

# **BISHOP WARD HIGH SCHOOL**

## **Student Council Constitution**

### ***Preamble***

We the students of Bishop Ward High School, in order to train for the attributes of citizenship and leadership, to secure greater cooperation between students and faculty, to promote unification of the students, to provide a voice in school management by investing limited authority in the student body, to foster good school spirit and uphold school traditions, to serve as a bridge between academics and co-curriculars, to raise the standards of the school, and to coordinate social, service, recreational and educational activities of and for the school, do ordain and establish this constitution of the Student Council of Bishop Ward High School.

### **Article I: Name and Purpose**

**Section 1:** The name of this organization shall be The Bishop Ward High School Student Council (StuCo).

**Section 2:** The purpose of this organization shall be to promote school pride, to improve student/faculty relationships, to assist with the direction of student activities, and to promote general welfare of the school by passing such rules as it shall deem necessary, subject to approval by the principal.

### **Article II: Power and Authority**

**Section 1:** The Student Council shall have the power to discuss and make recommendations concerning the development and promotion of worthy ideals relative to scholarship, citizenship, sportsmanship, leadership, and co-curricular activities. The right to take action by a simple majority vote on popular approval of the student body other than those reserved under Section 2, below.

- a) The right to appoint a committee chairperson for the direction of Student Council activities with the approval of the sponsor of the Student Council.
- b) The right to make suggestions to the sponsor, the faculty, and the principal at appropriate times and places. This will be taken care of by the Executive Board, and the Student Council Sponsor(s).
- c) The right to conduct any election of the Student Council. The President of the Student Council and Sponsor shall be in charge of all such elections.
- d) The right to develop public opinion by presenting the work of the Student Council to the faculty and student body.

**Section 2:** Powers not delegated to the Student Council are:

- a) Any judicial, legislative, or administrative matter.
- b) Regulation of school holidays, attendance, or general progress of studies.
- c) Cannot override any administrative decisions.

### **Article III: Organization and Membership**

**Section 1:** The Student Council shall consist of the Executive Board, which consists of a Student Council President, Vice President, Secretary, and Treasurer; the class elected Class Officers; the club President or an appointed representative from each club chartered by the Student Council Sponsor(s); the captains of the cheerleaders; one representative from each of the homeroom advisor groups; and one representative from each of the athletic teams.

### **Article IV: Qualifications for Officers and Members**

**Section 1:** The requirements for all Student Council members are as follows:

- a) All members must meet the requirements of eligibility for KSHSAA governed activities, and must be enrolled in at least five classes for which credit is received for succeeding school year and remain enrolled in five classes throughout the year.

- b) All members must have and maintain a cumulative 2.0 grade point average on a 4.0 scale. Higher standards for the Executive Board and Class Officers are stated in Article IV, Section 2.

**Section 2:**

The qualifications of the Student Council Officers are:

- a) The President must maintain a 3.0 grade point average, must have attended Bishop Ward for two semesters, must be a member of Student Council for at least one full year prior to running for office, and must be either a senior student in good standing. Must have served as StuCo Treasurer Junior Year.
- b) The Vice President must maintain a minimum 3.0 grade point average, must have attended Bishop Ward for two semesters, must be a member of Student Council for at least one full year prior to running for office, and must be either a junior or senior student in good standing.
- c) The Secretary must maintain a minimum 3.0 grade point average, and must have attended Bishop Ward for one semester, must be a Sophomore, Junior or Senior.
- d) The Treasurer must maintain a minimum 3.0 grade point average and must have attended Bishop Ward for one full year. The Treasurer must be a Junior and will assume the position of President their Senior year.

**Section 3:**

Class officers must maintain a 2.5 grade point average and must have attended Bishop Ward for one full year, excluding freshmen, and be a student in good standing.

**Section 4:**

Any student with a 2.0 grade point average is eligible for a homeroom advisor representative position and an athletic team representative.

***ARTICLE V: Election of Executive Board, Class Officers, Representatives***

**Section 1:**

Four Student Council officers will be elected by the whole student body in April for the following year. Students shall run for each office separately. A student may run for only one office in any one election. (Example: A student may not run for StuCo Secretary and Vice President or class President and Class Treasurer in the same election. A student may run for StuCo Executive Office and for Class Office as long as they are not running for the President position in both elections.) The student elected Student Council President and Class Presidents may not hold any other presidential office in the school term of which he/she serves as Student Council President or Class Office President.

**Procedures:**

- a) Students wishing to run for office must file their names with the sponsor(s).
- b) Campaigning will be done during the week of elections.
- c) The election speeches will consist of 1) a one to three minute speech by the candidate telling why he/she wants the position, experience, and what he/she can bring to the school.
- d) Voting by secret ballot for freshmen, sophomores, and juniors.
- e) Students receiving the highest number of votes will be elected.

**Section 2:**

Class officers shall be elected at the same time as the Student Council elections, by students of their respective class. A class president is not eligible to hold more than one presidential position in school activities.

**Procedures:**

- a) Students wishing to run for office must file their names with the Student Council sponsor(s).
- b) Campaigning will be done during the week of elections.
- c) The election speech will consist of a one to three-minute speech by the candidate telling why he/she wants the position and what he/she can bring to the school.
- d) Voting will take place by secret ballot in the respective classes.

- e) Students receiving the highest number of votes will be elected.

**Section 3:** Incoming freshmen shall elect officers and representatives in the fall of the year.

**Section 4:** Each club is responsible for election of their own officers.

**Section 5:** Homeroom advisor representatives shall be elected/selected by their peers in each individual homeroom. The election process will be left up to the homeroom teacher/advisor. A homeroom may elect not to choose a representative, which would, in effect, exclude them from the activities and voting privileges of Student Council.

## **ARTICLE VI: Duties of Student Council Officers and Members**

**Section 1:** The Student Council Officers shall be required to attend at least one leadership training seminar in the summer prior to the school year they assume their offices. The training seminar can be one of the following: The KSHSAA Student Council Workshop, the NASC Conference, or DSA National Leadership Camp.

**Section 2:** Duties of the President shall be:

- a) To preside over meetings of the Student Council
- b) To appoint committees
- c) To represent or choose representatives of the school for various functions
- d) To act as chairperson of the Executive Committee
- e) To plan for all Student Council meetings with sponsor(s) prior to the meeting

**Section 3:** Duties of the Vice President shall be:

- a) To perform the duties of the President during any absence of the President
- b) To act as standing chairperson for all committees
- c) To assist the President as needed

**Section 4:** The Duties of the Secretary shall be:

- a) To take minutes of all official meetings of the Student Council and to type them and email them to the Student Council Sponsor(s) within three school days after the meeting is adjourned.
- b) To keep a written record of all proceedings of the Council.
- c) To write correspondence for the Student Council
- d) To take roll and keep accurate records of attendance of Student Council meetings and activities.

**Section 5:** The Duties of the Treasurer shall be:

- a) To keep an accurate and written record of all expenditures along with receipts.
- b) To record any incoming money and make a deposit to the school bookkeeper
- c) To make regular financial reports at the Student Council meetings, including projected incomes and expenses
- d) To have a copy of the complete treasury report available upon request of the Executive Committee

**Section 6:** The Duties of the class officers shall be:

- a) The President shall be the chief coordinator of all class activities, and preside over all class meetings. The President shall also be responsible to give a report at Student Council meetings concerning class functions and activities. The president shall be responsible for contacting the respective class sponsor(s) with regards to any and all activities the class wishes to partake in. The President is responsible for working with the class sponsor(s) to find a location for annual Homecoming float building as well as finding a flatbed and truck for the Pep Rally and Game.

- b) The Vice President shall be the standing chairperson of all committees appointed by class officers with the approval of the class sponsor(s). The Vice President is also responsible to preside over class meetings when the President cannot.
- c) The Secretary shall be responsible to keep an accurate record of the business transacted at each meeting. The Secretary is responsible for keeping a written record of all proceedings of the class and writing any and all correspondence needed. The Secretary shall take minutes of all official meetings of the class and type them and email them to the class sponsor(s) and the Student Council sponsor(s) within three school days after the meeting is adjourned.
- d) The Treasurer shall be responsible for keeping an accurate accounting of the funds of the class. The Treasurer should be prepared to give financial reports at Student Council meetings and class meetings.

**Section 7:** The Duties of the homeroom advisor representatives shall be to:

- a) Attend all meetings of the Student Council
- b) Serve on at least one committee, per semester, and attend meetings associated with that committee
- c) Give Student Council reports to their homerooms after each Council meeting
- d) Bring to the meetings the suggestions and concerns of the members of their homeroom
- e) Be responsible for organizing homeroom contests and activities

### **Article VII: Term of Office**

**Section 1:** All Student Council Officers, Class Officers, and other Student Council members shall serve for one school term and shall be eligible for re-election unless removed from office for cause. The Student Council Treasurer shall be a Junior and then will be President his/her Senior year.

### **Article VIII: Removal from Office**

**Section 1:** Any member who feels that a representative or officer is not conscientiously fulfilling his duty may submit, in writing, a formal complaint to the Student Council sponsor(s). If the sponsor(s) deems the complaint valid, he/she will then investigate the complaint.

**Section 2:** Any member of the Student Council who commits actions which are detrimental to the welfare or failure of the school, or brings discredit to the Student Council through any of his/her actions may be removed from his/her Student Council position as determined by 2/3 secret ballot of the entire Student Council. Such action must have the approval of the sponsor(s).

- a) Any member who feels that a representative or officer is not conscientiously fulfilling his duty may submit, in writing, a formal complaint to the Student Council sponsor(s). If the sponsor(s) deems the complaint valid, he/she will then investigate the complaint.

**Section 3:** Any member of the Bishop Ward Student Council may resign after writing his/her reason for resignation and formally submitting the document into official minutes of that meeting. Constituents of the resigned shall be instructed to elect another representative from their ranks.

**Section 4:** A member of the Student Council shall automatically lose office or membership in the Council if he/she:

- a.) does not maintain the prescribed GPA
- b.) receives out of school or an in school suspension
- c.) fails to carry out duties as prescribed in the constitution

**Section 5:** Two unexcused absences from meetings or other Student Council activities which the presence of members is required will result in a member being removed from the Council Sponsor(s) and the executive board.

- a.) Two tardies will be considered equal to one unexcused absence. Being tardy is defined as “not being present when one’s name is called during role call.”
- b.) An unexcused absence occurs when the member does not notify the Sponsor prior to the meeting.
- c.) Excused absences include: excused absence from school, testing, etc.

## **ARTICLE IX: Succession**

**Section 1:** In case that the president and vice president are unable to be present at a meeting, a temporary chairman shall be appointed by the sponsor(s) and will have all powers of the regular president until such time as the regular president or vice president relieves him/her of his/her duties.

**Section 2:** Should the presidency become vacant for any reason, the vice president shall become president. A new vice president shall then be elected from the Student Council membership by a majority vote. In case of any other Student Council officer vacancies, a new officer shall be elected by a majority vote of the Council members.

## **ARTICLE X: Standing Committees of the Student Council**

**Section 1:** The following committee will play a necessary part in the yearly execution of the Student Council activities:

- a.) The Executive Committee will be the base of all major decisions affecting the Student Council. They will meet once a week, or as needed and called upon by the sponsor(s). Members of the Executive Committee are the four Student Council officers and the sponsor(s).
- b.) The Publicity Committee will publicize the work and activities of the Student Council by means of posters, charts, articles in the school and local newspapers. Twelve to fifteen members of the Student Council will be selected at the first meeting of the school term to serve on the Publicity Committee.
- c.) The Blood Drive Committee (four – six members) will be responsible for organizing and carrying through the two scheduled blood drives each year. The chairpersons of this committee will be appointed each year by the sponsor(s). The sponsor(s) shall select one senior chair for the committee with a junior assistant.
- d.) The Christmas Adopt-A-Family Committee (six to ten members) will be responsible for finding a family to adopt through a local agency, such as Catholic Charities. The chairperson(s) of this committee will be appointed each year by the sponsor(s). The sponsor(s) shall select one senior chair for the committee with a junior assistant. Both the senior and junior assistant will gather a committee of students (StuCo members and non-StuCo members) to organize fundraisers, shopping, and drop-off times for gifts.
- e.) There shall be one committee for Homecoming and one committee for Sweetheart Dances (eight to ten members on each committee) for decorations, party favors, set up, and clean up. The chairpersons of these committees will be appointed each year by the sponsor(s). The sponsor(s) shall select one senior chair for the committee and one junior assistant. Members of this committee may be comprised of students (StuCo members and non-StuCo members). This committee will assist the Executive Committee in choosing decorations, dance favors, etc.
- f.) Student Council shall assist Campus Ministry (as needed) with the organization and implementation of Catholic Schools Week.

## **ARTICLE XI: Meetings**

**Section 1:** Student Council meetings will be held once a month with the right to cancel if they are not required.

**Section 2:** Special meetings may be called as necessary by the President with approval of the sponsor(s).

## **ARTICLE XII: Sponsors:**

**Section 1:** The principal shall appoint a member(s) of the faculty/staff to serve as sponsor(s) to the Student Council.

**Section 2:** The sponsor(s) shall be present at all meetings, special and regular, of the Student Council and its executive board.

**Section 3:** The sponsor(s) duties shall be as follows:

- a.) To give advice, recommend, and makes remarks during Student council meetings and before final votes are taken.
- b.) To present a responsible faculty view when wither requested or required and shall advise accordingly in that official capacity.
- c.) To listen to the decisions of the majority of the Student Council members and interpret them to faculty/staff as the wishes of the student body.

**Section 4:** The advice of the sponsor(s) shall be given strong consideration.

### **ARTICLE XIII: Adoption and Amendments**

**Section 1:** The constitution of the Bishop Ward Student Council shall be ratified by a 2/3 majority vote of the Student Council acting in behalf of the entire student body.

**Section 2:** Amendments to the constitution may be proposed by any member of the student body, faculty, or administration and ratified by 2/3 vote of the Student Council acting in behalf of the entire student body.

**Section 3:** The principal has the power to veto any act of the Student Council or to revoke any of the powers held by the Council.

**Section 4:** By-laws may be added by this same means at any such time need arises.

### **ARTICLE XIV: Miscellaneous**

**Section 1:** Guest speakers (affiliated or non-affiliated with the school) may be allowed to present material to the Student Council with the sponsor's permission for discussion and possible further action.

**Section 2:** The meetings shall be open to all Bishop Ward High School students who gain permission to attend from the teacher whose class they will be missing and the pre-attained consent of the Student Council sponsor(s). Visitors cannot gain the floor unless they have been duly recognized by the president of the Student Council.

**Section 3:** All meetings shall have a printed agenda and be governed by parliamentary procedure (as much as possible).

**Section 4:** Whenever an issue becomes so controversial, through regular parliamentary procedure, a majority of the Student Council cotes to institute a referendum, a vote of the entire student body will be held on the earliest possible date.

**Section 5:** In regards to royalty elections, a girl or guy can only be selected as a candidate once per year. If a student is chosen as royalty, his/her name will not appear in the ballot of the next possible royalty occasion.

**Section 6:** Student Council shall compile a list of the top five Homecoming themes at the May meeting of each school year and then the President and sponsor will coordinate a vote within one week following the May meeting for the entire school, including faculty, to vote on the Homecoming theme for the following school year.