

**CONSTITUTION
OF
PERRIS LAKE HIGH SCHOOL STUDENT COUNCIL**

ARTICLE I: NAME

The name of the organization shall be the **PERRIS LAKE HIGH SCHOOL STUDENT COUNCIL (PLHSSC)**

ARTICLE II: PURPOSE, DUTIES AND REPONSIBILITIES OF THE PERRIS LAKE HIGH SCHOOL STUDENT COUNCIL

SECTION 1: PURPOSE

- A. The purpose of the Perris Lake High School Student Council shall be to make the school and community a more positive and pleasant place for students, faculty, staff and members by promoting cooperation, leadership and good citizenship.

SECTION 2: DUTIES AND RESPONSIBILITIES

- A. Student Council Members shall promote and display leadership.
- B. Student Council Members shall display a high standard of personal conduct.
- C. Student Council Members shall promote a positive environment at PLHS and make it a great place to be.
- D. Student Council Members shall organize, promote, and encourage student activities.
- E. Student Council Members shall assist the faculty, administration, and school board in forming school policies.
- F. Student Council Members shall promote democratic citizenship.
- G. Student Council Members shall promote school spirit and loyalty.

ARTICLE III: MEMBERSHIP

SECTION 1: REPRESENTATION

- A. The Council represents the student body of Perris Lake High School.
- B. The Council shall consist of its office members and other student body representatives.
- C. The Council, by majority vote, can add other special members to the Council, as they so desire. The procedure for selecting and the definition of a special member is outlined in the BYLAWS.
- D. The selection process for the Council is outline in the BYLAWS.
- E. The Council Advisor, High School Principal and School Superintendent shall be ex officio members of the PLHSSC.

SECTION 2: REMOVAL FROM THE COUNIL

- A. A member can be terminated from the Council for attendance, grade and/or behavior issues.
- B. Conditions that may result in removal and the procedures for removal are listed in the BYLAWS.

ARTICLE IV: OFFICERS

SECTION 1: OFFICERS

- A. The officers of the Student Council shall be the President, Vice-President, Treasurer and Secretary.

SECTION 2: REQUIREMENTS OF THE OFFICERS

- A. PRESIDENT: To be eligible for office, the President be in good standing with their grades, attendance and behavior
- B. VICE-PRESIDENT: To be eligible for office, the President be in good standing with their grades, attendance and behavior
- C. TREASURER: To be eligible for office, the President be in good standing with their grades, attendance and behavior
- D. SECRETARY: To be eligible for office, the President be in good standing with their grades, attendance and behavior
- E. Special Class Members are not eligible to run for office during the current school year unless a position becomes vacant.

SECTION 3: ELECTION OF OFFICERS

- A. The elections for officers will take place at the second meeting of the newly formed Student Council each year, in May. Specific procedures for the election are listed in the BYLAWS.

SECTION 4: REMOVAL FROM OFFICE

- A. Officers may be removed from office for cause or any violation of a school conduct code.
- B. The specific procedures for removal are listed in the BYLAWS.

ARTICLE V: MEETINGS

SECTION 1: REGULAR MEETINGS

- A. The PLHSSC will meet at a time and place designated by either the Advisor or the President.
- B. Decisions of the Council, unless otherwise specified, will require a majority vote of the members present.
- C. All regular meetings of the Council are open to members of the PLHS student body, faculty and administration.
- D. The Council can convene into closed session upon a 2/3 vote of the membership present. When a meeting is closed, all persons who are not members of the Council must leave. Minutes will not be taken in closed session and all items discussed in closed session remain confidential unless the President declares otherwise. No votes may be taken or recorded in closed session. The meeting may not be adjourned while in closed session.
- F. The order of business is as follows:
 - Call to order/energizer
 - Officers Reports
 - Committee Reports
 - Old Business
 - New Business
 - Announcements
 - Adjournment

- G. Minutes of all meetings of the Council shall be taken by the Secretary and/or the advisor and published, after approval, on the Perris Lake High School Student Council's web page.
- H. Quorum. Two-thirds of the voting membership must be present in order for the Council to take action on business.

SECTION 2: SPECIAL MEETINGS

- A. Any Officer, the Advisor, the School Administration or 2/3 of the Council Membership can call special meetings. In the event that a Special Meeting is called, at least 24 hours public notice must be given. Special Meetings may be open or closed depending on the business of the meeting.

ARTICLE VII: COMMITTEES

SECTION 1: STANDING COMMITTEES

- A. The standing committees of the Council are:
 - Activities
 - Fund Raising
 - Communications
 - School Improvement
 - Executive
 - Constitution

SECTION 2: DUTIES

- A. The specific duties of the Standing Committees are listed in the BYLAWS.

SECTION 4: SPECIAL COMMITTEES/TASK FORCES

- A. The President may appoint any special committees or task forces as is deemed necessary for the business of the Council.
- B. Special Committees and Task Forces shall be convened for a specific reason and as soon as that task/reason has been accomplished, the committee will dissolve.
- C. All other procedures that govern standing committees shall apply to special committees and task forces.

ARTICLE VII: POWERS

SECTION 1: POWERS

- A. The Council derives its powers from the Perris Union Board of Education and the Administration of Perris Lake High School.
- B. All Council activities require Administrative approval. The Administration may veto any action proposed by the Council.
- C. The Council shall submit an annual request for funding via the school budget process. These funds will represent the partial operating costs of the Council. It is understood that the Council shall hold a variety of fund raising activities to supplement its budget.

ARTICLE VIII: ADOPTION AND AMENDMENT PROCEDURES

SECTION 1: ADOPTION

- A. This Constitution shall be adopted after discussion at two separate Council meetings. Prior to those discussions, the Council Members shall have had the printed copy for at least two-school weeks.
- B. After discussion, the Constitution shall be considered adopted by a 2/3 vote of the Council Membership.

SECTION 2: AMENDMENTS

- A. Any member may propose amendments to this Constitution upon providing a written copy of the proposed amendment to the Constitution Committee. The Constitution Committee will review the proposed amendment and provide a report to the membership at a regular membership meeting. The proposed amendment will be reviewed and discussed at two consecutive meetings. At the third consecutive meeting the final draft of the amendment shall be offered to the membership for adoption.
- B. The Amendment shall be considered adopted by a 2/3 vote in favor of the amendment.

**BYLAWS
OF
THE PERRIS LAKE HIGH SCHOOL STUDENT COUNCIL**

SECTION ONE: MEMBERSHIP

- A. Selection Process
 - a. Perris Lake High School Student Council members are elected.
 - b. Persons who are candidates for Class Officers are not eligible to apply for Student Council membership. Persons who are candidates for officers of other sanctioned school groups or activities, with the exception of sports teams and ASB are not eligible to apply for Student Council membership.
 - c. An application will be established by the Executive Committee and approved by the Student Council. Each year, this application must be reviewed and approved by the Council prior to beginning the application process.
 - d. On the third Monday in April, applications for Student Council will be provided to all current junior members. These members are to complete the application and return it to the Council Advisor no later than the first Monday in May.
 - e. On the third Wednesday in April, applications will be made available to all current Perris Lake High School students, excluding seniors, and to all Gibraltar eighth-grade students. These students will return completed applications to the Council Advisor no later than the first Monday in May.
 - f. The Application Committee consisting of the Advisor and the senior class members of the current Student Council will review the applications. A point value will be given to each application that corresponds to the rubric established for that purpose.
 - g. The five applicants from each class that receive the most points will be invited to join the Council. In case of a tie, the tied applicants will be considered as equal. However, the five people per class quota may not be exceeded. In that situation, the Application Committee will make the final decision. The Application Committee will be responsible for inviting the applicant to join.
 - h. In the event that a person declines the invitation, then the applicant with the next highest point value will be invited and so on until five members from each class are secured.
 - i. In the event that there are not enough applicants to fill the five members per class requirement, then the space will be held vacant until the next meeting of the new Student Council at which time the Council will decide how to fill the position.
 - j. The newly formed Council, along with the out-going seniors will hold its first meeting on the third Wednesday in May. Officers will be elected at the following meeting.
- B. Special members
 - a. Special members are exempt from the application process.
 - b. Foreign exchange students are special members and will be invited to join the Council.
 - c. Class Presidents are special members and will be invited to join the Council
 - d. Special members are not invited until the beginning of the school year following the formation of the new Council.
 - e. Special members have all the rights and responsibilities of regular members except that they are not eligible to hold office.

SECTION TWO: REMOVAL FROM THE COUNCIL

A. Behavior

- a. Any Council member, including the officers, can be removed from the Council for any violation of a school code or rule regarding behavior. Removal from the Council will be based on the recommendation of the Executive Committee and a 2/3 vote of the Council membership, in that order.
- b. For the first offense of a violation under this section, the member will be informed that they shall be suspended from all Council meetings and activities for a period of 30 days. For the second offense the member will be notified that they are suspended from Council activities and meetings for an additional 30 days. After a third offense, the member will be informed that they are removed from the Council and are no longer eligible for Council membership through-out the remainder of time they are enrolled as a student of Perris Lake High School.
- c. Savings Clause.
 - i. After one full school year of no violations under this section, the member's record may be cleared.

B. Grades

- a. If a member receives an "F" in any class at the progress grade reporting time, that member shall be suspended from Council activities until the "F" has been resolved. Continued suspension for grades could result in the removal from the Council.

B. Attendance

- a. A Council Member shall be removed for compiling more than three unexcused absences from Council meetings, committee meetings and/or mandatory activities per year.
- b. The definitions for excused and unexcused are the same definitions that are used by the school to determine the same.
- c. Prior notice must be given to the President or Advisor in order for an absence to be marked excused.
- d. Mandatory Events
 - i. All Council members must be present at all of the following events, unless excused. The events are: the regular Wednesday meetings of the Council; the scheduled meetings of their assigned committee(s); the annual Holiday Dinner; the annual Groundhog's Day Breakfast; all Council – sponsored Homecoming activities; the Snowball and decorating for the Snowball; the new student/staff event, if held; the Blood Drive; the High School Picnic and any other Council events not listed here but so ordered by the Executive Committee.

C. Appeal Process/Due Process

- a. A member shall have the right to appeal the decision of the Council regarding suspension and/or removal.
- b. Upon notification of suspension/removal, the member must notify the President within 5 school days of their decision to appeal.
- c. Upon notification, the Executive Committee along with the Advisor shall hear the appeal.
- d. A unanimous vote of the Executive Committee and Advisor shall be required for a suspension/removal to be overturned.
- e. In the event that the suspension/removal is not overturned in the previous step, the member may appeal within 5 school days to the High School Principal. In that appeal, the Principal shall review all the facts in regards

to the situation. The Principal will have 5 school days to rule on the appeal. The decision of the Principal is final and binding.

SECTION 3: OFFICERS

- A. Expectations
 - a. All officers of the Council are expected to adhere to a higher standard of behavior than other members of the Council. They are the “Leaders of the Leaders”
 - b. All officers are expected to attend the State Regional Leadership Conference held in the fall.
- B. Elections
 - a. Any member that meets the requirements as outlined in the Constitution may run for election for an office.
 - b. Elections will be held at the meeting following the first meeting of the new Council in May.
 - c. In order to be considered, a person must have their name placed in nomination by a member of the Council. A person may not nominate himself or herself.
 - d. The Advisor shall preside over the elections and run them according to standard parliamentary process.
 - e. Each candidate shall have the opportunity to address the membership prior to voting. This address can be no longer than 2 minutes.
 - f. Voting shall be by secret ballot. The candidate securing 50%+1 of the voting members shall be the elected candidate and shall assume the duties of the office immediately.
 - g. In the event that there are more than two candidates for a given office, a primary election shall take place by secret ballot. The two candidates that receive the most votes shall be the candidates for the regular election.
- C. Removal from Office
 - a. The reason, procedures and appeal process that applies and is available to all of the Council members also applies and is available to all officers.
- D. Duties of the Officers
 - a. The duties of the President include planning, with the Council Advisor, the agenda for the meetings; presiding at all regular Council Meetings; serving as the liaison from the Council to the school administration and board of education; with the assistance from the Council Advisor, appointing chairpersons and members to all committees; energizing/encouraging the membership; presiding at all Executive Committee meetings; and serving as the Council’s chief spokesperson to the media and other groups outside of the school. The President will vote only when there is a tie. The President is a member of all standing committees, special committees and task forces.
 - b. The duties of the Vice-President are those of the President in the absence of the President. The Vice-President will assist the President in carrying out their duties; and completing all duties assigned by the President. In case of a temporary vacancy in the office of President, the Vice-President shall assume the duties of President until the President resumes those duties. In case of a permanent vacancy of the Office of President, the Vice-President shall serve in the capacity of President until the term has expired. Filling the vacancy of a President’s term shall not deter the Vice-President from running for a full term as President.
 - c. The Treasurer will be responsible for preparing a financial statement at least twice per year or at the request of a member of the Council; serving as the liaison between the Council and the District

- Business Office; filing all forms with the proper persons; and assisting the Council Advisor in preparing a budget for the Council.
- d. The duties of the Secretary include writing and publishing the minutes of all meetings; handling all written correspondence of the Council; assisting the Council Advisor in the upkeep of the Council web page; making sure that all members have copies of the Agenda and Minutes; taking and recording attendance; and reporting attendance concerns to the President.

SECTION 4: COMMITTEES

- A. Duties of the Standing Committees.
 - a. The duties of the Activities Committee are:
 - i. Planning school and Student Council activities such as dances, homecoming and other similar events.
 - ii. This committee plans the Annual Snow Ball
 - b. The duties of the Fund Raising Committee are:
 - i. Planning events that raise money or goods for those in need in the local and/or world community.
 - ii. Planning events that raise operating funds for the Council.
 - iii. This committee is in charge of the Annual community outreach drive and the Groundhog Breakfast.
 - c. Duties of the Communications committee are to:
 - i. Coordinate all public relations and communications with regards to the events of the Council.
 - ii. Provide upkeep of the Council Bulletin Board.
 - iii. Make and distribute posters, write newsletter articles and contact the media regarding the various activities of the Council.
 - iv. This committee is in charge of the Holiday Dinner and the Blood Drive.
 - d. The duties of the School Improvement Committee are:
 - i. To work closely with the High School Principal, Superintendent, School Board and/or Board Committees to develop plans and programs that will aid in making the school a better place.
 - ii. To make suggestions to the Council in areas of academic, athletic, and artistic programming to make the “Gibraltar Experience” the best it can be.
 - iii. The School Improvement Committee is made up of one Council member from each class
 - e. The duties of the Constitution Committee are:
 - i. To analyze and interpret the Constitution and Bylaws when questions arise.
 - ii. To annually review the Constitution and Bylaws and make suggestions for changes.
 - iii. To review proposed amendments that is submitted to the Council. The members will then provide a summary to the Council with regards to the purpose, impact and effect of the proposed amendment so that the Council can make an informed decision about the adoption of the amendment.
 - f. The duties of the Executive Committee are:
 - i. To be the chief executive authority of the Council. This committee has the authority to carry out the business of the organization when the Council is not in session. The officers make up the membership of this committee.

- B. Meetings
 - a. Committee chairpersons are to request meeting dates, times and locations from the Advisor prior to calling a meeting.
 - b. Chairs are responsible for notifying members of the committee about the meeting; Chairs are responsible for making a weekly report of the committee activities to the Council; and Chairs are responsible for taking attendance and reporting it to the Advisor.
 - c. Committees are to meet as often as necessary to complete the tasks assigned to them.

SECTION 5: AMENDMENTS

- A. Any member may propose amendments to the Bylaws upon providing a written copy of the proposed amendment to the Constitution Committee. The Constitution Committee will review the proposed amendment and provide a report to the membership at a regular membership meeting. The proposed amendment will be reviewed and discussed at two consecutive meetings. At the third consecutive meeting the final draft of the amendment shall be offered to the membership for adoption.
- B. The Amendment shall be considered adopted by a majority vote in favor of the amendment.

Adopted 5/2006