**Student Council Constitution**

**Lake George Jr.-Sr. High School**

**Article 1:**

WE, the students of Lake George Jr.-SR. High School, establish this Constitution for the Lake George Jr.-Sr. High School Student Council.

The name of this organization shall be the Lake George Jr.-Sr. High School Student Council.

**Article 2: General Purpose of the Student Council**

Section 1: This organization shall be the student representative body of the school.

Section 2: This organization shall serve as a link between students and the administration, faculty, and the community.

 Section 3: This organization shall promote activities for student involvement with the school and community affairs.

Section 4: This organization shall work with other school organizations and activities to encourage students to express their opinions and offer suggestions in respect to school matters.

 Section 5: This organization shall coordinate and approve student events.

**Article 3: Membership**

 Section 1: Commitment and responsibility to the Student Council by its members will supersede all other organization to which the member may belong.

 Section 2: There shall be four elected officers consisting of a president, vice president, secretary, and treasurer.

 Section 3: The body shall consist of three elected representatives chosen from each class, 7-12.

 Section 4: The body shall also include the president and vice president from each class, 7-12.

 Section 5: There shall be one Forum Representative appointed from the body by the three lower officers, the President to vote in the case of a tie.

 Section 6: There shall be one publicity officer appointed by the President and approved by the Student Council, this person does not need to be a member of student council.

 Section 7: There shall be one community liaison appointed by the President and approved by the Student Council, this person does not need to be a member of Student Council.

 Section 8: There shall be one faculty advisor.

**Article 4: Qualification of Officers**

Section 1: President:

a. must be a member in good standing of the Junior or Senior Class.

b. must possess no less than two years experience as and elected official at least one of which as a member of the Senior High and one of which as a member of Student Council or three years as a class officer, in lieu of Student Council experience.

c. may not hold more than on other major office (president, vice president, secretary, treasurer) of another organization.

d. should express leadership qualities and sound judgment.

Section 2: Vice President:

a. must be a member in good standing of the Junior or Senior class.

b. must possess no less than one year experience in Student Council.

c. may not hold more than one other major office of another organization.

Section 3: Secretary:

a. must be a member in good standing of the Sophomore or Freshman class.

b. may not hold more than one other major office of another organization.

c. should have good note taking abilities.

Section 4: Treasurer:

a. must be a member in good standing in the Sophomore or Freshman class

b. may not hold more than one major office of another organization.

Section 5: Forum Representative:

a. must be a member in good standing of the Student Council.

b. may not hold more than one other major office of another organization.

c. should have good communication abilities.

**Article 5: Presidential Duties and Responsibilities**

Section 1: submit agendas in conjunction with the advisor for each and every meeting.

Section 2: carry the discussion at all meetings.

Section 3: work in cooperation with the officers and advisor.

Section 4: set up all committees.

Section 5: appoint all committee chairpersons.

Section 6: participate in all planned activities of the Student Council

Section 7: be an ex-officio member of all committees.

Section 8: vote only in case of a tie.

Section 9: voice student concerns to faculty and administration.

Section 10: delegate authority.

Section 11: preside over all meetings.

Section 12: call special meetings when necessary.

Section 13: act as main representative in any activities in which the entire student body is involved.

Section 14: will receive free admission to all school functions in order to fulfill requirements of Section 13.

**Article 6: Vice Presidential Duties and Responsibilities**

Section 1: assist in preparing agenda.

Section 2; assume some of the presidential workload (such as committee works).

Section 3: be prepared to assume the president’s duties in case of the president’s absence.

Section 4: help contribute ideas in meetings.

Section 5 supervise all committees.

Section 6: attend all board meetings and present reports of the activities of Student Council and report back to Student Council any pertinent information.

Section 7: meet with other clubs and organizations.

**Article 7: Secretarial duties and Responsibilities**

Section 1: take attendance at meetings

Section 2: record minutes accurately.

Section 3 keep up to date records of minutes on file.

Section 4: record motions exactly and make sure these are included in the minutes.

Section 5: have minutes typed and Xeroxed for guide rooms, faculty, and administration.

Section 6: distribute copies of minutes of last meeting for approval by members.

Section 7: send out correspondence

 Section 8: leave minutes complete at end of school year.

 Section 9: keep files of important addresses and phone numbers

 Section 10: keep Student Council file organized and up to date.

 Section 11: contribute ideas in meetings.

 Section 12: submit a summary at the end of the year of the Council’s activities and accomplishments.

**Article 8: Treasurer’s Duties and Responsibilities**

 Section 1: keep records of all receipts and disbursements.

 Section 2: deposit money quickly.

 Section 3: be responsible for accidental and unaccountable loss

 Section 4: have the power to make disbursements with the consent of the Student Council.

 Section 5: be responsible for treasure reports upon request.

 Section 6: make a report to the Student Council at each regularly scheduled meeting.

Section 7: keep an up-to-date running-tally of all events, and a statement of profit and loss for each.

Section 8: submit a summary at the end of the year.

 Section 9: keep time at all meetings to keep meeting moving in a timely manner.

**Article 9: Auxiliary Officers Duties and Responsibilities**

 Section 1: Forum Representative

a. attend and participate in all Forum meetings.

b. report to Student Council on the activities of Forum.

c. report to Forum on the activities of Student Council.

d. will serve as a liaison for students with Forum.

e. there will be 2 Forum positions total

**Article 10: Member’s Duties and Responsibilities**

 Section 1: attend all meetings.

 Section 2: take active part in discussions

Section 3: report to his/her class all happenings in Student Council meetings unless advised otherwise

 Section 4: fully represent his/her class

Section 5: be a member of a committee other than a standing committee.

Section 6: attend all Student Council functions.

Section 7: present all ideas of students.

Section 8: shall have the power to vote.

Section 9: shall conduct class meetings once per quarter to advise students of Student Council activities and to get feedback from constituents.

**Article 11: Advisor’s Duties and Responsibilities**

 Section 1: offer suggestions.

Section 2: supervise all Student Council functions.

Section 3: council and advise on monetary disbursements.

Section 4: shall not have power to vote.

Section 5: power to call special meetings.

Section 6: power to approve the removal of members made by a vote of the officers.

**Article 12: Elections**

 Section 1: Officers

a. Senior class members of Student Council will form an election committee to coordinate elections.

b. Candidates must meet aforementioned experience requirements for respective office.

c. Candidates must obtain 25 signatures on a petitions of candidacy.

d. Elections shall be held during May for the officers of the next school year.

e. Campaigning will begin seven days prior to the election date.

f. To be eligible to vote, a person must be enrolled in Lake George Jr.-Sr. High School.

g. Before voting, the student must report to the register table.

h. Each voter will cast one ballot while voting for only one candidate for each office.

i. Polls will open at 9:00 a.m. on election day and close at 2:45 p.m. the same day.

j. A voting machine will be used when possible.

k. Results will be verified by advisor.

l. If a candidate is running unopposed, not election will be held for that positions and he/she will be elected into office by the current president.

m. If no candidate is available for an office from the respective class required, election to the position will be opened to the 9-12 school population at large.

Section 2: Representatives and Class Officers.

a. candidates must obtain 25 signatures from members of their class on a petition of candidacy.

b. Candidates shall be elected by their respective classes as overseen by the class advisors.

c. Elections shall be held at a date subsequent to the election of the Student Council officers, not to exceed two weeks after that election..

d. If a candidate is running unopposed, no election will be held for that position and he/she will be elected into office by the current president.

**Article 13: Advisor**

 Section 1: shall be appointed by the high school principal.

**Article 14: Meetings**

 Section 1: meetings shall be held no less than once a month, as called by the President or advisor.

 Section 2: meetings shall be orderly and parliamentary procedure shall be observed at all times.

 Section 3: special meetings shall be called by the President and advisor when they deem necessary.

 Section 4: the quorum shall consist of 2/3rds of the membership.

 Section 5: meetings shall be open at the wishes of the Student Council.

**Article 15: Voting in the Meetings**

 Section 1: all members, excluding the presiding officer, shall have one vote.

 Section 2: the presiding officer may vote only in the case of a tie

 Section 3; any motion, except impeachment, may be passed by a simple majority.

 Section 4: any motion passed by the Student Council is subject to change or compromise by recommendation, with an explanation, of the principal.

**Article 16: Impeachment**

 Section 1: the Student Council shall have the power to try impeachments.

 Section 2: to impeach, a 3/5ths vote of the members by secret ballot is needed under normal meeting rules.

 Section 3: improper conduct in the execution of duties and responsibilities is reason for impeachment.

 Section 4: the vice president will replace the president in case of impeachment or resignation of the president.

 Section 5: a new vice president will be selected from the juniors or seniors in the Council by the Council, and the juniors will be entitled to another representative from the class at large.

 Section 6: a special election will be held to replace any other impeached officer.

**Article 17: Removal from office**

 Section 1: any officer or member may be removed from the Student Council for failure to carry out duties and responsibilities.

 Section 2: determination of removal shall be made by a majority vote of the three lower officers, and approval of the advisor.

**Article 18: Amendment**

 Section 1: proposal of a constitutional amendment may be made in regular session by a simple majority vote.

 Section 2: the Amendment may be passed by a 2/3 majority no sooner than two weeks after the date of the proposal to allow time for debate and communication with constituents, and must not occur later than three months after the date of the approval.

 Section 3: a normal quorum is needed both to propose and approve amendments.

 Section 4: if a vote is taken in the appropriate time and the 2/3 majority is not obtained, or if a vote does not take place in the appropriate time, the proposal shall be considered dead and can not be considered again unless the proposal is re-passed.

**Article 19: Attendance Policy**

 Section 1: Student Council members are only allowed two excused absences per year. After two absences the Student Council will give a written notice stating that if they miss another meeting they will be reviewed by the Student Council officers and removed from the Student Council.

 Section 2: If not attending a meeting, one must notify the Student Council advisor one day prior to the meeting.

 \*this included committee meetings and Student Council activities.

**Article 20: Participation**

 Section 1: All Student Council members are required to participate in at least five hours of Student Council activities outside of monthly meetings per semester. Written documentation of aforementioned hours must be submitted to the vice president at least a week prior to the end of the semester.

 Section 2: In addition, one must complete one community service project before April to each year to fulfill their community service requirement. In order to get recognized for the project, one must get a signature from the person in –charge of the event. The Vice-President will be in–charge of logging activity and community service hours. It will be the member’s responsibility to submit a written record of their activities no later than one week prior to the beginning of April. If a Student Council member does not meet any of these requirements, they will be reviewed by the Student Council officers and possibly removed from Student Council.

Ratified 1990

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