

Salem High School Student Council Constitution

Article I: Name

The name of this organization shall be the Salem High School Student Council, henceforth referred to as "Council."

Article II: Purpose

The purpose of this organization shall be to serve the student body of Salem High School, to represent the student body to the Salem High School administration, to the Salem City School District, and to the community, to train students in leadership and service, and to aid other school organizations in serving the student body.

Article III: Meetings

Salem High School Student Council shall meet each Tuesday during homeroom, during monthly ACER periods; and as needed in the current school year.

Section 1: Meetings shall be run by the President. In the President's absence, the Vice President will run meetings.

Section 2: Meeting shall be open only to members of Salem High School Student Council.

Section 3: Special meetings shall be open only to the Executive Board of the Council.

Article IV: Executive Board

Section 1: The Executive Board shall maintain order within each meeting, conduct the business and finance for the Council as a whole, and inform both the student body and the administration of Council business and events. The Executive Board shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2: The elected members of the Executive Board shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. These members shall be elected for a one year term by the current student council.

Subsection A. The voting members of the Executive Board shall be the Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Subsection B. The President shall only vote in case of a tie.

Section 3: In the event that an Executive Board member is unable to complete a term, the Executive Board shall hold a special election to fill the vacancy.

Subsection A. Announcement of such a vacancy shall be made by the President or the Vice-President in the case of the President leaving office.

Subsection B. All interested candidates shall present their credentials to the Executive Board.

Subsection C. Appointment by the Executive Board to the vacated office shall be made no later than one week following the review of the candidates.

Article V. Committees

Section 1: Committees shall be formed to sponsor and execute Council events.

Section 2: The committee shall consist of a chairperson or co-chairpersons and committee members.

Section 3: The chairperson(s) shall be responsible for writing committee reports and evaluations for other committee members.

Section 4: In the event that the committee chairperson does not fulfill his/her duties, a new chairperson shall be appointed by the existing committee members from among the committee membership.

Section 5: The committee members shall be responsible for the evaluation of the committee chairperson.

Section 6: Evaluations shall be determined by the point scale.

Section 7: All members of Salem High School Student Council are required to be in a committee throughout the year.

Article VI. Eligibility and Selection of Representatives

Section 1: A representative shall be a current student at Salem High School.

Section 2: The candidate for representative shall complete an application to be reviewed by the Student Council Advisor & outgoing seniors (effective Spring 2017).

Subsection A: In each class, the three current Council members who have earned the most points during the year shall be added automatically to next year's Council without reapplying.

Subsection B: Juniors who have served three consecutive years on Council shall automatically be added to next year's Council without reapplying, if they have attended at least one event each school year and one workshop in their three years on Council.

Section 3: The candidate shall obtain twenty signatures from students of the candidate's grade level and have and maintain a reputable school record. Student Council Advisor and Administration determine whether the student's record is acceptable.

Section 4: Representatives shall be selected during second semester for the following school year (effective Spring 2017).

Section 5: Seniors on Council shall evaluate anonymous applications, and select representatives for each class.

Section 6: Incoming Freshmen candidates shall receive applications in the fall of their freshman year at Salem High School.

Article VII. Elections of Executive Board Members

Section 1: Officers shall be elected by the members of the outgoing Council from among the members of the incoming Council during the last month of the school year.

Subsection A. Candidates shall receive a simple majority vote to obtain office.

Subsection B. Voting for officers shall be held in the following order: President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

Article VIII. Eligibility for Executive Board Members

Section 1: Candidates for President shall have senior standing, two years of Council experience, have and maintain a B average, and meet qualifications set for representatives.

Section 2: Candidates for Vice-President must have sophomore or junior standing, have one year of Council experience, have and maintain a B average, and meet qualifications set for representatives.

Section 3: Candidates for Recording Secretary shall have sophomore or junior standing, have one year of Council experience, have and maintain a B average, and meet qualifications set for representatives.

Section 4: Candidates for Corresponding Secretary shall have sophomore or junior standing, have one year of Council experience, have and maintain a B average, and meet qualifications set for representatives.

Section 5: Candidates for Treasurer shall have one semester of Council experience, have and maintain a B average, and meet qualifications set for representatives. Candidates may be a sophomore, or junior.

Section 6: All candidates shall already have been accepted onto next year's Council.

Article IX. Amendments to Constitution and By Laws

Section 1: Suggested amendments to this Constitution or its By-Laws shall be submitted in writing to the Executive Board President during the second semester of each school year. The President shall distribute copies to each representative and officer.

Section 2: Suggested amendments shall be accepted annually during the second semester, and voted on annually during the second semester.

Section 3: Suggested amendments shall be discussed at a regular meeting.

Section 4: Amendments shall be passed at a regular meeting by vote of a simple majority.

Article X. Impeachment

Any elected officer may be removed from office if he/she has not fulfilled his/her duties and/or has damaged the effectiveness of Council's reputation. Impeachment of an officer requires a petition signed by a majority of the members of the Student Council submitted to the Executive Board. A committee shall then be formed to coordinate the impeachment proceedings. At a special session of Council, it shall be decided whether the officer's offenses warrant removal from the office and from Council. A two-thirds majority vote in favor of removal from office of the members present at the session shall be necessary to remove an officer from office and Council.

Article XI. Removal of a Representative

A Representative may be dismissed from Council if he or she has not fulfilled his or her duties and/or has damaged the effectiveness of Council's reputation. The Representative shall be placed on Council probation until the end of the quarter. If the offense requires it, the student shall also be sent to the administration or guidance counselor. At the end of the quarter, the Executive Board will vote on whether or not to dismiss the representative from Council for the remainder of the school year.

Article XII. Financial Responsibilities of Members

If any member has committed to Council in such a way that Council has invested money, the member must either fulfill the commitment or reimburse Student Council for the money lost. Any member who fails to reimburse Council for an unfulfilled commitment shall be relieved of Council membership and referred to the administration.

By-Laws

Article I: Rules of Order

Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all regular and special meetings of the Salem High School Student Council.

Article II: Records

The outgoing Council shall surrender all records and committee reports and orient the new members and Executive Board members. This process must be complete prior to the first Executive Board meeting the following year.

Article III: Grading by Points

Section 1: The point system shall be made prior to each quarter by the existing Executive Board. For a grade of A, the representative must earn 90% percent of the conditional points. For a grade of B, the representative must earn 80% of the conditional points. For a grade of C, the representative must earn 70% of the conditional points, and for a grade of a D, the representative must earn 60% of the conditional points. The point system shall consist of attendance, council service projects, class service projects, committee work, and dance set-ups.

Section 2: Council members who receive an F for the quarter shall be required to resign. Council members who receive a D for two consecutive quarters shall be required to resign.

Article IV: Duties of the Executive Board

I. President shall:

- A. Preside over all meetings.
- B. Serve as the primary connection between Council and the Salem High School Administration.
- C. Mediate conflicts within Council and use discretion for punishment regarding abuse of power, lack of participation, and any other problems.
- D. Write a President's column for each issue of the School Newspaper/Newsletter.
- E. Oversee Executive Board members.
- F. Delegate responsibilities of Council activities among classes and committees.
- G. Submit typed Board Reports at Parliamentary Procedure meetings.
- H. The president shall only vote to break a tie.
- I. To be a spokesperson for Salem High School.

II. Vice-President shall:

- A. Help the President with whatever the President requests.
- B. Preside over meetings in the President's absence.
- C. Be responsible for the organization of committee reports.
- D. Help the President maintain order between Executive Board and the Council
- E. Seek out and inform Council members of community service opportunities.

- F. Submit typed Board Reports at Parliamentary Procedure meetings.
- G. Keep records of each representative's service projects
- H. To have one vote.
- I. To be a spokesperson for Salem High School.

III. Recording Secretary shall:

- A. Keep records of all Student Council activities.
- B. Take attendance daily.
- C. Keep records of each representative's and officer's point totals.
- D. Act as Parliamentarian during Parliamentary Procedure meetings.
- E. Submit typed minutes of Parliamentary Procedure meetings
- F. To have one vote.
- G. To be a spokesperson for Salem High School.

IV. Corresponding Secretary shall:

- A. Assign and collect articles from members of Council for school newspaper.
- B. Provide updated information for Student Council Website.
- C. Coordinate publicity for council events.
- D. Coordinate thank you notes written by committees.
- E. Write thank you notes on behalf of the entire council.
- F. To have one vote.
- G. To be a spokesperson for Salem High School.

V. Treasurer shall:

- A. Assist in keeping financial records of the Student Council.
- B. Present a financial report at each Student Council meeting.
- C. Assist in organization of fundraisers.
- D. Research and present options for spending for events/activities.
- E. Notify members of any debts they may have within the Student Council
- F. To have one vote
- G. To be a spokesperson for Salem High School