**ASU PREPARATORY ACADEMY POLYTECHNIC HIGH SCHOOL**

**STUDENT COUNCIL CONSTITUTION**

**Preamble:**

We, the dedicated members of the ASU Preparatory Academy Student Council, in order to contribute to the needs of the community, uphold the pillars of ASU Preparatory Academy, represent the needs of the student body, and encourage student involvement and school pride, do ordain and establish this Constitution for Student Council

**Article I. Name of Organization**

The name of this organization shall be the ASU Preparatory Academy Polytechnic High School Student Council, heretofore known as the Student Council or StuCo.

**Article II. Purpose**

ASU Preparatory Academy Student Council shall…

* Communicate with the student body in order to better articulate their needs and desires
* Establish formal communication links between students and faculty
* Assure an inclusive and enjoyable school environment
* Encourage and support the academic efforts of all students
* Implement fundraising projects in order to provide for events and contributions to the students of ASU Prep
* Organize and execute social events, including (but not limited to) dances, assemblies, and community service
* Build a sense of community, loyalty and tradition at ASU Preparatory Academy High School

**Article III. Membership**

**Section 1:** The general body of the Student Council must be comprised of students that are enrolled full time in good standing\* at ASU Preparatory Academy Polytechnic High School. There shall be no arbitrary exclusion from membership on the basis of sex, gender, sexual orientation, race, ethnicity, religion, or disability.

\*A member in good standing shall be defined as:

* An officer who has been elected or appointed appropriately.
* An officer who is in compliance with the academic obligations.
* An officer who is in accordance with the ASU Preparatory Code of Conduct.

**Section 2:** All members have equal rights and privileges. The privileges and responsibilities of membership include:

* All members are given one equally weighted vote regardless of position or grade level.
* All members are permitted to express a motion during meetings.
* All members are permitted to submit proposals regarding possible amendments to Constitution or bylaws.
* All members are permitted to gather information from the student population.
* All members holding elected positions within the Council after due process can be impeached.
* All members holding elected positions must maintain academic obligations in all classes and will provide weekly grade checks as to prove said obligations have been maintained.
* All members holding elected positions must attend weekly whole-group Council, weekly sub-group meetings and weekly committee meetings, as well as provide reports for said meetings to Student Council.

**Section 3:** Membership may be revoked if any officer fails to meet the responsibilities required of that position or is not committed to the work or the aims of the student council. Grounds for impeachment and the official removal are delineated in Article VI Section 2 of the Bylaws.

**Section 4: Executive Board Members**

The Executive Board shall represent the entire student population. The Executive Board shall consist of the following officers: Student Body President, Student Body Vice-President, Executive Board Treasurer, Executive Board Secretary, and Executive Board Marketing Director. The Executive Board positions shall be filled annually during general elections to take place within the final two months of the preceding school year. Students elected for each position shall take office the final two weeks of the school year retain that position until the following elected executive board takes office. Duties of the Executive Board members are outlined in the Bylaws to the Constitution.

**Section 5: Class Officers**

Three students from each grade level shall be elected to represent the needs of their graduating class population. The Freshman, Sophomore, Junior, and Senior class shall elect students from their grade level to fill each of the following Class Officer positions: Class President, Class Vice-President, and Class Secretary. The Class Officer positions shall be filled annually during general elections to take place within first month of school year. Students elected for each position shall retain that position until the completion of the school year. Duties of Class Officers are outlined in the Bylaws to the Constitution.

**Section 6: Committees**

Three committees will be formed to represent the needs of Student Council. The heading of each committee will be held by the appropriate Executive Board Member. The Planning Committee will be headed by the Executive Secretary for the purpose of planning and executing different Student Council event proposals to be presented to the Student Council and front office for approval. The Executive Treasurer for the purpose of proposing budget proposals for Student Council Review will head the Fundraising Committee. The Executive Marketing Director will head the Marketing Committee for the purpose of planning and executing marketing campaigns on behalf of Student Council and gaining any approvals needed by the front office. The committees will meet during one learning lab per week in Mr. Quinn’s Classroom and answer to, Student Council Advisor, Executive President, and Executive Vice President.

**Article IV. Provisions for Amending the Constitution**

If any Student Council member believes this Constitution needs to be amended, the following procedure must be followed:

* Any Student Council member in good standing may propose an amendment to the Student Council Constitution or bylaws. A written proposal shall be submitted to the Executive Board and Advisor for review.
* The Executive Board Officers must reserve time for discussion of the proposed amendment during the next regularly scheduled Student Council meeting (immediately following the submission of the proposal).
* The Student Body President will present the proposed amendment to the Class Officers and open the floor for discussion. After appropriate length of discussion, any two students may motion (and second) for a formal vote in favor of the proposed amendment.
* Amendments will be officially adopted after approval of 1) at least two-thirds of the Executive Board members (3) **and** 2) at least three-fourths of the remaining class officers (9).

**BYLAWS**

**Article I. Meetings and Procedures**

**Section 1. Meetings**

Formal all-member Student Council meetings shall take place weekly, except in the case of school holiday/vacation weeks. Separate informal Executive Board meetings shall take place weekly, except in the case of school holiday/vacation weeks and will have minutes submitted to the Student Council. The Student Council Advisor and the Executive Board have the power to call additional meetings when necessary. The Student Body President shall conduct formal all-member meetings under Robert’s Rules of Order.

**Section 2. Voting Process**

All members have equal rights and privileges. The will of the majority must prevail, but the minority must be heard and the rights of absent members must be protected at all times. A simple majority of present members is needed to pass any non-quintessential and routine Student Council business. A quorum must be present for any official decisions to be accepted, as in the case of amendments, removal, or special elections. A quorum consists of two-thirds of the sitting student council members.

**Section 2a. Voting by Unanimous Consent**

For certain parliamentary actions, the Student Body President may simply ask the student council if there are any objections to taking the desired action. If no member objects, the Student Body President may declare that the action has been agreed to. If there are any objections, the Student Body President must state the question and follow the complete voting guidelines.

**Section 2b. Procedure for Formal Vote**

In the case that a formal vote is required, any member in good standing may motion to, debate, or vote on an issue. Any member in good standing may second this motion. The Student Body President will state and put to vote all questions that come before the Council. Decisions must be made by a majority of the members, except in the case of amendments, appointments, and impeachment and removal, which require a unique voting process (see Article IV of the Constitution and Article VI and VII of the Bylaws).

**Article II:  Finances**

Any monies raised by Student Council during a school year can only be utilized for any purpose after approval from a majority number of the Student Council members and after approval from the Advisor. Approval proceedings must be recorded in the minutes of the meeting and the Advisor, Executive Board President, and the Executive Board treasurer must sign all transactions.

**Article III. Positions and Duties of Student Council Executive Board Members**

**Section 1. Positions and Eligibility Requirements**

The Executive Board shall have the following officers: Student Body President, Executive Vice President, Executive Treasurer, Executive Secretary, and Marketing Director. Executive Board positions shall be only opened to by 11th and 12th grade ASU Preparatory Academy students, except in the case of the Student Body President, which shall only be held by a member of the highest-grade level. All Executive Board positions shall only be available to students who have previously served at least one year as any officer in ASU Preparatory Academy’s High School Student Council.

**Section 2. Duties of Executive Board Members**

The Student Body President must:

* Attend all formal meetings of the Student Council and Executive Board.
* Maintain all academic obligations.
* Serve as a spokesperson for the student body, representing the majority opinion of the student council members to faculty and administration.
* Co-ordinate with the Advisor and other Executive Board members and committee chairs to develop an agenda for weekly all member formal meetings.
* Call and preside over all meetings of the class, using Roberts Rules of Order.
* Facilitate a fair and harmonious environment for members, remaining impartial when receiving and delivering the wishes of other Student Council members
* Oversee all student council decisions and activities by monitoring and providing guidance and execution on events, budget allocation, and communication that takes place between Student Council members and others. Assure student council compliance with ASU Preparatory policies and procedures. Clarifying school regulations whenever necessary.
* Promote consistent and successful communication with the school administrators and PTSO. Keep the advisor informed of all Student Council decisions and suggestions.
* Organize and delegate responsibilities on student council projects and events.

The Student Body Vice President must:

* Attend all formal meetings of the Student Council and Executive Board.
* Maintain all academic obligations.
* Act as liaison in communicating with other high school Student organizations.
* Assist with Presidential duties at all times, exemplifying strong leadership and organizational skills.
* Become acting president and assume all presidential responsibilities in the event the President is unable to fulfill his/her duties.
* Nominate Committee Chairs and provide assistance to each committee

The Executive Treasurer must:

* Attend all formal meetings of the Student Council and Executive Board.
* Maintain all academic obligations.
* Maintain an honorable reputation and display integrity at all times
* Oversee student council income and expenses on a daily basis, ensuring the maintenance of an accurate and detailed financial record through a document to be shared with Executive President and Advisor.
* Head the Outreach and Fundraising Committee
* Report at each meeting on financial matters
* Present proposed budget of activities and provide additional monetary advice to the council and committee members
* Coordinate fundraising projects and work with Fundraising Committee
* Authorize payment/deposits
* Collaborate with Advisor, Executive President and Executive Vice President in preparing annual budget

The Executive Secretary must:

* Attend all formal meetings of the Student Council and Executive Board.
* Maintain all academic obligations.
* Exemplify strong organizational skills, attendance, and accountability.
* Keep accurate record of formal meetings (minutes) and student activities, including accurate attendance and community service contributions through a document to be shared with Executive President, and Advisor
* Head the Planning Committee
* Assist the president and fulfill all delegated responsibilities
* Maintain and recruit contact information of those vendors that work with the Student Council at any time.
* Assist Executive Board members and the Advisor with Student Council correspondence.
* Assist the Marketing Director with maintenance of the Student Council Website and other social media links.
* Maintain and organize Student Council files in the Student Council File Drawer to be located in Advisor’s class or in Student Council Closet.

The Executive Marketing Director must:

* Attend all formal meetings of the Student Council and Executive Board.
* Maintain all academic obligations.
* Exercise diplomacy and tact when marketing the positive characteristics of ASU Preparatory Academy.
* Communicate with Executive Board members and Advisor to suggest potential opportunities for events, activities, and community service activities.
* Keep the ASU Preparatory community informed about upcoming student events, fundraisers, and service projects.
* Maintain the Student Council Website and other social media links
* Monitor and provide guidance to Class Representatives in their duties. Class officer efforts to survey the student body or share information with the general student body population about Student Council activities and the student population of other schools shall be first approved by the Executive Market Director.

**Section 3. Limitations of Office**

Executive Board members elected will serve one-year terms but are eligible to seek office again. No single member may hold office for two positions simultaneously.

**Article IV. Positions and Duties of Student Class Officers**

**Section 1. Positions and Eligibility Requirements**

Each grade level shall have the following democratically elected officers: Class President, Class Vice President, and Class Secretary. Students currently enrolled in that perspective grade level unless otherwise determined by Advisor and Executive Board President shall only occupy class officer positions. Class officer positions shall be available to all students; students without student council experience or previous attendance at ASU Preparatory Academy shall not be limited or deemed ineligible to run for office.

**Section 2. Duties of Class Officers**

The Class President must:

* Attend all formal meetings of the Student Council and additional grade level class officer meetings.
* Maintain all academic obligations.
* Serve as a spokesperson for the class officers in that grade level. Represent to Student Government, faculty and administration the majority opinion of the class members.
* Lead collaboration efforts between the Student Council and other ASU Preparatory Academy student organizations.
* Join and actively serve at least 1 committee
* Oversee all student council decisions related to grade level events and activities.
* Develop an informal agenda for weekly class officer meetings.
* Call and preside over grade level meetings with class officers, using Roberts Rules of Order when necessary. Facilitate a fair and harmonious environment for members of the Junior Class, remaining impartial when receiving and delivering the wishes of other class officers.
* Organize and delegate responsibilities on class projects.
* Cooperate with and obtain the cooperation of all class officers in all programs and activities.
* Keep the class advisor informed of all class activities.
* Assure class compliance with ASU Preparatory Academy policies and procedures, especially regarding class activities.

The Class Vice-President must:

* Attend all formal meetings of the Student Council and additional grade level class officer meetings.
* Maintain all academic obligations.
* Join and actively serve at least 1 committee
* Assist the class president with all of his/her duties and fulfill all delegated responsibilities, exemplifying strong leadership and organizational skills.
* Become acting class president and assume all presidential responsibilities in the event the President is unable to fulfill his/her duties.
* Provide guidance and support to other class officers.

The Class Secretary must:

* Attend all formal meetings of the Student Council and additional grade level class officer meetings.
* Maintain all academic obligations.
* Exemplify strong organizational skills and accountability.
* Join and actively serve at least 1 committee
* Collaborate with the ASU Preparatory Yearbook Committee
* Maintain an accurate record of grade level officers’ attendance and contributions projects
* Document and summarize the events of the Student Body
* Record and file minutes from all whole group and class meetings
* Assist the Executive Board Secretary with Student Council correspondence
* Assist the class president and fulfill all delegated responsibilities
* Maintain contact information of those that work with the class officers of that grade level
* Maintain and organize Student Council files.
* Assemble a historical record of experiences pertaining to that grade level, helping to establish tradition and memory while facilitating lasting school pride

**Section 3. Limitations of Office**

All Student Council members elected will serve one-year terms but are eligible to seek office again. No single member may hold office for two positions simultaneously.

**Article V. Electing Officers**

Organized elections must take place at least once per year within the first month of the new school year. Elections will be democratic and take place by secret ballot. Campaign procedures and deadlines shall be suggested by the Student Council and approved by the Administration of ASU Preparatory Academy.

All students at ASU Preparatory Academy shall be given the opportunity to vote for Executive Board members. All students may also vote for the class officers seeking positions that represent their grade level. Students may not vote for class officers in other grade levels. Voting may take place during class time, break or after school. The holding of elections during class time is at the discretion of the ASU Preparatory Academy Administration.  All voting must take place by secret ballot.  The counting of votes should take place under the supervision of a member of the staff of the school or an Administrator.

**Article VI. Resignation, Terminations and Absences**

**Section 1: Resignation**

Resignation from the Student Council shall be made in writing and shall have the approval of the President and Advisor after due deliberations.

**Section 2: Grounds for Removal**

Any student council member may be impeached and removed in the event that the officer has failed to meet the obligations of his/her position. Justifiable grounds for official removal include but are not limited to:

* Failure to meet minimum academic obligations. All Student Council members are required to maintain a Y1 grade percentage of at least 70% per course.
* Five unexcused absences at mandatory meetings or events, including but not limited to formal whole group and informal class or sub-group committee meetings.
* Conduct on school grounds or at a school-sponsored event that is inconsistent with the ASU Preparatory Academy Code of Conduct or characteristic of class leaders.

**Section 3: Process for Removal**

a. In the case that a student council member is subject to possible removal from their elected position for any reason, the officer shall have the opportunity to speak in his/her defense to all members of the student council to request continued membership, possibly through a probationary period. The member must be given at least one week notice of the proposal to terminate his/her position before being asked to address the council in their defense.

Three separate votes through secret ballot must take place regarding removal. Majority approval from **two** of the following **three** groups are required to officially remove the member from Student Council:

|  |  |
| --- | --- |
| Two of the following groups must vote in favor of removal: | Required amount from group that must vote in favor of removal: |
| The Executive Board | 2/3 of these officers seeking removal will constitute approval. |
| The Advisor(s) | 1 vote for removal from an Advisor constitutes approval. |
| The remaining Student Council members from all grade levels | ¾ of the Class Officers seeking removal constitutes approval. |

Students who are removed from a position or resign may not fill a Student Council vacancy within the same school year.

**Article VII:  Student Council Vacancy**

**Section 1:  Positions Filled from within the Student Council**

In the event of a mid-term vacancy of an elected officer, the office can be filled from within Student Council before it becomes available to the general student body population. Vacancies in the Executive Board must be filled from within the Student Council. In case of such a vacancy, said vacancy will be announced at either a regular or special meeting.  At that time any student council member meeting requirements for office must express his/her interest in seeking said office. If more than one member expresses interest, a meeting will be held within a week to vote to fill the vacancy.  Each candidate will be given an opportunity to address the entire Student Council to solicit members’ support. Following election speeches, a secret ballot election will be held.  The advisor will count ballots and will announce the results. The position will only be effective for the remaining balance of the term.

**Section 2: Positions Filled by Appointment or Election**

Vacancies of class officers not filled by Student Council officers can be filled by the general student population. If a vacancy occurs in the Student Council, the Executive Board of the Council, working with the advisor, may suggest the appointment of a qualified student for the position. The student must submit a written request to the Student Council to be considered for the position. Following a formal vote that results in **unanimous approval** from all Student Council Officers of that respective grade level **and** the advisor, along with approval from a majority of the rest of the Student Council officers, the student may immediately assume the responsibilities and privileges of a member in good standing. The position will only be effective for the remaining balance of the term.

**Article VIII:  Ratification**

The ratification of the preceding constitution and stated bylaws and, therefore, consent of the ASU Preparatory Academy Poly High School Student Council members to follow such regulations can be witnessed through the running and election of said members to their positions.