
- D. To promote respect, and help in maintaining school and private property.
- E. To oversee and help coordinate student council and class officer elections.
- F. To oversee, recommend the chartering of, and recognition of clubs at East High School.

### **Article II**

#### **Membership of the Council**

**Section 1. Student Council Membership**

- A. Student council elections will be held in the previous school year to the term the delegates will be serving.
- B. All ninth grade candidates will be originally from Lux and voted on through Lux.
- C. The suggested maximum number of students who can be elected in general elections from grades 9 to 11 is 6 per class. The maximum for grade 8 is 5. The exact number will be determined for each election by the election committee.
- D. Each candidate must fill out an application by the deadline.
- E. Each 9<sup>th</sup>-11<sup>th</sup> grade candidate must turn in five completed teacher recommendations by the indicated date.
- F. Teacher recommendations will account for 33% of the total score.
- G. Student body votes shall account for a maximum of 34% of the total score.
- H. Interview of each candidate will account for a maximum of 33% of the total score. The interview committee will consist of the student council sponsor, assigned administrator, 2 teachers, and election committee chair and members.

## **Section 2. Election Process**

- A. The responsibility of student voting shall NOT be through teachers. Handing out ballots that be easily duplicated is prohibited.
- B. It is recommended that students register to be able to vote. The whole body may be registered at the beginning of the year, but it is the student's responsibility to vote.
- C. It is recommended that the ballot counting process be done electronically.
- D. Each elections committee will make an opportunity for student's opinions, views qualifications, etc. to be dispensed throughout the student body. Some options are speeches, question-and-answer forums, or other types of interviews the student body can view.

## **Section 3. New Member Drive**

- A. There will be a new member drive in the fall of each new school year.
- B. In the fall a petition for membership (new member drive) is required. If applicable, one 9<sup>th</sup> grader must be elected from a non-Lux applicant.
- C. The maximum number of candidates, excluding the required 9<sup>th</sup> grade member, is four.
- D. The candidates accepted can be from any grade 9-12.

## **Section 4. Honorary Membership**

- A. Any student who serves as a district, state, or regional officer, or serving on the state executive board in any capacity whose term runs on through the next school year shall be granted honorary membership on that year's council. This member will not run in the general election.

## **Section 5. Appealing elections**

- A. Any candidate who is appealing the decision of the student body and the given teachers must have served on student council or have otherwise demonstrated student leadership skills.
- B. The petitioner must speak and write to specify examples of their qualifications and desire to fill this position. They must also present proof of their contributions to student council or the student body.

- C. The judging to see which candidate(s) might assume a position on student council shall be done by a board. The Appeals board will consist of the student council sponsor, current senior members of student council and an East administrator.
- D. The recommended maximum number of petitions granted is 3, however, the elections committee and student council sponsor will determine the exact number of appeals.
- E. Only general elections candidates shall have this option of appeal.

### **Article III Responsibilities of Membership**

#### **Section 1. Members will be expected to attend class and student council functions.**

- A. Any member who exceeds two unexcused absences will be subject to removal by a vote of the entire council
- B. Members must have absences excused for having missed class.
- C. Members must be at all student council functions unless a pardon has been submitted.

#### **Section 2. Members will be expected to follow all school rules and expect regular evaluations of their attendance and contributions to the council.**

- A. All members of the student council will have equal rights and responsibilities within the organization.
- B. All members of the student council must sign and adhere to the drug/alcohol policy.

### **Article IV Officers of the Council**

#### **Section 1. Student council officers shall be elected for a one semester term. At second semester, officers shall be reviewed and a new vote will take place.**

- A. Officers will include a president, vice president, secretary, treasurer, public relations officer, and historian elected by a majority vote of the council.
- B. An officer may withdraw from his/her position at any time, upon which the president will appoint a temporary replacement to hold office until someone is nominated and voted on.
- C. Officers must be members of the council.
- D. Officers must be nominated by another member of the council or self-nominated.
  - 1. Candidates will be given an opportunity to deliver a speech preceding elections.
  - 2. Speeches will include why s/he will be an able leader, the goals of the candidate, and the platform on which s/he stands.
- E. The election of officers shall be by secret ballot.

#### **Section 2. Officers have special rights and responsibilities within the council.**

- A. Officers shall have the right to veto any proposal passed by the entire council with a two-thirds vote of the officers.
  - 1. This veto may be overridden by the entire council by a two-thirds vote to overturn the veto

2. Officers may not vote in an override
- B. Officers shall meet when necessary to discuss agenda items and determine the direction of the council.
- C. Officers will be expected to fulfill all the given duties. Officers will be the executive council ruling over the group and must set positive examples for those under them.
- D. Any officer found to have violated school, city, state, or federal law automatically will be removed from their officer position. Note: this is not removal from the council.

### **Section 3. Roles of the student council officers are as follows:**

- A. President
  1. Direct meetings with efficiency, order, and purpose.
  2. Represent student council at all necessary school functions.
  3. Work closely with the student council sponsor and administration.
  4. Encourage an ongoing month-long agenda designed to benefit the school.
  5. Include the vice president in both budget and agenda planning.
  6. Make all final rulings on parliamentary questions, subject to appeal.
  7. Oversee committees and their progress.
  8. Keep a record of events, one for each semester, and send it to appropriate people.
  9. Overlook the historian on the making of the year's scrapbook and/or the Outstanding Student Council Award Application.
- B. Vice President
  1. Work closely with the president.
  2. Volunteer observations and suggestions.
  3. Help the president achieve council goals.
  4. Act as the president, during his/her absence, or any time s/he is unable to carry out duties of the office.
  5. Assist the preparation of proposed agendas.
  6. Plan each month's committee assignments.
- C. Secretary
  1. Take attendance at meetings, in class, and at council functions.
  2. Handle all necessary documents of the council including the minutes of each meeting.
  3. Make certain that administration, faculty, and council receive copies of the minutes.
- D. Treasurer
  1. Keep up-to-date records of the financial status of the council.
  2. Responsible for requesting all money for bills or purchases made by the council with the advisor's consent.
  3. Report how much each committee spent, on what, and how much was made each month.
- E. Historian(s)
  1. Keep track of all events of the council.
  2. Complete a scrapbook of all the year's events by June 1 or set date.
  3. Complete a packet to qualify for Outstanding Student Council Award by June 1 or set date.
- F. Press Secretary
  1. Responsible for all correspondence needed between other council, our district office and various thank you notes. These duties may also be delegated.
  2. Contact press for any publicity for all upcoming student council events.
  3. Write the update for the monthly newsletter sent by the administration.

## **Article V**

### **Structure of the Student Council**

#### **Section 1. Committees**

- A. Permanent committees shall be created at the beginning of the year and when deemed necessary.
- B. Each committee shall be led by a chairperson, overseen by the vice-president, and if not available, another member of the council.
- C. If a chairperson should have an extended absence, then another shall be appointed by the vice-president.
- D. Each council member must serve on one committee with the exception of the president.

#### **Section 2. Procedures of Proposals to the Council**

- A. Council will look into specifics of a proposal, setting up committees, if necessary, to amend proposals, and return the proposal to the entire council.
- B. The committee chairperson then brings the proposal to the next meeting.
  - 1. The council will debate the proposal which may be amended.
  - 2. A two-thirds vote is needed for any proposal.
- C. Proposals may also be made by individuals on the council at the weekly meetings.

#### **Section 3. Meeting Times**

- A. The student council shall meet every week day.
- B. The council shall plan to participate in formal meetings, committee work, and community service on a weekly basis.

## **Article VI**

### **Student Council Sponsor**

#### **Section 1. The student council sponsor serves as a link between East's council, faculty, administration and groups/individuals that have an invested interest in East's community**

- A. The student council sponsor shall be assigned by East's administration.
- B. The sponsor is responsible for insuring an effective and strong organization that accurately represents the interests of the students by attending and supervising the class and functions of the council.
- C. The sponsor is directly held responsible for the actions s/he approves for the council.
- D. The sponsor may volunteer and suggest information, but has no voting power.
- E. The sponsor has veto power over proposals and decisions that are against policies of the school or otherwise inappropriately represent the council.

## **Article VII Amending the Constitution**

**Section 1. The student council constitution of Lincoln East High School may be amended at any time during the school year.**

- A. Ratification of the Constitution needs a two-thirds vote of all members.
- B. The Constitution must be approved by the student council sponsor.
- C. The Constitution must be approved by the administration.
- D. The Constitution must be reviewed on a yearly basis.

## **Article VIII The Grading System**

**Section 1. The grading system for the student council shall consist of a A-F mark, or a pass/fail mark if chosen by the council member.**

- A. A point system will be created in which members will be granted points on the basis of work they have completed.
- B. Students will keep track of the work they do and will report this information to the sponsor under the sponsor's discretion and points will be recorded.
- C. A member will receive a mark of "F" if s/he fails to turn in the grade sheets, or if no work is completed.
- D. Student council members may be able to make up points lost for not attending student council functions outside of the school day or for missing community service.

## **Article IX Resignations/Expulsions**

**Section 1. Members are expected to follow the basic rights and responsibilities of all students. They are expected to conduct themselves in an orderly manner and to remember whom they are representing at all times. Members will be considered leaders within the school and must respect that standing.**

- A. Any member who is unable to fulfill these expectations may choose to step down as a student council member.
- B. Any member who resigns is expected to write a formal letter of resignation to the council and the administration.
- C. Behavior warranting removal from council might include, but is not limited to: heinous violation or deprivation of council members of their rights as outlined in the Constitution; serious failure to execute the duties of office or discharge responsibilities as instructed by the council; misuse of council time, property, or resources to further private enterprise or for unrelated personal gain; conduct unbecoming a council member, in both public and private, such as felonious criminal activity, suspension or expulsion from school, or any other behavior judged to be unsuitable for a student representative.
- D. The procedure for forcible removal is as follows:
  - 1. Member makes a motion for forcible removal.
  - 2. Motion needs two seconds to proceed.

3. Party named for removal speaks in his/her own defense if desired.
4. Motion for removal continues with a majority vote.
5. If motion passes, the accused party must vacate the room while discussion proceeds on the issue.
6. The motion for forcible removal must pass by a 2/3 majority council vote, including the accused member's vote.

## **Article X**

### **Recognizing Achievement**

#### **Section 1. Each month a council member will be chosen as the student council member of the month.**

- A. This honor will be given to the member who has best demonstrated their qualities of leadership to benefit others.
- B. This honor will be granted through a majority vote of the council at the conclusion of each month.
- C. This honor shall not be bestowed upon a member more than once per year.

#### **Section 2. Each year a council member will be chosen as the student council member of the year.**

- A. This honor will be given to the member who has best demonstrated their qualities of leadership to benefit others.
- B. This honor will be granted through a secret majority vote of the council at the conclusion of the year.
- C. This honor may be bestowed on any member of the student council.