

Hillcrest High School Student Council Constitution

Preamble

The Student Council of Hillcrest High School will provide a forum for the expression of student views, represent those views to the administration, further act for student concerns and interests, and continue to make Hillcrest High School a positive learning environment. Persons who represent the students will be known as Student Body Officers, Class Officers, and Class Representatives and will be elected to that office in annual elections. All students will have the opportunity to vote for the Officers and Representatives who represent their class. So that the Student Council can most accurately provide for student concerns, meetings of the Student Council will be open to the entire student body.

Article I Name

The name of this organization shall be "Hillcrest High School Student Council."

Article II Objectives

The objectives of the Student Council shall be:

1. Serve as an incentive for individual students to take a more active part in student affairs.
2. Develop good citizenship and cooperation among students of Hillcrest High School.
3. Represent the students of Hillcrest High School in public affairs.
4. Cope with problems of common interest at Hillcrest High School
5. Encourage Student Council to become involved in state and national associations of Student Councils.
6. Help continue to make Hillcrest High School a positive learning environment.
7. Improve the relationship between the school and community.

Article III Nominations and Elections

Section 1: Members of the student body shall elect the President, Vice-President and Secretary of the Student Council, class officers, and representatives. Those elected shall serve from May to May. The student body shall elect a Student Council in April.

Section 2: The Student Body President and Student Body First Vice-President must be members of the junior class when elected and must have been a member of student council for at least two years. The Student Body Second Vice-President must be of the sophomore class when elected. The Student Body Secretary may be either of the junior or the sophomore classes when elected.

A. All candidates for Student Body offices must have been members of the council, in good standing, for the entire previous school year.

B. All candidates for Student Body offices must have attended a state convention or district rally.

Section 3: To be elected to as Class President of the Sophomore, Junior or Senior class, candidates must have prior service on council. All class Council Representatives, class Vice Presidents and class Secretaries do not have any experience requirements; therefore, any member of the student body is eligible to hold these offices.

Section 4: The freshman class will consist of a President, Vice-President and Secretary and 10 representatives which are elected at the beginning of the freshman year.

Section 5: Election process:

- A. All students enrolled at Hillcrest High School are considered registered to vote for candidates on their grade level and for candidates for Student Body Officers. Procedures for a fair and orderly election will be the responsibility of the advisors.
- B. There is a required applications submitted to the designated advisor(s). This application requires a parent signature.
- C.. All nominated students shall receive a copy of the Constitution upon request.
- D. Candidates must maintain a passing grade in **each** academic class.C
- E. All candidates will be reviewed by class administrators to be eligible to run. Candidates who have been suspended (OSS) during the current school year will be ineligible.

- F. If a student has been removed from Student Council for absences or behavior, the student remains ineligible to run in future elections.

Section 7: Campaign regulations

- A. All campaign regulations and restrictions shall be printed and distributed to each candidate upon application.
- B. Posters for each candidate will be limited to ten (8 ½ x 11) campaign posters per Hillcrest Floor (3) – this includes stairwells—for a total of 30 campaign posters. Each candidate can have one banner of no longer than three feet. Posters and banners may be taped, but they cannot be hot glued. The candidate shall remove all materials as soon as the election has concluded.
- C. Candidates are not under any circumstances permitted to pass out candy, stickers, or any materials perceived as an incentive to vote, during campaigning.
- D. “Smear” campaigns shall not be conducted. A candidate or candidates involved in such a campaign may be disqualified with approval from the advisor and the administration.
- E. Failure to comply with these regulations shall result in automatic disqualification.

Section 8: All other regulations and requirements may be declared at any point throughout the election or the school year without any notice.

Article IV Vacancies

Section 1: In case of a vacancy in the office of President, the First Vice-President will assume the duties of the President. The current Student Council will elect a member to fill the First Vice President vacancy

Section 2: For class offices, the Class Vice-president will assume the duties of Class President if a vacancy occurs. The Student Council members of that class will vote to fill the vacancy of Vice President. The same process will occur if there is a vacancy for Class Secretary.

Article V Duties of Officers

Section 1: Duties of the Student Body officers:

- A. The **President of the Student Body** shall: (rising Senior)
 - 1. Preside at all meetings of the Hillcrest High School student body and its executive body, the Student Council.
 - 2. Represent the school at public functions.
 - 3. Represent the school at district and state meetings.
 - 4. Appoint special committees with the approval of the council.
 - 5. Call special meetings that he/she deems necessary.
 - 6. Serve as an ex-officio member of all committees.
 - 7. Act as a liaison officer between the council and the principal, and the staff.
 - 8. Attempt to ensure that the other executive members perform their duties adequately.
 - 9. Help teach and guide all members of the council so that the standards of the Student Council are met.
 - 10. Stay in regular communication with the Student Council Advisors.
 - 11. Help with the planning of all activities and encourage new ideas.
 - 12. Read the daily announcements
 - 13. Keep a leadership notebook of your duties
 - 14. Undertake any duty delegated to him/her by the advisors.
 - 15. Be an enrolled member of Leadership Class.
- B. The **First Vice-President of the Student Body** shall: (rising Senior)
 - 1. Preside at all meetings of the Hillcrest High School student body or the Student Council in the absence of the President.

2. Represent the school at public functions, district, and state meetings.
3. Perform the other duties of the President in their absence.
4. Become President if the office becomes vacant.
5. Undertake any other duties delegated to him/her by the President or the Advisors.

C. The **Second Vice-President of the Student Body** shall: (rising Vice-President)

1. Preside at all meetings of Hillcrest High School student body or the Student Council in the absence of the President and the First Vice-President.
2. Represent the school at public functions, district, and state meetings.
3. Assign members to committees.
4. Supervise the work of all committees.
5. Undertake any other duties delegated to him/her by the President or the Advisors.

D. The **Secretary of the Student Body** shall: (rising Junior or Senior)

1. Record and read the minutes of all the student body and student council meetings.
2. Keep a record of attendance at all Student Council meetings.
3. Prepare a roster and contact list of current members
4. Undertake any other duties delegated to him/her by the President or the Advisors.
5. Keep a list of all members' excuses for being absent marked valid or invalid.
6. Keep a leadership notebook of all your duties.
7. Prepare the agenda for meetings unless the President prefers to prepare his/her own.
8. Keep a file of the records of the organization, including a file of all committee reports.
9. Call the meeting to order if the President and Vice-Presidents are absent, and preside until a temporary chairman is chosen to conduct the meeting.

D. The **Historian of the Student Body** shall: (rising Senior)

1. Take pictures at student council events
2. Make a digital file of those pictures
3. Make a shutterfly book for the year, displaying all student council events.

E. The **Historian of the Student Body** shall: (rising Junior)

1. Take pictures at student council events
2. Make a digital file of those pictures
3. Make a shutterfly book for the year, displaying all student council events.

Section 2: Duties of the Class Officers

A. The **Class President** shall:

1. Have similar powers as President of the Student Body but only pertaining to his/her respective class.
2. Have the option of serving as a Committee Chairperson
3. Undertake duties appointed by the Student Body President or Advisors.
4. Will be enrolled in Leadership Class

B. The **Class Vice-President** shall:

1. Have similar powers as Vice-President of the Student Body but only pertaining to his/her respective class.
2. Have the option of serving as Committee Chairperson if available.
3. Undertake duties appointed by the Student Body President or Advisors.
4. Becomes class President if that office is vacated.

C. The **Class Secretary** shall:

1. Have similar powers as Secretary of the Student Body but only pertaining to his/her respective class.
2. Undertake duties appointed by the Student Body President or Advisors.
3. Perform duties of the Secretary of the Student Body in his/her absence according to seniority.
4. Take attendance for their class at meetings and report to the student body secretary.

D. The **Class Representatives** shall:

1. Undertake all duties appointed by the Student Body President or Advisors.
2. Represent his/her class at all Student Council meetings and functions.

Article VI Meetings

Section 1: There will be a mandatory morning meeting held every Tuesday. Other meetings can be scheduled at any time whenever the President or Advisors deems necessary.

Section 2: An agenda prepared at the executive meeting will be available for each council member to see if they so wish.

Section 3: Any item not included on the agenda must be left over to another meeting of the council, unless at the council's discretion it requires immediate attention.

Section 4: Attendance

Attendance will be taken at meetings and designated Student Council activities.

At the conclusion of each quarter, attendance will be reviewed by the Student Body Secretary and a designated advisor.

If a council member has missed a majority (51% or more) of the required attendance without a valid excuse, they are off council

A valid excuse will be presented in writing to the designated advisor by the next meeting/activity.

Article VII Oath of Office

Section 1: Every member of the Student Council, whether elected or appointed, will take the following Oath of Office:

I, _____, understanding that my election is an honor, a privilege and a commitment, with complete understanding of my responsibilities as _____, do solemnly swear to uphold the principles of the Student Council and perform my duties to the best of my ability for the enrichment of Hillcrest High School.

Article VIII Amendments

Section 1: To amend this Constitution a proposed amendment must pass by a two-thirds vote in the Student Council and be approved by the advisor.

Revised March 8, 2017