

**MOORE HIGH SCHOOL**  
**STUDENT COUNCIL CONSTITUTION**

**PREAMBLE**

We, the students of Moore High School desiring to provide better communication between the administrators and the students; to improve student-faculty relations; to provide for the representation of students interest in the affairs of the school; to establish necessary leadership; to set high standards of citizenship; to educate ourselves for future participation in a democratic society; to institute and coordinate school-wide activities; and to always strive for the improvement of school spirit, pride, and morale; do hereby ordain this constitution dedicating our efforts to student government and continuing improvement of Moore High School.

**ARTICLE I**

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

**ARTICLE II**  
**PURPOSE**

The purpose of the organization shall be to promote, via democratic process, the unity of students, faculty, and administration through unified activities and interests, and to strive for the continuing improvement of school spirit, pride, and morals of Moore High School.

**ARTICLE III**  
**AUTHORITY AND RESPONSIBILITY**

Section 1. GENERAL

The Student Council possesses only the authority, which it has been given by the administration. Its major responsibilities are to plan and coordinate school-wide activities and to provide representation of student interests to the faculty and administration.

Section 2. VETO POWER

The principal and/or sponsors shall have the authority and responsibility of vetoing any action of the Council, which they feel is outside the authority of the Student Council or is not in the best interest of the school and/or community.

**ARTICLE IV**  
**MEMBERSHIP**

The membership of Moore High School Student Council shall consist of the following:

- A. Student Council and Class Officers
- B. Class Senators
- C. Leadership Class Club Presidents

**ARTICLE V**  
**OFFICERS**

Section 1. DUTIES AND RESPONSIBILITIES

- A. The officers of this organization shall be president, vice president, secretary, treasurer, reporter, parliamentarian, sophomore representative-at-large, and freshmen representative-at-large.
- B. All officers shall assume the duties and responsibilities as outlined in the bylaws of this constitution and should **place the interest of Moore High School above personal interest or desire.**
- C. All officers must be members of the Leadership class during their term of office.

- D. All officers must attend weekly morning or after school Executive Committee meetings.

## Section 2. QUALIFICATIONS

- A. All candidates must have a minimum 3.00 composite grade point average unless they have attended BASIC and ADVANCED. Candidates that have attended these camps must have a 2.75 composite grade point average.

In addition, candidates must be passing all classes at the time of elections and must maintain a current grade point average of 3.00, unless have attended both camps, for the remainder of the school term. Students must submit a copy of their third nine-weeks report card with the application for office.

If the academic standard as outlined in this constitution is not maintained during the fourth quarter (second semester), the officer-elect will forfeit the student council office.

- B. Any candidate for president must be a senior during his/her elected term of office and have held a Student Council Office the previous school year.
- C. The candidates for vice president, secretary, treasurer, reporter, may be a junior or senior during their elected terms of office.
- D. The candidate for parliamentarian must be a sophomore, junior or senior during his/her elected term of office.
- E. The candidate for sophomore representative-at-large must be a sophomore during his/her elected term of office.
- F. The candidate for freshman representative-at-large must be a freshman during his/her elected term of office.

## Section 3. NOMINATION

- A. Each candidate must submit an application during a designated filing period.
- B. The application shall contain the following:
  1. Signature of the registrar with the cumulative GPA.
  2. Parent Signature
  3. Candidate Signature

## Section 4. ELECTION

To be eligible to run for a Student Council Office, students must meet the following requirements:

1. Have a minimum composite grade point average (CGPS) of 3.00 or 2.75 AND have gone to BASIC and ADVANCED.
  2. Must not hold another position of leadership in any other high school club, organization, or athletic team (including Cheer/Pom) during their term of office (officer, captain, editor, drum major, etc.); **and**
  3. Must not have been previously removed from a leadership position in any school club, organization, or athletic team (including Cheer/Pom) as the result of a disciplinary measure (**behavior and/or grades**).
- A. Elections will be held during the 4<sup>th</sup> nine weeks of school, except for the office of freshman representative-at-large, which will be held during the first three weeks of the new school year.
  - B. There shall be a determined period for campaigning under the supervision of the Student Council.
  - C. The Election Committee shall present a set of election rules to the council and candidates.

- D. Elections will be by secret ballot.
- E. Winners will be based on a majority. A runoff will be held between the top two candidates if one does not have fifty percent plus one vote, of the votes cast in that office.
- F. Term of office for each officer will be one year from the time of installation to the end of the following school year.
- G. The office of sophomore representative-at-large will be voted on by the members of the sophomore class only.
- H. The office of freshman representative-at-large will be voted on by the members of the freshmen class only.

#### Section 5. REMOVAL FROM OFFICE

- A. An officer who fails to meet the scholastic requirement shall be placed on probation for four weeks, at the end of which time he/she shall be removed from office if he/she still fails to meet the requirement.
- B. An officer who fails to meet the requirements, duties, and responsibilities will result in the sponsor taking disciplinary action. This includes any actions that are unbecoming of an officer either in person or through electronic communication (Facebook, Twitter, Instagram, texting, etc.). If this becomes necessary, the following steps will be followed:
  - Step 1 –Verbal reprimand.
  - Step 2 – Written reprimand with parents being notified.
  - Step 3 –Two weeks probationary period. \*
  - Step 4 –Referral to an Advisory Board for possible removal from office.

\*During the probationary period the officer must meet the requirements, duties, and responsibilities for the office or be dismissed.
- C. Only one probationary period will be allowed for each officer.
- D. The Advisory Board may vote to dismiss, without prior warning, any officer whose behavior is considered flagrant or inappropriate to student council standards. This also includes any behavior that is flagrant or inappropriate on any media site or through electronic communication (Facebook, Twitter, Instagram, texting, etc.).
- E. If an officer is formally disciplined by a principal, he/she will be removed from office. This includes but is not limited to suspension, referrals, trancies, etc.
- F. If the Advisory Board notes that dismissal is warranted, the officer and his/her guardians will be informed in writing of the dismissal action and the reason(s) for such.
- G. Impeachment proceedings against an officer may be filed by a petition of students and submitted to the Student Council sponsors. The petition must state all charges and reasons for the charges. A committee appointed by the sponsors will hear the charges. The officer involved will have the opportunity to answer all charges.

A decision will be made by the executive and appointed committee to keep or remove the officer from office. Action for removal will take place as a result of a two-thirds favorable vote by the Student Council.

## Section 6. REPLACEMENT OF OFFICERS

- A. In the event of dismissal, incapacitation, or resignation in any office, except for president, a replacement shall be elected by the Student Council Senators.
- B. The vice president shall succeed the president in the event of dismissal, incapacitation, or resignation. If the vice president cannot succeed, the following order of succession will occur secretary, treasurer, reporter, and parliamentarian. The succeeding officer must meet the guidelines for the office being vacated. If the position cannot be filled by the Student Council officers, the replacement shall be elected by the Student Council Senators.

## **ARTICLE VI** **STUDENT SENATORS**

### Section 1. DUTIES AND RESPONSIBILITIES

The responsibility of any member of the Student Council is to perform the following duties:

1. Uphold and promote the goals and objectives of this organization.
2. Attend all council meetings.
3. Function as an active member of assigned committees.
4. Insure the best representation possible for his/her constituents.
5. Maintain at least a 2.0 grade point average.

### Section 2. QUALIFICATIONS FOR CANDIDACY

All Senators must meet the following criteria:

1. Have a minimum 2.0 cumulative grade point average.
2. Be willing to accept the duties and responsibilities of a Student Council Senator.

### Section 3. SELECTION

- A. Senator applicants must complete and submit an application by the established deadline.
- B. The selection procedure shall be determined by the Student Council Executive Board.

### Section 4. DISMISSAL

A Senator may be removed if he/she fails to maintain the qualifications, duties, and responsibilities of a Student Council Senator.

## **ARTICLE VII** **MEETINGS**

### Section 1. REGULAR MEETINGS

Regular Meetings of the Student Council shall be held at least once a month with the hour and place designated by the principal, officers, or sponsors.

### Section 2. SPECIAL MEETINGS

Special Meetings may be called by the president with the approval of the principal or sponsors.

## **ARTICLE VIII** **QUORUM**

Two-thirds of the Student Council members must be present to conduct business.

## **ARTICLE IX** **EXECUTIVE COMMITTEE**

The Executive Committee will consist of the officers elected to the Council and the sponsors. It will meet at least once a week before or after school.

## ARTICLE X AMENDMENTS

Section 1. This constitution may be amended by a two-thirds vote of the Student Council.

Section 2. Amendments must be prepared and submitted in written form to the Executive Committee. The Executive Committee shall determine by majority vote whether the amendment shall be presented for consideration by the Student Council.

## ARTICLE XI BYLAWS

There shall be a set of bylaws to this constitution to serve as a procedural outline for the operation of this organization. Bylaws may be amended by a majority vote of the Council.

### BYLAWS

## ARTICLE 1 OFFICERS

### Section 1. REQUIREMENTS

- A. All officers are required to be enrolled in the Leadership class during their terms in office.
- B. Maintain a minimum grade point average of 3.00 each nine weeks as well as a 3.00 composite grade point average.
  1. Officers must be passing all classes and must submit their report cards each nine weeks.
  2. If the academic standard as outlined in this constitution is not maintained, the officer will be placed on academic probation for a period of four weeks.
- C. Attend weekly morning or after school Executive Committee meetings. Attendance will be monitored by the sponsors. An attendance contract will be signed by each officer at the beginning of his/her term regarding attendance expectations and procedures for dismissal due to excessive unexcused absenteeism.
- D. All officers, except the Sophomore and Freshman representatives-at-large, must attend the Basic Leadership Workshop sponsored by OASC during the summer if they have not attended previously.

### Section 2. DUTIES

- A. The **president** shall perform the following duties:
  1. Preside over all the Student Council meetings
    - a. Keep a calendar of activities and meetings of the year.
    - b. Prepare the meeting agenda.
  2. Preside over Executive Committee meetings
    - a. Review agenda of Student Council meetings.
    - b. Assign duties for all officers.
    - c. Keep a list of phone numbers and addresses of all officers and sponsors.
  3. Appoint all committee members.

4. Call special Student Council and Executive Committee meetings.
5. Represent or address the student body whenever it is deemed necessary or appropriate.
6. Maintain correspondence with other schools.
7. Perform other duties assigned by the sponsors.

B. The **vice president** shall perform the following duties:

1. Assume the duties of the president in his/her absence.
2. Coordinate the activities of all committees.
3. Keep a notebook of all committee chairpersons and members.
4. Make sure the committee chairpersons are fulfilling their duties.
5. Report the names of those committee members to the secretary who have completed their duties so they may receive merits.
6. Serve as the chairperson for the Inner Council Committee.
7. Maintain the school calendar visible for students.
8. Perform other duties assigned by the sponsors.

C. The **Secretary** shall perform the following duties:

1. Keep and maintain an accurate record of the minutes of the meetings. In addition, maintain officer attendance records at executive board meetings.
2. Keep attendance of all Student Council meetings.
3. Keep a record of merits of all Student Council members.
4. Keep a file of school activities.
5. Send out proper notices and announcements of Student Council meetings.
6. Maintain correspondence as required by the president and sponsors.
7. Perform other duties assigned by the sponsors.

D. The **Treasurer** shall perform the following duties:

1. Keep an accurate record of the finances of the Student Council.
2. Collect Student Council money as directed by the president or sponsors.
3. Attend to financial matters and act upon appropriations and expenditures.
4. Prepare purchase orders.

5. Perform other duties assigned by the sponsors.

E. The **reporter** shall perform the following duties:

1. Notify the school and local newspaper of all Student Council activities.
2. Be in charge of all publicity and maintaining announcements, and the digital marquee.
3. Be the official photographer.
  - a. Learn how to use the camera.
  - b. Take pictures of activities and assemblies.
  - c. Have camera ready in advance.
4. Prepare the Student Council scrapbook.
  - a. Scrapbook should contain the following:
    1. Monthly agenda
    2. Literature on District and State meetings
    3. Photos
    4. Newspaper articles
  - b. Scrapbook will be checked periodically by the sponsors.

5. Prepare and maintain the Birthday Bulletin Board.

6. Coordinate and produce the end of the year video for the student body.
7. Perform other duties assigned by the sponsors.

F. The **parliamentarian** shall perform the following duties:

1. Assist the president in keeping order during the meetings.
2. Be familiar with Robert's Rules of Order.
3. Assist the reporter with publicity and the Student Council Scrapbook.
4. Coordinate and maintain the use of the outdoor marquee.
5. Perform other duties assigned by the sponsors.

G. The **sophomore representative-at-large** shall perform the following duties:

1. Help coordinate sophomore activities.
2. Organize and maintain the Student of the Week Bulletin Board.
3. Assist the other Student Council officers as needed.
4. Represent the Sophomore Class on the Executive Committee.
5. Perform other duties assigned by the sponsors.

H. The **freshman representative-at-large** shall perform the following duties:

1. Help coordinate freshmen activities.
2. Assist the sophomore representative-at-large organize and maintain the Student of the Week Bulletin Board.
3. Assist the other Student Council officers as needed.
4. Represent the Freshmen Class on the Executive Committee.
5. Perform other duties assigned by the sponsors.

### Section 3. RESPONSIBILITIES

A. Be a good role model.

1. Follow all school rules and policies outlined in the student handbook.
2. Maintain a good and enthusiastic attitude.
3. Participate in all Student Council activities.
4. Be able to answer or find out the answers to all students' questions and concerns.

B. Develop and maintain communication with your student body, fellow officers, sponsors, and administrators.

C. Keep an officer notebook, which should contain a calendar of Student Council events.

## **ARTICLE II** **SPONSORS**

Section 1. The Principal will appoint two faculty members to serve as sponsors of the Student Council. Sponsors serve as advisors, and do not vote.

### Section 2. DUTIES AND RESPONSIBILITIES

A. Monitor the performance of the Student Council officers; replace them if they are deficient.

B. See that the Student Council officers fulfill their duties. Sponsors are NOT to the officers' duties for them.

C. Be available at all times to help the officers with any problems.

D. Check officers' grades.

E. Discipline officers.

F. Arrange for transportation to and from all Student Council activities.

G. Excuse members from class for Student Council activities.

H. Sustain the proper role model attitude demonstrating leadership standards contributory to the on-going education of each member.



- I. Help establish an atmosphere where students feel they can voice an opinion and initiate action.
- J. Promote the process in which individuals listen, recommend, inform, and maintain two-way communication with other individual or groups.
- K. Help facilitate accomplishment of the Student Council goals without dominating or coercing.

**ARTICLE III**  
**COMMITTEES**

The purpose of committees is to utilize small groups of people to study, recommend, plan, delegate, and carry out the actual work of the Student Council within the school and community.

- A. Standing committees will be set by the sponsors.
- B. Special committees may be appointed by the sponsors and president as the need arises.
- C. The Executive Committee is comprised of the sponsors and officers of the Student Council.
- D. The chairperson may be appointed by the president, Executive Committee, or the committee itself.

**ARTICLE IV**  
**RULES OF ORDER**

The Student Council meetings will be conducted under the rules and laws of parliamentary procedure as defined by Robert's Rules of Order and as interpreted by the Parliamentarian and sponsors.