

Student Council Constitution

Mission Statement: “In the time we have it is surely our duty to do all the good we can to all the people we can in all the ways we can.” William Barclay

I. Elections

A. President - Vice President

- Must be a member of the Student Council for at least one year (Fall 2015 – club members voted to eliminate this requirement).
- Must complete leadership application and be approved to run
- Must be a senior and run on a dual ticket
- Must be at school (physically) all 7 (all day) periods, both semesters (effective 20112012 school year) Fall 2015 – Club Members voted to amend this requirement. President and Vice President should only be required to be on physically on campus for four of seven class periods.
- Must attend meetings/events
- Must have a clean disciplinary record prior to the election (semester before and up to election day)
- Must conduct self in a professional manner
- Be willing to lead by positive example
- Effective 2015-2016 School Year – At least one of the four officers must be physically present on campus ALL class periods.

President and Vice-president will attend *at least one* mandatory leadership conference. The sponsors will determine the date and location. If unable to attend, a new president and vice-president will be selected.

B. Secretary and Treasurer

- Must be a member of the Student Council for at least one year (Fall 2015 – club members voted to eliminate this requirement).
- Must complete leadership application and be approved to run
- Does not necessarily have to be present at school all day (depending on number requesting to run), but should be present a majority of the day (4 of 7 full class periods) (effective 2015-2016 school year)
- Must be a senior
- Must attend meetings/events
- Must have a clean disciplinary record prior to the election (semester before and up to election day)
- Must conduct self in a professional manner
- Be willing to lead by example
- Effective 2015-2016 School Year – At least one of the four officers must be physically present on campus ALL seven class periods.

C. Student Council Leader Qualifications: To hold on office a student must have a 3.5 GPA or greater in academics and conduct for the current and previous year. After assuming office, the student must maintain this GPA. A student must have no inschool, out-of-school suspension, or Saturday school conduct violations during the current or previous semester to serve in a school office. All officers must meet and exceed the minimum standards established for membership. (Fall 2015 - club members voted to keep GPA requirement for officers at 3.5).

D. Posters - may be placed on walls (no glass) prior to the election but taken down before the results are announced. Posters must be school appropriate with no references to profanity, sex, drugs, other opponents, etc. Promises should not be made. All posters must have prior approval (from advisor) before being posted. All candidates must hang their own signs and distribute their own propaganda (effective 2012-2013 school year).

E. Speeches - President/Vice President may give a speech of 3-5 minutes in length. Secretary and Treasurer may do speeches or introductions. This speech will be completed by a specific date or will not air. Each candidate is responsible for his or her own speech taping appointment on a date given to him or her, either before or after school. No intercom announcements will be made without approval by the sponsor (effective 2012-2013 school year).

F. Voting - All students grades 9 -12 will be given an opportunity to vote. Results will be tallied and winners announced in a timely manner.

G. In the event of a tie, no runoff vote will be held. GPA and past disciplinary records will be reviewed and a winner will be selected based on that information.

H. Campaigning - Students may campaign prior to the election; however, any ideas must be pre-approved. For example, candy, buttons, etc. No candidate should miss class in order to campaign, hang posters, etc.

I. Clean campaigning - Students should not put signs on top of others (signs may not touch each other) or tear down other signs for any reason. Do not use this election to "smear" the other candidates. The behavior of your supporters can and may affect the candidate's ability to qualify and run for office. (effective 2012-2013 school year).

J. Disqualification - Any candidate may be disqualified for not following procedures given and/or having disciplinary issues for the semester before or the time leading up to the day of the election. This will be dealt with on an individual basis. In the event of a disqualification, sponsor will decide what measures are appropriate. For example, the sponsor may consider appointing a new candidate or not having a candidate.

K. After the election - any disciplinary issues that may affect the position will be dealt with on an individual basis. If it is determined that an officer is not suitable to hold the position, another officer may be appointed by the sponsor. Such prospects may include: Presidential hopefuls before the election or a member with exemplary

attendance and attitude. The severity of the problem will be taken into consideration and steps taken to correct any problems.

II. Student Council Officer Responsibilities

A. Advisors

1. Various duties and responsibilities relating to the club
2. Bring dignity and honor to the club in all aspects
3. Work closely with officers
4. Call all full member and committee meetings
5. At least one advisor should be present at committee meetings
6. Authorize purchases
7. Approve all reimbursements
8. Limit number of members in club
9. Turn in announcements to office
10. Call votes
11. Enforce all school rules and regulations
12. Place members on committees
13. Organize membership drives
14. Work with school administration on matters of club business
15. Tally all ballots
16. Speak publicly for the club as a whole
17. Schedule leadership conferences and conventions
18. Follow chain of command
19. Suspend or expel members for the organization

B. President

1. Work closely with advisors and other officers
2. Various duties and responsibilities relating to the club
3. Follow all guidelines for club membership
4. Meet with other club officers and make sure Student Council is not stepping into another club's fundraising, community service, etc.
5. Bring dignity and honor to the club in all aspects
6. Open all full member meetings
7. State the business at each meeting
8. Recognize members who will speak
9. Protect the assembly from annoying and frivolous motions by refusing to recognize them
10. ~~Present school with Senior Class gift at graduation when a gift is to be given.~~
(effective 2010-2011 school year)
11. Follow chain of command

C. Vice-President

1. Work closely with advisors and other officers
2. Various duties and responsibilities relating to the club
3. Follow all guidelines for club membership
4. Bring dignity and honor to the club in all aspects

5. Take the president's place if he is unavailable during meetings, events, etc.
6. Type a meeting agenda to be given to the president one full day before a meeting
7. Type a list of committees that have meet and give to the president biweekly
8. Follow chain of command

D. Secretary

1. Work closely with advisors and other officers
2. Various duties and responsibilities relating to the club
3. Follow all guidelines for club membership
4. Take attendance at all full member meetings –report to advisors within 24 hours
5. Take minutes at all full member meetings -- –report to advisors and president within 24 hours
6. Bring dignity and honor to the club in all aspects
7. At each meeting, recap the minutes of the previous meeting
8. Send out notices of all full member meetings – type an announcement to be read over the PA, make signs, etc (remind sponsor to send Remind message)
9. Report to advisors any member who has missed 3 or more consecutive full or committee meetings –report monthly
10. Takes the president's and vice-president's place if they are unavailable during meetings, events, etc
11. Deliver information to the committee chairpersons
12. Type correspondence on behalf of the club
13. Mail correspondence
14. Follow chain of command

E. Treasurer

1. Work closely with advisors and other officers
2. Various duties and responsibilities relating to the club
3. Follow all guidelines for club membership
4. Oversee fundraising committee
5. Bring dignity and honor to the club in all aspects
6. Takes the president's, vice-president's, and secretary's place if they are unavailable during meetings, events, etc
7. Get purchase orders from school bookkeeper
8. Help roll change into wrappers
9. Make a monthly report to the president and advisors of the money deposited and taken out of the club's account
10. Follow chain of command

F. Member responsibilities

1. Perform at least three documented and accredited hours of community service each year.
2. Maintain minimum GPA
3. Bring dignity and honor to the club in all aspects

4. Remain attentive to what is going on during meetings; i.e. show respect
5. Raise hand to be identified. You will be called upon in order.
6. Stand up and face the council while speaking and make sure everyone can hear you
7. CONTRIBUTE! Anything you want to say, the council wants to hear
8. Attend all meetings. Please see a member of the Executive Board if you are unable to attend. Multiple absences may result in removal from the council
9. Get involved in the "goings-on" at school
10. Spread the word about what is happening in Student Council
11. Get as many people as possible involved in school activities
12. Participate in at least two committees on the Student Council
13. Follow chain of command
14. Work with officers and advisors

III. Homecoming

- A. There will be representatives from each grade (number determined by sponsor)
- B. There will be a Queen and two princesses, a King and two princes who are representatives of the senior class.
- C. Members of their grade will vote for homecoming representatives
- D. The entire student body will determine Homecoming Queen, princesses, King, and princes from the senior court.
- E. In the event of a tie, no runoff vote will be held. GPA and past disciplinary records will be reviewed and a representative will be selected based on that information.
- F. All representatives must fill out information sheet (Homecoming Fact Sheet), sign it, and have parents sign an official agreement. Without this on file with the sponsor(s), the representative will not be allowed to participate as part of the homecoming court.
- G. All representatives must have a clean disciplinary record (no ISS or OSS) for the semester of and the semester before (semester before and up to Homecoming night) Homecoming. All representatives must be on grade level at the time of elections. Any determination, before Homecoming night, of a disciplinary issue will result in disqualification and removal from the court. If time allows, a replacement will be named.
- H. All members of the court are expected to participate in all homecoming activities including but not limited to parade, dress up week, etc. (effective 2011-2012 school year). ~~Homecoming Parade is traditionally the Sunday BEFORE the Homecoming game.~~
- I. Boys must wear a basic black/classic tuxedo or suit, black tie or bow tie, vest optional (in gray, silver or black), dress (dark) shoes, and white shirt. No tails, top hat, canes, etc.
- J. No sunglasses may be worn during Homecoming activities.
- K. We expect outstanding behavior during this event, as it is an honorable position. Being chosen by one's classmates to represent one's grade is an honor. All participants will conduct themselves accordingly or be removed

from the court. Punishments for infractions will be handled by the administration of PCHS.

- L. Must be on time for pictures and all other scheduled events. If a court member is late, the pictures (group and/or individual) will not be retaken.
- M. Sponsor will determine escorts for this event. Dislike of escort could lead to disqualification.
- N. Girls will wear formal long dresses and dress shoes. No sunglasses, tennis shoes, flip flops, sandals, etc. Ladies are asked to dress with the style and grace befitting this honor. Any young lady deemed “inappropriately dressed” by the sponsor or administration will be removed from the court.
- O. Any homecoming court representative who fails to attend mandatory practices and/or meetings will be removed from the court. If time allows, a replacement will be named. The student will not be allowed to be a representative for the remainder of his/her high school career.
- P. Any homecoming court representative who is late for pictures or any other court activity up to and including the night of homecoming may be pulled off the court and not allowed to be a representative for the remainder of his/her high school career.
- Q. All homecoming court members must be present for the entire school day on the day of homecoming. Checking out early for any reason means the representative will be pulled off the court and no replacement will be found.
- R. Homecoming Parade- Court members need to meet the sponsor(s) at a designated place one hour before the parade. Court members are expected to be in the parade. Student council will pay the entry fee, but each couple/class must secure a vehicle for the parade. Only court members and one driver allowed in vehicle. Each court member must adhere to the Parade Safety Plan. Any violation of the safety plan could force the removal of the court representative. (effective 2010-2011 school year)
- S. Any homecoming court member(s) who violates the rules, procedures, practice, or traditions of PCHS homecoming will be removed from the court and will not be allowed to be a representative for the remainder of his/her high school career. (effective 2010-2011 school year)

IV. Student Council Membership

- A. All students are eligible for membership; application and \$15.00 dues will cover membership and t-shirt. If someone is unable to pay dues because of extenuating circumstances, that person will be handled on an individual basis (dues and shirts were ended 2020).
- B. All members are expected to attend regular meetings (full member meetings and committee meetings) and be active year round.
- C. If a member is inactive for more than 3 meetings (full club or committee), he or she may be removed from the council.
- D. Members must perform at least three documented and accredited hours of community service each year.
- E. Members must meet minimum GPA requirements as determined by school policy and/or Student Council policy.
- F. Standing Student Council meetings are the first Tuesday of every month at 7:30 AM(effective 2011-2012 school year)

V. Community Service

- A. The council is community service based. All members are expected to be actively involved in the community throughout the year.
- B. All activities sponsored through student council will be open to all members; each member is responsible for his or her own involvement. (Can Food Drive, Relay for Life, Homecoming, Clothing Drives, and Charity Events- Stuffed Animals, etc.)
- C. Certain activities may involve only a few members. In these particular cases, sponsors will choose participating members. (Example: Red Cross, Blood Drive, etc.)
- D. Members must perform at least three documented and accredited hours of community service each year.
- E. Continued membership in Student Council is based on the submission of three documented hours of community service a year.

VI. Chain of Command

- A. In the event a member has problem, concern, grievance, etc., the student council member must first report to his committee chairperson to resolve the issue. If the issue is not resolved at that level, the member should then follow the stated chain of command.
- B. Chain of Command for Student Council Member
 - 1. Member
 - 2. Committee chairperson
 - 3. Vice-president
 - 4. President
 - 5. Club Sponsors
 - 6. Administration
- C. This chain of command is in effect to ensure that procedures are followed and problems, concerns, grievances, etc., are handled in an orderly and proper fashion. There is no need to burden higher level authority when most situations can be handled at a lower level.
- D. Failure to follow chain of command reflects badly not only on individual members, but also on the entire club. If a member fails to follow the established chain of command, the member may be removed from the club.

VII. Amendments

If the rules, guidelines, or procedures of the Student Council come into question, the sponsor or sponsors have the final ruling in these matters. If necessary, the administration (at the discretion of the advisor) will be asked to help resolve the issue.