

Woodland Park High School Student Council Constitution

Updated 1-29-09

We, the Student Council of Woodland Park High School, in an effort to understand the privileges and obligations of good citizenship in the United States and our school, and to establish a more meaningful and relevant education, to promote positive student attitudes, to create a more democratic educational process, to provide a forum for the student expression, do hereby establish this Constitution for the students of Woodland Park High School.

Article I

Name of Organization

The name of this organization shall be the Woodland Park High School Student Council, which shall consist of all Executive Student Council Officers, Class Officers and Representatives, as well as the Student Council Advisors.

Article II

Purposes and Responsibilities

1. Represent student feelings, opinions, and interests.
2. Encourage students to initiate and participate in school affairs.
3. Promote activities and programs that provide opportunities for as many students to become involved as possible.
4. Develop within the individual student a sense of responsibility for conduct and behavior.
5. Promote healthy attitudes toward school against which Woodland Park competes.
6. Foster pride in the appearance of school buildings and grounds.
7. Create harmonious relationships between faculty and students.
8. Conduct and regulate all school campaigns, elections, and installations of student council leaders.
9. To act as ambassadors of the school to improve school and community relationships.

Article III

The Student Council Concept

- Section A There is no other organization in the school that has the objective of representing all students.
- Section B There is no other club or organization in the school that has the right or authority to act or serve in competition with or to replace the Student Council.
- Section C The Student Council shall be the only legitimate and democratically elected representative body in the school and is supported by the chief administrator in the school.
- Section D The position and authority of the Student Council as the delegated representative organization of the student body is bestowed by the virtue of the following ideals and concepts of representative government.
1. Every student has the same opportunity to seek membership with the only requirement that he/she be a student at Woodland Park High School who can be recommended for involvement in Student Council, throughout his or her term in office maintain a 2.0 GPA, complete the election process, and demonstrate qualities of citizenship.
 2. That an honest effort be made to listen and reach out to fellow students.

3. That there exists a respective and cooperative effort on the part of the faculty and administration for the exercise of student view and opinions.
4. That the opportunity shall be made available for the expression of student feelings, opinions and interests.
5. The needs and interests of the student body shall represent the most critical part of the student government program.
6. The others shall be involved in the active participation and decision making of the student government.

Article IV Officers

The Student Council shall consist of the Executive Officers, Class Officers, Class Representatives, and Representatives at Large.

Section A The Executive Officers shall be: President, Vice President, Secretary, Treasurer, Historian and Faculty Advisors.

1. Duties of the President:
 - a. Preside over all Student Council meetings.
 - b. Be responsible for the election of special committees and the delegation of duties.
 - c. Preside at all school meetings of the student body at or away from campus.
 - d. Shall be a senior that has served in Student Council for at least two years.
 - e. Shall be chairman of the Elections Committee.
 - f. Work out a schedule for the officers to meet monthly with the student body.
 - g. Designate an Executive Officer to report monthly to the school board.
 - h. Shall be the parliamentarian at all designated meetings
2. Duties of the Vice President:
 - a. Assume the duties of the president in the absence of that officer.
 - b. Shall be a junior or a senior with at least one year of Student Council experience.
 - c. If a senior, will serve on the Elections Committee.
 - d. Will meet with the student body as assigned by the Executive President.
3. Duties of the Secretary:
 - a. Shall be in charge of recording the minutes of all special meetings when the council goes into parliamentary procedure, and assist the presiding officer in all Student Council functions.
 - b. Keep all records of motions and motions passed, and will be ready to present this information on request of the council.
 - c. Shall be a junior or senior with at least one year of Student Council experience.
 - d. If a senior, serves on the Election Committee.
 - e. Will meet with the student body as assigned by the Executive President.
4. Duties of the Treasurer:
 - a. Maintain a set of financial records which must be available upon request.
 - b. Shall be considered the "Financial Manager" of Student Council and thereby is given the power to make recommendations for or against any expenditure.
 - c. Serve as STUCO representative to any building or district committee assigned by the president.

- d. Shall be a junior or a senior with at least one year of previous Student Council experience.
 - e. Meet with the student body as assigned by the Executive President.
 - f. If a senior, serves on the Elections Committee.
5. Duties of the Historian:
- a. Shall be in charge of maintaining a visual record of all important council activities, projects, and events.
 - b. Be responsible for training class historians.
 - c. Be responsible for the care and use of council video and photography equipment.
 - d. Shall be responsible for the filming, editing, and presentation of all spirit videos.
 - e. Serve as STUCO representative to any building or district committee assigned by the president.
 - f. Shall be a junior or a senior with at least one previous year of Student Council experience.
 - g. If a senior, serves on the Elections Committee.
 - h. Meet with the student body as assigned by the Executive President.
6. Duties of the Faculty Advisor:
- a. To advise the council of the administration's rules and regulations.
 - b. Keep the chief building administrator advised of all council activities, functions, and expenditures of Student Council.
 - c. To help administrators and faculty better understand the importance and functions of student leadership, activities, and programs.
 - d. Coordinate council activities with other school organizations and activities.
 - e. To count ballots for all elections of Student Council officers.
 - f. Shall be in charge of all monetary transactions of Student Council, including the approval of all purchase requisitions.

Section B The Class Officers: The class officers shall consist of a President, Vice President, Secretary, Treasurer, Historian, and the appointment committee will have control over the number of reps and where they are placed, excluding the freshman, but not to exceed seven representatives.

1. Duties of the Class President:
- a. To call, direct and preside over all meetings of that class.
 - b. To serve on such building committees as appointed by the Executive President, and on other committees that are volunteered for or appointed to.
 - c. If a senior, to serve as a chairman on the STUCO Elections Committee.
 - d. Work out a schedule for the class officers to meet quarterly with their class.
 - e. Carry out all assignments made to them by the executive officers or faculty advisors.
 - f. Participate in the discussion of issues at council meetings.
2. Duties of the Class Vice President:
- a. Assume the duties of the Class President in the absence of that officer.
 - b. To serve on committees for which he/she volunteers or is appointed.
 - c. If a senior, to serve on the STUCO Elections Committee.
 - d. Meet with the class as assigned by the Class President.
 - e. Carry out all assignments made to them by the executive officers or faculty advisors.
 - f. Participate in the discussion of issues at council meetings.

3. Duties of the Class Secretary:
 - a. File all non-financial matters dealing with that specific class with the Executive Council.
 - b. Keep minutes of all class decisions.
 - c. To serve on committees for which he/she volunteers or is appointed.
 - d. If a senior, to serve on the STUCO Elections Committee.
 - e. Meet with the class as assigned by the Class President.
 - f. Carry out all assignments made to them by the executive officers or faculty advisors.
 - g. Participate in the discussion of issues at council meetings.

4. Duties of the Class Treasurer:
 - a. To have knowledge of all money, bills, and receipts of his/her specific class.
 - b. To serve committees for which he/she volunteers or is appointed.
 - c. If a senior, to serve on the STUCO Elections Committee.
 - d. Meet with the class as assigned by the Class President.
 - e. Carry out all assignments made to them by the executive officers or faculty advisors.
 - f. Participate in the discussion of issues at council meetings.

5. Duties of the Class Historian:
 - a. To assist the Executive Historian with the visual records, spirit videos, and other assigned tasks that may not be limited to just the pictorial documentation of their respective class activities, projects, and events.
 - b. Be responsible for the care and use of council video and photography equipment when in their possession.
 - c. To serve on the Historian Committee, and on other committees for which he/she volunteers or is appointed.
 - d. If a senior, to serve on the STUCO Elections Committee.
 - e. Meet with the class as assigned by the Class President.

6. Duties of the Class Representative:
 - a. Represent the student body and his/her respective class to the Student Council.
 - b. Serve as assigned on STUCO committees.
 - c. If a senior, to serve on the STUCO Elections Committee.
 - d. Meet with the class as assigned by the Class President.
 - e. Carry out all assignments made to them by the executive officers or faculty advisors.
 - f. Participate in the discussion of issues at council meetings.

Section C Representatives-at-Large: Limited to three for the 2009-2010 school year.

1. The duties of Representatives-at-Large:
 - a. Serve as assigned on all Student Council Committees to which he/she volunteers or is appointed.
 - b. If a senior, to serve on the STUCO elections committee.
 - c. Carry out all assignments made to them by the executive officers or faculty advisors.
 - d. Participate in the discussion of issues at council meetings.

Article V Committees

The Student Council shall appoint certain committees to perform duties and they shall have established voting procedures.

Section A The Student Council Committees:

The Student Council Committees that shall be established are the Committees named: Elections, Rules, and Appointments. If deemed necessary by the council, there may be additional committees made.

1. Elections Committee: The members of this committee shall be responsible for conducting all elections that involve all classes within the school. They shall see that all rules governing elections as set forth in this constitution are followed. Membership in this committee is limited to seniors only.
2. Rules Committee: This committee shall consist of one voted representative from each class council as well as one voted representative from the executive council. All faculty sponsors are members of this committee as well. This committee shall take care of all minor details of the constitution that do not require a vote. The members of this committee shall also be responsible for proceeding such as, impeachment, recall, censor, and or removal of a member. Student Council members have the right to call this committee together if they feel another member has violated any bylaw of the constitution.
3. Appointments Committee: Please refer to Article VIII, Section B.

Article VI
Organization and Structure

- Section A Regular meetings of the Student Council shall be held at least once a month.
- Section B Emergency meetings of the Student Council may be held only by the approval of the presiding officer and the faculty advisor.
- Section C Purpose of meetings: The structure of the time designated as Student Council meeting time provides for formal business meetings, informal discussion, lectures, formal presentations, demonstrations and training.
- Section D Attendance at meetings: Student Council meetings shall be open to the student body and faculty.

Article VII
Operational Policies

Student Council shall maintain rules on behavior, voting procedure and agenda procedure.

Section A Rules: The council to maintain quiet and order throughout the school year shall use the following rules.

1. The Council shall follow the rules of parliamentary procedure when the President deems appropriate.
2. All Council members shall observe school attendance policies regarding tardies and truancy.
3. All Council members shall follow rules and job descriptions as set forth in this document.
4. All Council members shall play active roles in voting and discussion.
5. All Council members shall obey standard rules and policies set down during the course of the year.
6. All Council members shall follow appropriate channels in seeking to bring rule changes within the school.
7. Any Council member who is asked by a faculty sponsor twice in the course of the same meeting to refrain from improper behavior shall lose his or her privilege to participate in any form of the meeting.

8. All Council members are required to attend all Council meetings. Attendance will be taken at council meetings, executive officer planning meetings, class officer meetings, class meetings, committee meetings, and all activities sponsored by Student Council.
9. All Council members who receive ISS and/or OSS will be reviewed by the Rules Committee.

Section B Voting procedure: Voting procedures shall be established by Student Council for use in making all Council decisions regarding projects as well as legislation. The voting membership of Council shall consist of the five executive student body council members, the five class officers from each class, the class representatives from each class, and the representatives-at-large.

1. Council shall take into consideration all possible solutions and ideas regarding projects and acts of legislation.
2. Council members shall have the time allotted by the executive council president to discuss the advantages and disadvantages of all projects before a final vote is held.
3. If more than three motions originate before a final vote is held, the council shall hold a “stage” vote to reduce the tally of motions to the final vote of three.
4. Any project or motion may be approved if fifty one percent or a simple majority of the council members present vote to do so.
5. The council may pass no legislation in the absence of a quorum (2/3 of its membership).
6. Any amendment to the constitution may be passed if 2/3 of the entire council votes to do so. The amendment will not take effect until the first day of the following school year.
7. If the council wishes to enact an amendment sooner than the following school year, the council must pass that amendment with at least a 5/6 majority of all the council members.
8. Any vote of the council may be invalidated at any time by the administration should they deem necessary.
9. Class councils have the right to vote individually on all matters that deal with their respective classes that are not legislative. Class councils shall use the voting procedures outlined in this document.

Section C Agenda Procedure: The agenda shall be outlined below.

1. Only items of the agenda will be considered during a meeting.
2. Emergency items may be added to the agenda or the agenda altered at the direction of the presiding officer with the approval of the majority of executive council.
3. Agenda items not covered in one meeting due to a lack of time will become priority items for consideration at the next meeting.

Article VIII Elections and Appointments

The Student Council shall hold elections annually to choose the Executive Council and Class Officers. Appointments will be made for all Class Representatives and Representatives-at-Large.

Section A Student Council elections: The Elections Committee in accordance with the guidelines outlined below shall run Council elections.

1. Council elections shall be held in February and/or March of each year.
2. Council elections shall be held over a two-week span of time. This will permit an unsuccessful candidate for executive council to run for a class office. Executives will be elected the first week, and the class officers will be elected the second week.
3. Only Juniors, Sophomores, and Freshmen will be eligible to vote for the executive council and for their respective class officers.

4. If several students run for the same office, the one receiving the greatest amount of votes will be the winner.
5. Council candidates shall have the right to campaign beginning on the day stated on the election packet and ending prior to entering the assembly for speeches.
6. All Council candidates shall make a campaign speech even if they are running unopposed in their candidacy. All speeches must be approved by the STUCO advisor and given as approved. A copy of each candidate's speech must be given to the advisor two school days before the speech is scheduled to be given. All candidates must make changes if the advisor or administration recommends them, and they must also give the same speech on the day of balloting.
 - a. All candidates must acknowledge those who gave substantial help in writing the speech. This acknowledgement will be written in the speech and stated when given.
 - b. All props, gimmicks, and/or anything that will be handed out during the speech must be written out in detail and turned in with the speech. The STUCO advisor and administration must approve all of these details.
7. Election speeches will be given on the same day as the balloting.
8. Candidates may be asked to remove posters or stop distribution of other campaign materials if the election committee rules them inappropriate.
9. All posters must be removed and properly disposed of by the end of the school day when the balloting is conducted.
10. Failure to comply with any of these regulations may result in the candidate being disqualified.
11. Ballots will be available in a method determined by the election committee.
12. The sponsors will count the ballots.
13. Elections results will be announced after all ballots have been counted for all positions.
14. In the event of a tie vote, a run-off election will be held the following day.
15. The election committee has appellate jurisdiction on all election matters.

Section B Student Council Appointments: The Appointments Committee in accordance with the guidelines outlined below shall conduct the interviews and decide appointments.

1. The newly elected executive officers for president, vice president, secretary, treasurer, historian the senior president, junior president, sophomore president and the Student Council sponsors will be the members of the Appointments Committee.
2. All students who are eligible for an appointment will submit their paperwork by the date decided on by the Elections Committee.
3. An interview schedule will be posted. After candidate approval, the student will sign up for an interview time. If the student is late for their appointment, the Appointments Committee will they will forfeit their opportunity for a representative position.
4. A speech may be given at the time of the interview that is no longer than three minutes in length.
5. The candidate should be prepared to be asked questions during the interview process conducted by the committee.
6. The Appointments Committee will make all representative and representative-at-large appointments and the sponsor will notify all candidates if they will receive one of these offices.

Section C Eligibility requirements: all candidates running for office must meet Eligibility requirements.

1. Council candidates must follow all election rules.
2. In order to be eligible for any student council office, a candidate must be recommended by five faculty members. If a student receives more than one negative recommendation, he/she will not be eligible to run for any council position.

3. For a student to be eligible for any council office, he/she must have a cumulative GPA of C (2.0) for the semester proceeding the projected term of office. He/she must maintain a 2.0 throughout his or her term in office.
4. Juniors running for senior office must not graduate early.
5. All candidates running for office must have maintained good conduct during the school year in which they are campaigning. Students who have received ISS two times and/or OSS one time will not be eligible to run for office. Students must maintain good conduct throughout their term. If a situation occurs that will remove a student from office, or if the situation will prevent a student from qualifying for an office in the upcoming elections, the student may request a review with the Rules Committee. The Rules Committee will determine if the student is removed from class, and/or if they are eligible for an office. They will also determine any consequences the student will be held accountable for.
6. Students who unsuccessfully run for executive office may declare candidacy for a class office by notifying the STUCO advisor of his or her intention.
7. The election committee will set a campaign budget. All candidates must follow this budget for all campaign materials.
8. Candidates must not speak or print any negative material, or suggestive words about fellow candidates.
9. Candidates will run individually, not as a ticket.
10. His or her legal guardian must sign the student's petition of candidacy.
11. All candidates must complete and turn in all required forms by the date specified by the election committee.
12. Any candidate who fails to meet the requirements of this section will be deemed ineligible to run for any office.
13. Those interested in interviewing for all Representative and Representative-at-Large positions may, in addition to the interview, give a speech to the Appointment Committee. They must also turn in the teacher recommendations and all other forms. Only a total of six representatives and two representatives-at-large will be permitted
14. At the beginning of the year that the officers are serving, the Student Council Pledge must be signed and followed until the last day of the term. If the Student Council Pledge is not returned and signed by the date designated by the sponsor, the officer will be removed from Student Council Class. If the Pledge is violated during the course of the year, the student will be removed from the Student Council Class. The designated school dates of withdrawal will apply.

Section D Vacancies: Vacancies in any Student Council office shall be filled by the procedures outlined in this section.

1. If for any reason a vacancy should occur in any council office of president, the vice president shall assume the duties of the president.
2. Interested candidates elected by a majority vote of the council, or appropriate class officers shall fill all other vacancies.
3. Announcements regarding the vacancy shall be made to the student body in the case of an executive officer vacancy or a class officer vacancy as decided by the council.
4. Candidates shall submit to the council sponsor statements regarding their interest in the position. These statements must be turned in by the date specified on the announcements.
5. Candidates must also meet the requirements set forth in article VIII, section C.
6. Student Council may also use personal interviews or questionnaires to aid in the selection process.

Article IX Removal of Officers

Any member of council may be removed from office if that member is found to be involved in a situation that constitutes a violation of the rules and guidelines set forth in this document, or an excessive violation of school rules, or failure to discharge his or her duties to the council.

Section A Impeachment: An impeachment proceeding is initiated by one or more members of council against another member or members of council.

1. The first step in the impeachment process is to fill out an impeachment petition with the faculty advisor. (Appendix G)
2. The second step is to secure a one-fourth “no confidence” vote by the council. 2/3 of the council must be present for the vote to be taken.
3. Following the securing of the no confidence vote, a hearing for the offending party shall be held before the Rules Committee. The accused party shall be notified in writing of the time, date and location of this hearing. The Rules Committee shall make no decision of the party’s guilt or innocence, but shall determine if there are suitable grounds for action.
4. After the hearing, the Rules Committee shall present its findings and recommendation to the entire council.
5. Following the findings, the accused party shall have the right to defend his or her views before a final vote is taken.
6. A vote of council will then be taken. If a 2/3 majority of council supports the recommendation to impeach the member or members, then that member shall be denied further membership to the council. All voting shall be by secret ballot, and the faculty sponsor will count the ballots.
7. The accused party shall retain his or her voting rights throughout these proceedings.
8. All appeals of these proceedings shall be made to the Executive Council.

Section B Censor: The censor proceedings are initiated by a member of council against another member or members of council.

1. The process for censor will be the same as for impeachment as outlined in article IX section A.
2. Only a simple majority is required to recommend a member for censor.
3. A member who has been censored will be suspended from council meetings and activities for one month.
4. If a member commits another violation of the articles of this constitution after having been censored, they will automatically be impeached.

Section C Recall: A recall proceeding is initiated by the electorate against a member of council.

1. The first step is to obtain a recall petition from the faculty advisor.
2. The completed petition must be signed by one forth of the electorate and turned in to the faculty sponsor within five days of the day it was obtained.
3. Once the petition is filed, a formal list of grievances will be presented to the accused member and a meeting with the electorate will be scheduled to allow the member to defend his or her views before an actual vote of council is taken.
4. Five school days after the member’s meeting with the electorate, a recall election will be held following the guidelines for elections as set forth earlier in this document.
5. If the majority of the electorate votes in favor of the recall, the accused member will be removed from council.

Section D Resignation: a member of council initiates Resignation proceedings for him or herself.

1. A member, who feels compelled to resign from office, should submit a letter of resignation to the faculty sponsor explaining the reasons for his or her resignation.
2. This letter shall be held for five school days following its submission before it is presented to council for action.
3. During the five-day holding period, the faculty sponsor will meet with the member and discuss the intent.

Section E Administration Removal: The previous paragraphs do not limit in anyway the power of the school administration to make decisions regarding the continued membership on the council of any member.

Article X Electorate Petitions

The electorate has the right and responsibility to exercise its right to petition Student Council to define, address, and bring to the attention of the school administration, and/or school staff problems that exist within the school that may have not been brought to the attention of the Student Council through the normal representative and class officer channels.

Section A Petitioning

1. The first step in the petition process is to obtain an electorate petition form from the faculty advisor.
2. The completed petition must be signed by $\frac{1}{4}$ of the electorate and returned to the faculty sponsor within five days from the date it was obtained.
3. When a completed petition is on file, the Rules Committee will be asked to collect and study information on the problem identified in the petition and makes a report to council for consideration.
4. These findings and recommendations shall then be presented to the petitioners, then to the chief building administrator and/or staff, and if necessary, to the superintendent and the Board of Education.

Article XI Amendment to the Constitution

Section A Amendments

1. This constitution may be amended.
2. The council, faculty or student body must suggest all amendments.
3. An amendment must be approved by a $\frac{2}{3}$ majority to pass.
4. An amendment will not take effect until the next school year unless a $\frac{5}{6}$ majority of the council's members pass that amendment into immediate action.

Article XII Ratification

Section A The council shall approve the constitution by a $\frac{2}{3}$ majority vote.

Section B The Student Council as elected representatives of the student body shall have the right and authority to ratify this constitution.