

West Mecklenburg High School

STUDENT COUNCIL BYLAWS

Article I

Name and Purpose

1. Title. These Bylaws shall be known and may be referred to as the Bylaws of the West Mecklenburg High School Student Council.
2. Application. These bylaws shall cover questions of order, organization, and conduct of business of the Student Council.

Article II

Mission Statement

The mission of the West Mecklenburg High School Student Council is to serve the students, the school, and the greater West Mecklenburg community. In order to do so, the Student Council is to make beneficial decisions from the point of view of the students, to give back to the community, school and students, and to provide a link between them. Finally, all members of the Student Council are to advocate the vision and concerns of the student body to school administration and town government, while growing as leaders and acting as role models for their peers.

Article III

Duties and Responsibilities of Student Council Officers

1. All officers of the Student Council must be well-organized and responsible leaders. They must be students willing to take initiative and see a task through to completion. They must be able to communicate effectively and willing to speak in public, and determined to represent the student body and act in its best interests at all times.
2. Student Council officers must maintain at minimum a weighted GPA of 2.5 on the 4.0 scale.
3. All Student Council members must take an active role in Student Council. If attendance or participation becomes an issue, the attendance review specified in Article VI must be pursued.

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President:

The president of Student Council and of each class is responsible for chairing meetings and initiating many of the activities of his/her organization. He/she must attend all events sponsored by the organizational body over which he/she governs. He/she is responsible for collaborating with his/her respective vice president in overseeing many of the committees that function as part of the Student Council, with his/her respective treasurer to establish a viable budget, and with his/her respective secretary to create an agenda prior to meetings. The presidents may be called upon to represent the Student Council at various school-wide functions. Both executive and class presidents must consult with the Council Advisor(s) and the school administration on a regular basis. **The executive president specifically is responsible for leading the West Mecklenburg High School Mantra each morning during announcements.** Presidents must designate an alternate when they know they will be absent or otherwise unable to fulfill this duty. Furthermore, the executive president will serve as a liaison to the Board of Education and direct any communications with town government. Likewise, the executive president will convey any essential messages to the student body by means including, but not limited to, loudspeaker announcements, Social media, etc. The President votes last and has the tie breaking vote if needed.

Executive presidents are also responsible to their class and must participate to the best of their ability in the activities of their class and support their class Student Council officers.

The executive president must have served in another elected position within Student Council prior to running for presidential office.

Vice President:

The vice president of Student Council and of each class is responsible for chairing meetings in the president's absence and initiating many of the activities of his/her organization, assisting the president wherever possible. He/she must attend all events sponsored by the organizational body over which he/she governs. He/she is responsible for overseeing many of the committees that function as part of the Student Council.

The executive vice president of Student Council and of each class is responsible for publicizing events sponsored by the body over which he/she governs by means including, but not limited to, hallway posters, loudspeaker announcements, Social media, etc. Vice presidents must create an email and/or phone tree of their organizational body, distribute this list to all members of that body, and keep the body updated with meeting dates and other reminders. This includes the duty of notifying all Student Council officers of regularly scheduled and specially scheduled meetings, and any changes thereto.



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Treasurer:

The executive treasurer of Student Council and of each class is responsible for keeping accurate records of all accounts related to the body for which he/she is treasurer. At meetings of that body, he/she must give reports of funds held in the accounts, as well as any changes to the accounts. Additionally, these reports should be compiled by the executive treasurer, filed in the Student Activities Center, and posted on the forthcoming Student Council website, at least once per academic quarter.

The executive treasurer of Student Council and of each class is responsible for the collection and recording of class dues, working in conjunction with staff in the main office and the Town Hall to manage the accounts. All receipts for reimbursement must be handled through the treasurer of the respective Student Council body. He/she must attend all events sponsored by the body for which he/she is treasurer and should direct all fundraising efforts.

Additionally, the executive treasurer should collaborate with the executive board to develop a preliminary budget for each academic year based on estimated revenue and expenses. The purpose of

this is to ensure adequate resources for recurring expenses, to reserve sufficient resources for the particular goals of that year's council, and to put individual expenses into larger context when presented to the full Student Council for appropriations. The executive treasurer is ultimately responsible for balancing the budget.

Class treasurers should keep the aforementioned goals with the understanding that the erratic collection of class dues makes a concrete class budget more difficult to attain.

Secretary/Media Specialist:

The executive secretary/media specialist of Student Council and of each class is responsible for working with his/her fellow officers to create agendas and for recording and publishing minutes, via website, for each meeting of that body. Agendas and minutes must be organized, promptly available to students, and permanently filed in the Student Activities Center. Minutes of class councils should be distributed by email to all officers of the respective class, and minutes of the executive council should be distributed by email to all Student Council officers. The same should be done with agendas prior to a meeting whenever possible. Additionally, the executive secretary/media specialist should receive a copy of all class agendas and minutes, and a monthly compilation of all class and executive agendas and minutes should be posted on the forthcoming Student Council website by the executive secretary/media specialist.

Secretaries/media specialists must conduct all social and business correspondence, including writing notes and letters that pertain to the events within their organizational body. They are also responsible for taking attendance at meetings and initiating the process of review in the case of non-performance of duties.

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Sergeant at Arms:

Maintains order and decorum at meetings. Fundraising officer - solicits donations from businesses, organizes activities to earn money for class needs. The sergeant at arms keeps order. If other board members or meeting attendees are disruptive, the sergeant may warn them and, in extreme cases, eject them from the meeting. The role may involve some administrative tasks such as collecting ballots, tallying votes and recording attendance.

9th -12th Grade Level Class Representatives:

The role of the class reps are to be the link between the school and the parents. They are to provide support for the executive board. They are school ambassadors; welcoming parents and guests. They encourage parent support, coordinate rosters for school events and functions, facilitate fundraisers, organizes social get-togethers for parents, students and the school. Class reps also organize community service and recruit volunteers. The Senior Class Representative speaks at Graduation **ONLY** if the School President is not a senior or is unable to perform his/her duties.

Article IV The Election Process

1. Overview: Elections for president, vice president, treasurer, and secretary for the executive Student Council, as well as representatives from the freshman, sophomore, junior, and senior classes, are to be held at the end of the academic year (April, early May). There can only be **one representative** from each class. Sophomores, Juniors and Seniors may run for executive office, All Grade Levels may run for executive president except Freshman. Additionally, to run for President, students must have had prior elected Student Council experience. The freshman class elections for Representative will be held at the beginning of the following academic year (September, early October). Candidates that were not elected may join the organization UpLift West Meck or any small committee the Executive Board organizes. The Council Advisors and executive officers are responsible for election processes. Possible duties include organizing informational meetings, arranging the voting process, publicizing the dates of speeches and the election, and distributing any necessary paperwork.

2. REQUIREMENTS: To run for office, candidates must submit recommendations from ALL of their teachers (no more than 3 from previous year and the remaining from current year) for the purpose of confirming eligibility, responsibility, and leadership. (See attached recommendation form.) Additionally, those running for **Class Representative**, must **submit a fifty-name petition** of students within his/her class. Those running for **Executive office** must **submit a 100-name petition** but may draw signatures from the entire student body. A student who is academically ineligible (GPA below 75%) will not be able to run for office. Candidates receiving a **recommendation score** of less than 41 will be ineligible and will not be able to run for office. Candidates will also be required to take a **BYLAWS EXAMINATION** and must score **75% or higher** in order to be eligible for office. There are few campaign requirements; each candidate may responsibly produce campaign posters, buttons, etc. Posters must have a stamp of approval from the Council Advisors. Candidates running for president, vice president, secretary, treasurer, and sergeant at arms must make a speech on the given day before the election, though this is optional for candidates running for class representative. Speeches may be recorded and displayed on the school website or in whatever fashion the Council Advisors deem appropriate. After the election, winners will be announced, but the number of votes received by each candidate will not.

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3. Preliminary Elections: If the number of students running for a Student Council executive position exceeds five, candidates will be decided by the average of their recommendation scores to eliminate any bias of candidate selection and the number of candidates will then be reduced to three. For Representatives, if the number of candidates exceeds eight, candidates will be decided by the average of their recommendation scores to eliminate any bias of candidate selection and the number of candidates will then be reduced to five.

4. Vacancy: If there is a vacancy in the office of president, the vice president shall be promoted to president if appropriate. All other vacancies should be addressed by a committee consisting of the executive board if the vacancy is from an executive office. If the vacancy is from a particular class, the committee shall consist of the officers of that particular class and the executive board (each elected officer receiving one vote in all proceedings). The committee shall decide if an appointment can be made, if elections are needed, or if the position can remain unoccupied.

5. Cabinet: The cabinets can informally consist of any student who wishes to participate either with the full Student Council, Uplift West Meck, small committees form by the council or all of the above.

6. Absentee Ballots: In the event a student knows that he/she will not be in school the day of the voting, they may request an absentee ballot from the Student Council advisor.

7. Terms: Although voting takes place in the last weeks of the academic year, terms for newly elected officers do not begin until the current year's graduation ceremony is concluded. At that time, newly elected officers can commence their duties. Oath of Office should take place at a special ceremony early in the fall of the subsequent academic year, or if it is decided that no such ceremony will occur, at the next scheduled full Student Council meeting.

Article V Operation

1. Regular Meetings. The Student Council Officers shall establish a schedule of regular meeting dates at the end of each academic year. The time, place and date may be changed with the consent of the majority of the Student Council and Council Advisors.

2. Special Meetings. Special meetings shall only be called by the executive president of the Student Council or by any two executive officers. These meetings may be called whenever there is need and all Student Council members must be given at least twenty-four hours notice.

3. Adjourned Meeting. Any meeting of the Student Council may be adjourned to any succeeding time by a majority vote of the members in attendance.

4. A minimum of 50% of officers in attendance is required for all full Student Council voting.

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5. **Robert's Rules of Order** shall govern the proceedings of the board, except when those rules are in conflict with the Student Council's approved policies and bylaws.

- Be recognized – It's important that a member of an organization **first** have the floor before presenting a **motion** or new order of business. This is typically done simply by the raise of a hand and recognition by the president or chair. **Motion** is presented – The proper language youth should use is, “I move that we...”

Article VI

Non-Performance of Duties

1. Any Student Council member may be reviewed for the non-performance of duties. A Student Council member may be recommended for review by one of the three following ways:

A. If a Student Council member does not meet the attendance criteria their delinquency must be brought to the attention of the executive board. Excessive absences from class meetings must be reported by the class secretary and excessive absences from the full Student Council meetings must be reported by the executive secretary. Whenever a Student Council member has missed more than the maximum number of allowed absences (as described below) they will automatically be reviewed by the review board.

- i. The maximum allowable absences (unexcused) for a class representative shall be three full Student Council meetings and three class meetings/events, but the total number of missed meetings/events shall not be over five meetings. In order for an absence to fall under these criteria the meeting/event must be deemed **mandatory** prior to the meeting/event taking place. If a student is absent the day of the meeting the absence will not count toward the maximum allowable absences. If a student cannot attend a meeting or function he/she must submit a note to their advisor in order for it to be considered an excused absence.
- ii. The maximum allowable absences for an executive officer shall be three full Student Council meetings and three executive meetings/events, but the total number of missed meetings/events shall not be over five meetings. In order for an absence to fall under these criteria the meeting/event must be deemed mandatory prior to the meeting/event taking place. If a student is absent the day of the meeting the absence will not count toward the maximum allowable absences. If a student cannot attend a meeting or function he/she must submit a note to their advisor in order for it to be considered an excused absence.
- iii. There are no mandatory attendance requirements for cabinet members though they are encouraged to participate in all Student Council activities. If they wish to be recognized as active cabinet members they must attend over fifty percent of all meetings.

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B. Any Student Council officer may recommend a member for review by submitting a written letter to either the Student Council advisor or a member of the executive board. This letter should include the name of the Student Council member accused of non-performance of duties and detail specific responsibilities they have neglected. To avoid false accusations the officer recommending review must list his/her name in their letter. All recommendations submitted to an executive officer or the Student Council advisor must be reported to the executive board by the next executive board meeting. Any recommendation for review without the accompanying name of the officer recommending review shall not be considered.

C. A Student Council advisor may recommend a Student Council member for review by simply notifying the executive board at the next executive board meeting

2. Review Procedures

A. All Student Council members recommended for review must be reviewed by the review board and council advisors within the period of one month after they are brought to the attention of the executive board at the executive board meeting. All Student Council members recommended for review must be notified in writing at least two weeks in advance of their hearing by the executive secretary and this notification must detail why they are being reviewed. If the member being reviewed cannot attend the date of the hearing the member must notify the executive secretary within two days of receiving notice of the hearing in order to reschedule the meeting.

B. The review board shall always consist of the four executive officers and the council advisors. Each officer and advisor shall receive one vote in all review board proceedings. In recognition that the executive officer with the same office position as the member under review should better understand the duties of the position, the tie-breaking vote (if necessary) shall be assigned to the executive officer based on the position held of the officer under review. Therefore the executive president shall have the tie-breaking vote when the officer being reviewed is a executive officer or representative. If an executive board member is the member under review he/she must not take part in the review board and must abstain from any voting. In order to remove an executive officer from office or put the officer on probation all three of the remaining executive officers must vote in favor of such action. All executive officers must be present at all hearings. An absence of an executive board member shall constitute an unexcused absence under the attendance policy and the hearing must be rescheduled.

C. The review proceedings shall take place in a closed-door hearing before or after school. The executive Student Council advisor(s) must be present at all parts of the hearing in order to ensure it is carried out completely according to the rules in this section and may take part in questioning all people before the review board. The first process of the review board shall be to review the attendance record of the member presented by the executive secretary. This should be done before anybody is brought before the review board. After this has been done the Student Council member under review shall be brought before the review board and read the reasons why they are under review. Although there may be a

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specific reason why the Student Council member is under review, all member duties shall be taken into account and reviewed during the hearing. The Student Council member under review may speak on

their behalf if they choose to do so and will be questioned by the review board. After questioning the member under review he/she may remain present if the member wishes to bring witnesses before the review board to speak on behalf of the member under review. Each of these witnesses brought before the review board may also be questioned by the review board. Each witness must be a Student Council member or have specific relevance to the performance of duties in this section. **The hearing of a witness of somebody who is not a member of the Student Council is solely at the discretion of the executive president and Council Advisors.** After all these witnesses are done giving testimony they and the member being accused shall be removed from the room. If a Student Council officer has recommended the review, this officer must be brought before the review board and give testimony regarding the member under review. Other members of the Student Council with relevant information regarding the member in question must testify at the request of any member of the executive board. In this phase of testimony witnesses will independently be called before the review board to make sure other witnesses and/or the member under review does not influence them. After these witnesses are called the advisor(s) of the member under review shall also give testimony. The review board shall then deliberate. Three options are before the board: to remove the member under review from the Student Council for the remainder of the year, place the member on probationary status for the period of one month, or leave the Student Council member in their respective position. The first vote to be taken shall be if the members of the board feel they are confident to make a decision. If there is need for more information the meeting must be completed at a later date. If the review board feels they can come to a decision they then shall vote on whether to remove the member from the member from Student Council. If the board votes not to remove the member from office a vote shall be taken on whether the Student Council member shall be put on probationary status.

3. Reasons a Student Council member can be brought up for review:

A. A Student Council member may only be brought up for review for the following:

- Neglecting Student Council responsibilities.
- Behavior deemed unfit by Council Advisor(s) and School Administration
 - Violation of school regulations and procedures
 - Multiple suspensions
- GPA falls below 2.0

B. A Student Council member may not be brought up for review if information regarding the review is considered by any party to be suspect or based on only unverifiable information.

C. A Student Council member may not be brought up for review if the review is recommended by anybody other than a Student Council member or advisor. If another party is found to have influenced an advisor or officer that recommends review, the review proceedings shall immediately cease and all actions reverse.

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STUDENT COUNCIL CANDIDATE CHECKLIST

- Weighted **GPA** of 2.5 on the 4.0 scale or Higher.
(75%-100%) **ATTACH TRANSCRIPT**

- Recommendations** from 8 Teachers *(Current)*

- One page **essay** explaining why you want to run for office

- Those running for **Executive office**
 - must **submit a 100-name petition**
 - entire study body *(NO TEACHERS or STAFF)*

- Those running for **Class Representative**
 - must **submit a 50-name petition** of students within your Grade Level class
 - For examples a 12th Grade Candidate must have 50 seniors sign his/her petition



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CANDIDATE PETITION

1.		20.	
2.		21.	
3.		22.	
4.		23.	
5.		24.	
6.		25.	
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19.		38.	

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CANDIDATE PETITION


39.		58.	
40.		59.	
41.		60.	
42.		61.	
43.		62.	
44.		63.	
45.		64.	
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57.		76.	

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CANDIDATE PETITION

77.		91.	
78.		92.	
79.		93.	
80.		94.	
81.		95.	
82.		96.	
83.		97.	
84.		98.	
85.		99.	
86.		100.	
87.			
88.			
89.			
90.			

EXECUTIVE OFFICE = 100 NAMES

OPEN TO THE ENTIRE STUDENT BODY

REPRESENTATIVES = 50 NAMES

OPEN ONLY TO YOUR GRADE LEVEL