**CONSTITUTION OF THE BELVIDERE HIGH SCHOOL STUDENT COUNCIL**

**2017-2018**

**ARTICLE I – Name**

Section 1 The name of the organization shall be the Student Council of Belvidere High School.

**ARTICLE II – Purpose**

Section 1 The purpose of this organization shall be to: secure the general welfare of the students and the school, establish and maintain good relations between faculty and students, improve the attitudes and ideals of the student body, instill higher standards of character, leadership, scholarship, school pride, and civic responsibility.

**ARTICLE III – Power and Authority**

Section 1 All powers and authority of the Student Council are to be approved by the school administration.

**ARTICLE IV – Membership**

Section 1 The membership of the Student Council shall consist of:

a. Four representatives from each class: President, Vice President, Secretary, and Treasurer.

b. The number of representatives who do not hold an elected position shall remain unlimited.

c. Student Council members who hold offices beyond the local level are at large members.

d. To maintain an active member status:

* Must attend 75% of the general meeting
* Must attend 50% of the activities planned by student council (upon joining).
* Possible points system
* If one does not reach active member status it will result in the loss of his or her voting privileges and his or her ability to attend conventions.

**ARTICLE V – Officers**

Section 1 The officers of the Executive Board shall be President, Vice President, Secretary, Treasurer, Honor Council Chairperson, and Public Relations Officer.

Section 2 The officers of each class (Freshman, Sophomore, Junior, and Senior) shall be President, Vice President, Secretary, and Treasurer.

**ARTICLE VI – Qualifications for Representatives**

Section 1 Any student of Belvidere High School in good standing is eligible for election to the Student Council.

Section 2 Any elected representative may be removed from his/her position for failure to carry out his/her duties or by obtaining two or more unexcused absences. The elected representative may be removed from the Student Council by a ¾ vote of those attending said meeting and the approval of the advisor.

Section 3 Any valid proof (pictures, parental, and/or report) of any underage drinking, criminal activity, fighting, or inappropriate behavior, pictures, and/or words allows the board to discuss your removal from office.

Section 4 Before any individual is to run for Sophomore, Junior or Senior class President/Vice President or of his/her respective class, he/she is to furnish proof to the advisor that they have attended at least one workshop, seminar, convention, etc. that focuses solely on developing leadership skills. The event may be held within, but not limited to, Student Council.

 Section 5 Any officer or representative that is not in good standing may be immediately removed by a majority vote of the Executive Board with approval from the advisor.

**ARTICLE VII - Nomination and Election of Executive Board**

 Section 1 The election of the Executive Board shall take place at the annual spring election.

Section 2 A petition for each candidate will require signatures from 50 members of the student body and two teacher recommendations. Students may not sign more than one petition for each office. Junior class officers are required to attend prom committee meetings and be an active member of the prom committee.

 Section 3 The offices of President, Vice President, Secretary and Treasurer shall be elected by the Student Council members through a hand vote.

Section 4 The offices of Honor Council Chairperson and Public Relations Officer will be appointed by the incoming President and approved by the advisor.

Section 5 A plurality of the votes cast shall be required for election for the following positions of the Executive Board: President, Vice President, Secretary, and Treasurer.

Section 6 The office of President must be an upcoming Junior or Senior who can furnish proof that they have attended multiple workshops, conventions, retreats, etc. that focuses solely on developing leadership skills. The events may be held within, but not limited to Student Council. The candidate must have at least two or more years of prior membership in the Student Council, or unless the current President and advisor approve of a candidate who does not.

Section 7 All candidates for the offices of President, Vice President, Secretary, Treasurer, Honor Council Chairperson, and Public Relations Officer are required to furnish proof of attendance at workshops, conventions, retreats, etc. that focuses solely on developing leadership skills. The events may be held within, but not limited to Student Council.

Candidates from then incoming Sophomore, Junior, and Senior classes will be required to give a speech to their respective class during Buc Club, and then campaign during the following week. All campaign expenses cannot exceed $50, and will not be reimbursed. In the Buc Club the week after speeches, classes will be given a ballot in with they can cast their vote for the different class officers.

Section 8 All candidates for the executive board may not be enrolled in the Running Start Program, unless they are approved by the Advisor and the President.

Section 9 \_ The term of office for all positions shall be one year. All positions may seek reelection.

**ARTICLE VIII - Nomination and Election of Representatives**

Section 1 The election of the Student Council representatives from the incoming Sophomore, Junior, and Senior classes shall take place at the annual spring election.

Section 2 Four representatives from the incoming Freshman class shall be elected at the fall election; unless the date of homecoming requires an earlier election, in which a date will then be decided by the newly-elected executive board.

Section 3 A petition shall be circulated for each candidate and shall be signed by 25 members of his/her class. A student may sign more than one petition for representatives.

Section 4 A plurality of the votes cast shall be required for election.

Section 5 All candidates for class office may not be enrolled in the Running Start Program during their term in office,unless they are approved by the Advisor and President.

Section 6 The term of office shall be one year.

Section 7 All representatives may rerun for his/her position if eligible.

 **ARTICLE IX – Duties of the representatives and non-elected representatives**

Section 1 Duties of officers:

 a. Attend all meetings of the Student Council on time, unless that member has spoken to the advisor or president prior to the meeting.

 b. Class Presidents are required to attend at least one executive board meeting each month. If the President cannot attend, then the Vice President would. If neither can attend it then goes to the Secretary then the Treasurer.

 c. Bring to the Student Council suggestions and concerns of the student body.

 d. Must be involved in activities sponsored in the Student Council.

 e. Plan and conduct class events and activities for your class at least once per quarter.

F. Class Secretaries are required to keep track of attendance at class meetings and events and report the findings to the Executive Board Secretary.

g. Meetings are to be held at least once per quarter.

H. Junior class officers are required to attend prom committee meetings and be an active member of the prom committee.

i. Class Secretaries are required to keep track of attendance at class meetings and events and report the findings to the Executive Board Secretary.

Section 2 Committee Heads:

 a. Attend all meetings on time.

 b. Conduct and plan meetings of the committee of which you are head of.

c. Meetings should be scheduled with the advisor at least a week prior to the meeting being held.

Section 3 Non-elected representatives:

 a. Attend all meetings on time.

 b. Bring to the Student Council suggestions and concerns of the student body.

 c. Attend meetings of the committees you are a part of.

**ARTICLE X- Duties of the Executive Board**

 Section 1 Duties of the President:

 a. Preside over all official meetings.

 b. Call special meetings, if necessary.

 c. Appoint committees.

 d. Act as chairperson of the Executive committee.

 e. Appoint the Honor Council Chairperson and Public Relations Officer.

 f. Deal with all outside relations unless appointed to a committee.

Section 2 Duties of the Vice President:

a. Act in place of the President when the President is unable to complete his/her duties.

b. Act as chairperson of the By-laws Committee.

c. Maintain order during general assembly.

 d. Hold one or more workshops to educate new members of the functions of student council.

 Section 3 Duties of the Secretary:

 a. Take minutes of all official meetings of the Student Council.

 b. Keep records of meeting attendance and have available on request.

 c. Must type and present minutes to the Student Council members.

 d. Must present updated attendance information upon request by the advisor or President.

f. Inform elected representatives (after two or more unexcused absences) that they could be subject to removal from his/her position by impeachment and recommend officers for removal to the Council and the Executive Board.

 Section 4 Duties of the Treasurer:

 a. Work with the advisor in maintaining records of receipts and expenditures of the Student Council.

 b. Make a financial report once a month during a regular business meeting of the Student Council.

 Section 5 Duties of the Honor Council Chairperson:

 a. Maintain record of all reports (attendance records, secretary reports, etc.) and events (pictures, and data from Homecoming, Blood Drive, etc.) in a bound book, to present to the State Council.

 b. Act as head of the Honor Council Committee

 Section 6 Duties of the Public Relations Officer:

 a. Maintain and update all social media.

 b. Oversee Publicity for Student Council.

 c. Act as chairperson of the publicity committee.

 d. Update Student Council bulletin board monthly.

**ARTICLE XI – Meetings**

 Section 1 Student Council meetings shall be

 a. Weekly – when school is in session and monthly during the summer.

 b. Special meetings may be called by the President.

 Section 2 Executive Committee meetings shall be

 a. Weekly – when school is in session and monthly during the summer.

 b. Special meetings may be called by the President or advisor.

**ARTICLE XII – Adoption and Amendment**

 Section 1 This constitution shall be ratified by a quorum of the Student Council.

 Section 2 Amendments to this constitution may be proposed by any member of the student body, the faculty, or administration, and then ratified by a quorum of the Student Council.

 Section 3 Proposed amendments must be given, in writing, to the Student Council at least one week before consideration by the Student Council.

 Section 4 This constitution is subject to approval by the administration.

**BY-LAWS**

**ARTICLE I – Quorum**

 A quorum shall consist of 2/3 of the members of the Student Council.

**ARTICLE II – Committees**

 Section 1 There will be the following standing committees: Publicity, By-Laws, Honor Council, Community Service, Social, Dance, Adopt a Charity, and Exchange Committees.

 Section 2 All other committees of the Student Council will be formed as necessary by the President.

 Section 3 The duties of the committee shall be as designated by the President

**ARTICLE III – Absences or Vacancies**

 Section 1 During the absence of the President, the succession of responsibility of the duties of the President will be as follows: Vice President, Secretary, Treasurer, Honor Council Chairperson, and Public Relations Officer.

 Section 2 If the Presidential office becomes vacant, the Vice President automatically becomes President.

 Section 3 During the vacancy of the Vice President, Secretary, or Treasurer, the Executive Board will take applications for the position to then be voted on by the Student Council members to serve the duration of the post.

 Section 4 During the vacancy of Honor Council Chairperson or Public Relations Officer, a new person shall be appointed by the Student Council Advisor, subject to approval of the Student Council, to serve the duration of the post.

 Section 5 An Executive Board member shall be dismissed for the failure to fulfill his/her duties as stated in Article IX of the Constitution.

 Section 6 Any member of the Student Council, whether elected or non-elected, shall be brought before the council for vote to approve the Executive Board’s decision for punishment for general misconduct such as actively seeking, receiving, using, possessing, or being under the influence of any illegal and/or dangerous drugs including, but not limited to alcohol or nicotine products.

 Section 7 Any member of the Executive Board may initiate impeachment or dismissal proceedings of another Executive Board member. The member who is charged shall be allowed to present his/her case before the Executive Board. The Executive Board must vote on the motion to dismiss the member. The member in question may not vote and may not be present during the vote.

 Section 8 Attendance is mandatory for the Executive Board to function properly. After two absences without written excuse, the member will be called before the Board for reprimand. If a member is not able to attend a meeting, it is required that they contact the advisor with the report to be given.

**ARTICLE IV - Affiliations**

 Section 1 The Student Council shall maintain an active membership in the North Central District, Illinois Association of Student Councils, and National Association of Student Councils.

**ARTICLE V – Amendments**

 Section 1 Amendments to these By-Laws may be proposed by any member of the student body, the faculty, or administration and ratified by a quorum of the Student Council at anytime.

 Section 2 Proposed amendments must be given in writing, to the By-Laws Chairperson by his/her deadline in order to be considered by the Student Council.

**ARTICLE VI – Parliamentary Procedure**

 Robert’s rules of order shall be the standard Parliamentary Procedure of this organization and shall govern all cases not otherwise covered in this constitution. The organization shall go by the newly revised edition of Robert’s Rules of Order.