

# **THE SAINT PAUL'S STUDENT COUNCIL CONSTITUTION**

## **ARTICLE I**

### *Title*

This organization shall be called "The Saint Paul's Student Council"

## **ARTICLE II**

### *Purpose*

The Student Council shall have the following for its purposes:

- A. To be a liaison among teachers, administrators, and students.
- B. To improve relations between SSA and SPS.
- C. To promote relations with all schools throughout Louisiana.
- D. To promote and support school organizations and activities.
- E. To promote unity among teachers, administrators, and the student body.
- F. To foster and carry out traditions.
- G. To promote training in leadership and government.

## **ARTICLE III**

### *Membership*

#### Section 1. Members

- A. Qualifications: A member of the Student Council must be a regularly enrolled student at Saint Paul's.
- B. Number of Members: The Student Council shall be composed of a president, vice-president, secretary, philanthropy coordinator, three class officers from each grade, and one representative from approved organizations. Grades 8-12 will elect officers to be assigned certain projects throughout the school year by the president and/or executive board. One member of the Core Pack will be elected as the Core Pack Representative. There shall be an unlimited number of unelected class representatives.
- C. Officers: The officers of this organization shall consist of a president, vice-president, secretary, and philanthropy coordinator. These four officers form the executive board.

## ARTICLE IV

### *Elections*

#### Section 1. Elections of Officers

- A. Time: In the springtime, the officers for the following year will be elected. The new eighth-grade officers will be elected in the first month of the new school year.
- B. Qualifications: To run for executive board office, candidates must be in good standing with all sections in Article VI. Any enrolled student (with the exception of the restrictions shown below) may run for the offices of philanthropy coordinator, secretary, vice-president, and president.
  - 1. Any regularly enrolled junior may run for president.
    - a. Must have been a student council member for one year.
  - 2. Any regularly enrolled sophomore or junior may run for vice-president.
    - a. Must have been a student council member for one year.
  - 3. Any regularly enrolled sophomore or junior may run for secretary.
  - 4. Any regularly enrolled sophomore or junior may run for philanthropy coordinator.
- C. Manner of Electing:
  - 1. Any person who desires to run for office must file with the president and advisor of the Student Council prior to the published deadline. Students may decide to change the office they choose to run for after qualifying, but before campaigning begins.
  - 2. For two days prior to election day, all candidates may campaign. The candidates for the executive board office will film a speech to be shown to the student body on election day. The candidates for class office must get a speech approved by their grade level chair. This speech will be presented to the candidate's class during class meetings on election day. The campaign will be objective; any candidate injuring or trying to injure the name or reputation of any other candidate will be disqualified upon the recommendation of the election committee and the approval of the principal.
  - 3. General elections will take place under the direction and authority of the election committee. The election committee will be comprised of Senior members of the executive board. Elections will be by secret ballot on google form as directed by the president. Each student in the junior, sophomore, freshman, and prefreshman class will cast ONE vote for president, ONE for vice-president, ONE for secretary, and ONE for philanthropy coordinator.
  - 4. The officers of the Student Council shall be elected by a majority vote (50% plus one) of the student body. If a majority vote is not reached, a second primary shall be held to determine the winner. Those eligible to run during the second primary shall be the two candidates who received the greatest number of votes in the first primary.
  - 5. If no one qualifies to run for an office, then the person receiving the highest number of votes behind the leader of the highest office on the executive board or the class will

be offered the position. If the other officers run unopposed then the office will remain vacant.

6. Results of the Elections: Results of the election shall be made public by the Student Council.

## Section 2. Election of Class Officers

### A. Officers:

1. The election of the 15 class officers (three from each grade) for the following year shall follow the same protocol as above: a majority vote (50% plus one) of the respective class shall be needed to win.

### B. Representatives:

2. There is no voting procedure for representatives: any student may represent their class at public meetings and/or events.

## Section 3. Election of the Core Pack Representative

- A. Student members of the Core Pack Class will cast one vote for the representative.
- B. The voting procedure will follow the same protocol as class officers and the executive board: a majority vote (50% plus one) of the respective class shall be needed to win.

## **ARTICLE V** *Duties of Members*

### Section 1. Duties of Officers

#### A. President:

1. Shall preside at all meetings of the council.
2. Shall call special meetings when necessary.
3. Shall appoint all committee members.
4. Shall represent the entire student body and Student Council at all public occasions.
5. Shall inform the student body of council affairs.
6. Shall act as head of the election committee to handle the election of officers for the next year.
7. Shall assume such other duties as are generally associated with the office.

#### B. Vice-President:

1. Shall perform duties of the president in his absence.
2. Shall be responsible for all relations between the council and other recognized extracurricular organizations.
3. Shall organize special committees as deemed necessary by the council upon request of the president.
4. Shall perform duties as generally associated with the office.

#### C. Secretary:

1. Shall keep minutes of all council meetings.
2. Shall maintain an accurate attendance record.

3. Shall handle all official council correspondence.
4. Shall serve on the public relations committee.
5. Shall post minutes of each meeting on the main bulletin board within two school days.
6. Shall submit minutes of all meetings to the new secretary at his inauguration.
7. Shall maintain order.
8. Shall advise the council on Parliamentary procedure.
9. Shall serve as a liaison between the SPS council and other councils that make up our district.
10. Shall head the public relations committee with duties spelled out in Article VII of the Constitution.
11. Shall handle responsibilities of the council associated with attending LASC state convention each year.

D. Philanthropy Chair:

1. Shall plan and execute various fundraisers for charity.
2. Under the direction of the President, shall present charitable organizations to the council to determine who will receive the funds that are raised by the council.
3. Shall be the liaison between the council and Mr. Ramon.
4. Shall make a monthly report to the council of the funds raised and distributed by the council.
5. Shall help plan, advertise, and execute the blood drives.
6. Shall be the liaison between Core Pack and the Council.
7. Shall work in coordination with the Core Pack Representative.

Section 2. Duties of Class Officers

A. Class President:

1. Shall represent the class at all functions when called upon to do so.
2. Shall attend all meetings.
3. Shall carry out assigned duties.

B. Class Vice-President:

1. Shall represent the class at all functions with the class president or in his absence.
2. Shall attend all meetings.
3. Shall carry out assigned duties.

C. Class Secretary

1. Shall attend all meetings.
2. Shall carry out all assigned duties.

Section 3. Duties of Core Pack Representative

- A. Work as the assistant to the Philanthropy Coordinator.
- B. Shall attend all meetings.
- C. Shall report back to the Core Pack on all the Student Council activities.

### Section 3. Voting

#### A. Officers:

1. All officers of the Student Council, executive officers, class officers, and the core pack representative shall have a vote on all issues with the exception of the president. The president will only vote in case of a tie.
2. Voting will be done by way of parliamentary procedure, except for voting during impeachment proceedings. Voting during impeachment proceedings shall be done confidentially.
3. A quorum will be  $\frac{3}{4}$  of the total Student Council membership.
4. A simple majority, providing there is a quorum present, will decide issues.

## ARTICLE VI

### *Removal from Office*

#### Section 1.

##### A. Reasons for removal of an officer:

1. Missing two mandatory meetings with unexcused absences or arriving late for four meetings.
2. Failure to represent his group properly and fairly.
3. Failure to carry out his assigned duties as an officer.
4. Participation in an activity that causes significant embarrassment to the council and/or school (as determined by the officers and advisor).

##### B. Officers who fail to uphold the standard of the council, or commit any of the reasons in the aforementioned subsection, will be placed on probation by a majority vote of the executive and class officers.

##### C. Members who have been removed from the council may be barred from holding the position of representative as well as barred from seeking office during their remaining years at Saint Paul's upon administration recommendation.

#### Section 2.

##### A. Method of Removal:

1. Any member of the student body may present a petition for the removal of an officer from the council. The petition for removal of a class officer must bear the signatures of  $\frac{1}{2}$  of his level. The removal of an executive officer shall be through parliamentary procedure through the creation of a movement. After the movement to remove an officer is made, the trial board shall be created.
2. The council shall constitute the trial board. They shall meet in a special meeting. For class officers, the signers of the petition shall choose one student to state their case. For executive officers, the student who made the movement shall state his case. The

accused will be given a chance to give his defense. After hearing both sides, the council will be necessary to remove anyone from office. Such action must have the approval of the principal and the advisor.

### Section 3.

#### A. Vacancies

1. If a class officer resigns or is removed from office, another representative will be elected by the class. If an executive officer resigns or is removed from office, the council shall elect a new officer from the council. However, if the president is removed from office, the vice-president becomes president. The council shall then elect a vice-president from its membership.

## ARTICLE VII

### *Committees*

The following are suggested committees for the council. The executive board has the right to form necessary committees on a year-to-year basis.

Internal Relations: To maintain good relations among the administration, student body, and faculty and to suggest solutions to internal problems that may occur.

Program: To submit programs for council approval and to coordinate said programs.

Public Relations: To provide for the publication and distribution of information about Saint Paul's School, to welcome visitors and new students to the school, and to represent the school at public functions.

Leadership: To plan and provide opportunities for leadership development both within the student council and among the student body at large through education practice.

Dance: To plan and execute the Back To School, Homecoming, and Prom Dances which includes determining themes, music, and favors.

Pep Rally: To plan the pep rallies for sports.

Challenge: To plan Challenge day by working with the Saint Scholastica Executive Board to determine themes, games, and judging criteria.

## **ARTICLE VIII**

### *Meetings*

Section 1. The Student Council shall meet weekly. All meetings shall be open meetings.

Section 2. Special meetings may be called as necessary by the president or by the advisor, or by request of  $\frac{1}{4}$  of the Student Council members.

Section 3. Order of Business:

- A. Call to Order by President
- B. Roll Call by Secretary
- C. Review of Minutes
- D. Reports from officers and standing committees
- E. Reports from special committees
- F. Reports from class officers
- G. Specially scheduled business
- H. Old Business
- I. New Business
- J. Adjournment by Parliamentarian

## **ARTICLE IX**

### *Advisor*

Section 1. The principal shall appoint a member of the faculty to serve as faculty advisor to the Student Council. The advisor shall have no vote on the council.

Section 2. The term of office of the advisor is left to the discretion of the principal.

Section 3. The advisor shall have no vote to veto.

## **ARTICLE X**

### *Quorum*

Section 1. For any official business to take place, a quorum of  $\frac{3}{4}$  of the members of the council must be present.

## **ARTICLE XI**

### *Parliamentarian Authority*

Section 1. In all matters not expressed in these by-laws, the parliamentarian authority shall be Robert's Rules of Order, revised.

## **ARTICLE XII**

### *Powers*

Section 1. All powers of the Student Council are delegated to it by the school administration. Therefore, the principal has the right to veto any act of the Student Council or to revoke any of the powers held by the Student Council.

## **ARTICLE XIII**

### *Amendments*

Section 1. The Constitution may be amended as follows:

The proposed amendment must have support of  $\frac{3}{4}$  of the student council officers. Next, the administration must approve the amendment, and the advisor must approve the amendment.