

St. Charles High School

# Constitution of the Student Council

Including the Bylaws and Code of Ethics

*Ratified by the Executive Board and Committee*  
**2022**

## **APPROVAL**

This governing document was approved by the general assembly of Student Council and was ratified by **Emily Holtgrewe, President; Ellie Gibbs, Vice President; Noah Nordmann, Secretary, Diane Wolff, Hope Day, and Scarlett Seeger on November 10, 2022. Presided over by Advisors Skye Reichert and Melissa Kohr.**

## **MISSION**

Our mission is to represent and provide a voice for the student body by positively impacting the school environment and student relationships and continuously mending student concerns.

## **VISION**

The Student Council will work to create a safe, enriching, and engaging environment with equal opportunities for involvement, for all.

## **MOTTO**

Serve with Pride, Lead with Confidence, Inspire to impact lives.

## **PREAMBLE**

The Student Council is a governing body charged with addressing concerns of all students attending St. Charles High School (SCHS). The Council will keep students informed, provide informational programming and social events, and act as the voice of the students to the Administration of St. Charles High School and the St. Charles School District. The Student Council has vowed to address issues and concerns of all students and to encourage conscious citizenship and education.

## **ARTICLE I. NAME AND AFFILIATION**

This organization shall be called the Student Council of St. Charles High School, hereafter referred to as Student Council or StuCo, affiliated on a state level with the Missouri Association of Student Councils (MASC) as part of the Gateway District.

## **ARTICLE II. PURPOSE**

The purpose of this organization shall be to represent the student body of St. Charles High School (SCHS) in all matters of student concern, to safeguard the rights of individuals and groups of students within the school, to promote the general welfare of students, to provide positive culture, community, and leadership to meet student needs, and to seek improvements in the learning environment of all students.

### **ARTICLE III. NON-DISCRIMINATION**

Student Council shall not discriminate on any basis, which includes but is not limited to: age, creed, national origin, race, color, disability, sex, gender identity, affectionate orientation, current or past military status, dietary restrictions, GPA, disciplinary or criminal record, or graduation date.<sup>1</sup>

### **ARTICLE IV. POWERS OF THE STUDENT COUNCIL**

#### **Section A. Powers**

Student Council shall have the power to:

1. Make suggestions, approved by a majority vote, to the administration with regard to rules and regulations which influence the Student Body.
2. Represent the Student Body of St. Charles High School in all affairs, with a majority vote of approval, as required by the situation such as District concerns or community events.
3. Provide for the raising of funds for the execution of its projects.
4. Impeach, by majority vote, any elected or appointed official of the Student Council for misconduct of office or failure or fulfill the obligations of that office as outlined in this Constitution.
5. Administer all elections as outlined in this Constitution.
6. Make suggestions to teachers, organizations, and the administration about curriculum methods on behalf of the Student Body.
7. Execute, by majority vote, all recommendations needed to support the powers laid out in this Constitution.

#### **Section B. Regulations**

The Student Council shall not have the power to:

1. Regulate the internal affairs of any club or organization outside of Student Council.
2. Take action on behalf of the students without due consideration, including a majority vote.

### **ARTICLE V. MEMBERSHIP**

The membership of Student Council shall consist of the following:

#### **Section A. Non-Voting Membership**

The following are recognized members who will not be afforded certain voting rights:

1. The Student Council Executive Officers (called Execs or Officers) shall consist of a President, Vice President, Public Relations (PR), and Secretary.
  - a. Execs must be recognized by the President and added to the speaker's list during meetings in order to voice their opinion.
  - b. No Execs may vote for any matter, including positional elections, with exception to the Officer Election Committee.
2. Any student attending St. Charles High School may have speaking rights at Student Council meetings but may not vote unless as a designated proxy.

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<sup>1</sup> Disciplinary and attendance requirements are taken into consideration when it comes to electing and maintaining executive board positions.

3. All non-voting membership is welcome to participate in a committee, and may do so by contacting the Executive Board.

### Section B. Voting Membership

The following are recognized members who are afforded voting rights at meetings:

1. There shall be a total of up to twenty Class Representatives (Reps), with up to five Reps for each class. These members comprise the general body of Student Council.
2. Each class shall have an elected President, Vice President, and Secretary, in addition to the five Class Representatives (up to 8 votes per class)
3. All voting membership may designate a voting proxy by notice to the Executive Board before or at the start of each meeting; if no proxy is to be had, the vote will be considered an Abstain and will count against total votes.

## **ARTICLE VI. GENERAL MEMBERSHIP REQUIREMENTS**

### Section A. Maintaining Membership

General Non-Voting Members will not be required to meet any requirements other than being enrolled in SCHS.

### Section B. Member Duties and Removal

1. All members must attend at least 50% of all meetings and other required functions as defined by the President, unless excused by the Executive Board or advisor prior to the meeting.
2. To remove a member for any reason a petition signed by 75% of all voting members shall be brought to Student Council, which clearly outlines why the member shall be removed. A majority vote of the members present is needed.
3. All class representatives are required to participate in a committee as directed by the Vice President. Unexcused absences from committee meetings will incur disciplinary procedure.
  - a. Members may join more than one committee but are not required to do so.
  - b. Non-voting members may also join committees but must keep active participation to remain a member of the committee.
4. All members have the right to due process before removal is final.
  - a. Due process is removal after an official letter has been sent to the representative stating the issue prior to a signed petition.
  - b. Representative will then be given time to correct the issue before reevaluation and opportunity for correction.
  - c. If the issue is not resolved, a petition can then be signed and be brought before council for removal.

### Section C. Points System

The points system is designed to reward those members who are performing their duties appropriately within Student Council. Points will be tallied at the end of each semester and a running total of points will be calculated at the end of your Student Council term. The points system is dependent on the following:

1. Work hours, including those spent on committees, working activities, and other miscellaneous tasks taken by the student, are to be logged on an official sign in sheet with the time the work began and ended.
  - a. Failing to sign in means member hours will be unaccounted for, and no points will be awarded.
  - b. Hours must be signed off either by the advisor or the student in charge of the event or committee.
2. If hours are assigned, such as a student signing up to work an event, and they are a no-show, negative points will be assigned per event.
  - a. Special consideration may be taken by the Advisors or Executive Board on a case-by-case basis.
  - b. If the student is unable to attend a required function due to extenuating circumstances, advanced written notice, if possible, must be given to the advisor or executive board. Examples of acceptable excuses are things like illness, attending a funeral, attending a wedding, planned family obligation, or religious activities.
3. Points are reported to the Secretary, who will keep a running tally that will be accessible to all active membership within two days of a request for current count.

## **ARTICLE VII. EXECS AND CLASS OFFICERS**

### **Section A. Positions**

1. The Student Council Executive Officers (called Execs or Officers) shall consist of a President, Vice President, Public Relations (PR), and Secretary.
2. Each class shall have an elected President, Vice President, Secretary called Class Officers.
3. No student may simultaneously hold multiple positions within Student Council.
4. A motion for removal of any executive board member of StuCo can be brought forth with a petition signed by 75% of the members of the executive board or by 50% of all voting members of RHA. A vote requiring a simple majority of all general body members will then be required to remove the officer from their position.

### **Section B. Elections**

1. All elected positions shall be elected to a one-year term, with terms ending at the close of the following spring semester.
  - a. Newly elected officers shall assume full responsibility of their positions at the close of the final meeting of the academic year in which they were elected.
  - b. The retiring members shall remain as advisors to the newly elected executive board until the close of the spring semester.
2. All nominees must remain as students of SCHS for the duration of their term of office.
3. Elections shall be conducted as described by the SCHS Bylaws. In case the Bylaws do not specify an election procedure, the election shall be conducted as described in the parliamentary authority adopted by Student Council.

### Section C. Position Requirements

1. The following qualifications must be met to be considered for and to hold the positions of President, Vice President, Secretary, and PR:
  - a. Must be a member of the Junior or Senior class during the year which they are to serve unless no other viable candidate is able to fill the position.
  - b. A 2.5 cumulative GPA
  - c. Maintain at least 95% attendance of STUCO meetings during the prior academic year.
  - d. No In-School Suspension during the year prior to election.
  - e. No Out-of-School Suspension during their high school career.
  - f. Have at least one year of active Student Council membership experience at St. Charles High School.
  - g. Attendance at all major events put on by Student Council, including dances, blood drives, fundraisers, and trainings, unless excused by the advisor.
  - h. Uphold duties as outlined in Article VIII of this constitution.
2. The following qualifications must be met to be considered for and to hold the positions of Class Officers including President, Vice President, and Secretary:
  - a. Must be a member of the class in which they are to serve.
  - b. Must have maintained a 2.0 (C) cumulative GPA.
  - c. No Out-of-School Suspension during their high school career.

### Section D. Position Duties

The following are the duties and responsibilities for each class office and representative position and should be fulfilled by the officer holding the position. Failure to complete the listed duties may result in consequences or possible removal from office.

1. All Class Presidents, Vice Presidents, Secretaries, and Representatives will be expected to:
  - a. Treat all members of the faculty/staff, student body, and the community at large with respect.
  - b. Read and understand the Student Council Constitution and know the purpose of Student Council.
  - c. Set an example for others in their grade level to follow.
  - d. Attend at least 50% of all Student Council meetings and required events in order to represent their grade level as the voice for the student body.
  - e. Participate in at least one committee group for the year the office is held.
  - f. Reach out to students in your grade level to communicate information and learn of arising issues.
  - g. Designate a proxy vote if they will not be in attendance.
2. Class President holds the additional responsibility to do the following:
  - a. Find a vehicle for and a representative to drive the float in the Homecoming parade
  - b. Senior Class President will also conduct and give a speech at Graduation at the discretion of the Advisor(s)
3. Class Vice President holds the additional responsibility to do the following:
  - a. Be responsible for finding a committee of people to decorate the class float and hallway for Homecoming.

- b. Hosting social media outreach for school events such as spirit weeks, games/game themes, Senior Sunrise, assemblies, etc.
- 4. Class Secretary holds the additional responsibility to do the following:
  - a. Be responsible for deciding on a float and hallway theme for Homecoming
  - b. Counting the grade levels cans for the canned food drive.

## **ARTICLE VIII. EXECUTIVE DUTIES**

### **Section A. General Duties**

- 1. All execs must attend all general meetings and exec meetings unless excused by the advisor. They are not permitted to leave until the conclusion of business unless prior permission is secured from the President or advisor.
- 2. Tie break for any school voting procedures.
- 3. Acting as Chair of Advisory Council to preside over and run meetings on a monthly basis.
  - a. The Advisory Council will consist of StuCo Executive Board members and 1-2 representatives (chosen by their sponsor/group) of each club, activity, and organization in SCHS.
    - i. At least one administrator should be present at meetings.
    - ii. StuCo Advisor(s) will preside over meetings.
  - b. The date, time, and location of meetings will be determined by the Executive Board and should be held once a month to plan and discuss events happening up to two months in advance.
  - c. Advisory Council time should be used to collaborate and coordinate efforts between groups.
    - i. Items the will be discussed will be upcoming events, fundraisers, spirit weeks/days, community events and promotions, and other school culture items.
    - ii. Groups should be working together to support each other in their efforts to build and collaborate.

### **Section B. President**

- 1. Act as an official representative of Student Council.
- 2. Call and preside over each general meeting of Student Council.
- 3. Call and preside over monthly class officer meetings.
- 4. Organize, with the assistance of the secretary, the Student Council closet and resources.
- 5. Serve as primary coordinator for the **Assembly** Committee.
- 6. Plan and preside over Assemblies with the help of the advisor.
- 7. Plan and delegate Spirit activities such as Spirit weeks, activities during assemblies, or other events.
- 8. Report to the office daily for announcements.
- 9. Any other duties as necessary.

### **Section C. Vice President**

- 1. Act in proxy of the President if they are absent or if the position is unfilled.
- 2. Serve as liaison between Student Council and other campus organizations.

3. Maintain and update a list of club / organization Representatives within Student Council.
4. Serve as Parliamentarian of Student Council and keep a Speaker's list during meetings.
5. Assist the secretary in tracking proxies of voting membership.
6. Coordinate the activities of all standing committees of Student Council.
7. Meet with the coordinators of all standing committees of Student Council monthly.
8. Serve as the primary coordinator for the **Dance** committee.
9. Report to the office daily for announcements.
10. Any other duties as necessary.

#### Section D. Secretary

1. Record and distribute minutes for all meetings.
2. Prepare and distribute meeting agendas to all Student Council members.
3. Maintain the Student Council roster.
4. Make sure contact information is kept up to date, including email lists, message services, and any other method used by Student Council.
5. Keep track of attendance and student participation in the Points System.
6. Keep track of participation of any Spirit Points for spirit weeks, assemblies, or other events as designated by the President.
7. Report to the office daily for announcements.
8. Serve as primary coordinator for the **Events** Committee.
9. Assist the President in maintaining a record of the Student Council closet and resources.
10. Any other duties as necessary.

#### Section E. Public Relations

1. Act as an official representative of Student Council to outside businesses and organizations.
2. Work with on-campus media as a source of information to help spread StuCo publicity.
3. Maintain any official Student Council social media accounts, with the oversight of the advisor.
4. Coordinate fundraising efforts during the school year.
5. Conduct surveys relating to the quality of Student Council activities, representation, and events, and communicate the results to the general body.
6. Serve as primary coordinator for the **Advertising** Committee.
7. Report to the office daily for announcements.
8. Any other duties as necessary.

### **ARTICLE IX. STUDENT COUNCIL ADVISOR**

The Student Council Faculty advisor, called advisor or Adviser, shall be the contracted faculty appointee of the Principal of St. Charles High School.

#### Section A. Duties

The purpose of the advisor is to:

1. Make Student Council members aware of policies of the school and district, to make recommendations to the Executive Board and the general body, to oversee final decisions on Student Council activities and procedures, and to provide a safeguard against inappropriate use of Student Council resources.

2. Oversee financial record keeping, expenditures, and all purchases within Student Council as required by district policy.
3. Delegate tasks as needed to the Assistant advisor.

#### Section B. Assistant advisor

An Assistant Student Council Faculty advisor may be contracted in addition to the advisor.

The purpose of the Assistant advisor is to:

1. Support the advisor and Student Council.
2. Act as another adult participant in situations requiring a chaperone.
3. The Assistant advisor will have the same powers of decision making as the advisor in delegated matters.

### **ARTICLE X. MEETINGS**

1. A quorum of 50% of the voting membership of StuCo is required for general meetings.
2. No proxies will be allowed unless given specific permission by the Executive Board.
3. The agenda circulated by the Secretary shall be the official agenda for the meeting specified.
  - a. Amendments to the agenda may be made using Parliamentary Procedure.
4. Student Council general meetings shall be open to the entire student body.
  - a. Non-council members must exit the meeting in the event of a vote.
5. Meetings shall occur weekly at a scheduled time and place as determined by the President and advisor.
6. Special meetings may be called as necessary by the President or advisor.
7. Executive board meetings and officer meetings will be held at least once a month.

### **ARTICLE XI. COMMITTEES**

#### Section A. Committee Structure

Each Class Representative shall serve on one of the following committees: The Executive Board will be charged with determining committee structure and assigning every Class Representative to a committee. All duties, responsibilities, and actions will reflect the needs and uphold the standards and ideals of the organization. The duties of the committees are as follows:

1. Assembly Committee shall:
  - a. Organize activities, guest speakers, and other events for assemblies
  - b. Coordinate clubs and sports appearances for assemblies
  - c. Advertise assemblies and student participation at the direction of the President
2. Dance Committee shall:
  - a. Create and staff a Homecoming dance in the fall semester
  - b. Create and staff a Winter Informal dance in the spring semester
  - c. Operate sub-committees to facilitate the Homecoming Parade in the fall semester, and dance setup and take-down
  - d. Complete other duties at the discretion of the Vice President
3. Advertising Committee shall:
  - a. Post advertisements for all student council events in a variety of formats
  - b. Recruit membership for student council in general

- c. Communicate with potential sponsors and outside entities
  - d. Complete other duties at the direction of the PR
- 4. Events Committee shall:
  - a. Organize and staff the fall semester Blood Drive
  - b. Organize at minimum two social activities per semester
  - c. Connect students to fundraising opportunities and operate Student Council's contribution
  - d. Complete other duties at the discretion of the Secretary
- 5. Ad Hoc committees for special purposes may be formed at the discretion of the Executive Board
  - a. A Class Representatives's participation in a temporary Ad-Hoc committee will, within reason, excuse them from their primary committee duties.

#### Section B. Committee Leadership

- 1. Each committee will be led by an exec member in a coordinator role. Each exec will teach the committee the necessary skills to perform its duties, guide the committee's goals throughout the year, and run meetings.
- 2. Each coordinator will be responsible for coordinating with the Vice President and Secretary to keep accurate rosters, hours, and contact information.
- 3. By its own methods, each committee may elect chairs or co-chairs. These positions are to be held for the full academic year, unless otherwise decided upon by the elected chair and Vice President, and do not afford any privileges outside the committee.
  - a. Non-voting members may be committee leadership but are answerable to the coordinator and Student Council at large.
- 4. The committee chairs will be responsible for leading the completion of specific tasks relevant to each program, event, or initiative.

#### Section C. Attendance and Meetings

- 1. Attendance at all committee meetings called by the coordinators will be required and included in the points system.
- 2. Excused absences will be determined at the discretion of the committee coordinator.
- 3. Meeting times, dates, and locations shall be determined by the members of each committee.

### **ARTICLE XII. APPROVAL**

This constitution and any Bylaws shall be effective and shall supersede all previous constitutions and Bylaws immediately upon approval by a majority vote of the voting members present. The constitution must be approved by the advisor(s).

### **ARTICLE XIII. AMENDMENTS**

#### Section A. Approval

- 1. Adoption of an amendment shall be effective upon approval by vote of those Student Council members present, subject to approval by the advisor.

### Section B. Notification

1. Amendments shall be posted for viewing by the Executive Board along with the agenda at least two days before the general meeting during which they will be discussed.
2. If proposed amendments are not posted before the meeting, they may be presented to Student Council, but may not be ratified until the following meeting.

### **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

1. The rules contained in the most current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are consistent with this constitution or any special rule of order that was adopted.
2. Call the Question – Calling the Question, which is in order when another speaker has the floor, does not need to be seconded, and immediately stops debate. The Chair shall then ask if any member objects to ending discussion. If an objection is made, discussion continues. If there is not an objection, discussion ends, and a vote will immediately be taken on the Question.
3. Amendments – After any primary or secondary amendment to the motion is offered and seconded, the Chair shall ask if any member objects to its immediate passage. If any member objects and the objection is seconded, the Chair will state the amendment and discussion will begin. If there is not an objection or the objection is not seconded, the amendment passes, and the original motion is changed to reflect the amendment.

### **ARTICLE XV. RULES AND REGULATIONS**

This organization will follow all federal, state, and local laws as well as all rules and policies of St. Charles High School and the City of St. Charles School District.

### **ARTICLE XVI. BYLAWS**

The Bylaws may be suspended for the duration of a meeting, or for a specified period, by a majority vote of the voting members present.

# BYLAWS

## **ARTICLE I. ORDER OF SUCCESSION**

### Section A. Order

The order of succession shall be: President, Vice President, Secretary, and Public Relations.

### Section B. Vacancy

1. In the case of vacancy in the President position the Vice President shall become President for the remainder of the term.
2. In the case of vacancy in any other executive board position, a special election shall be held to fill the position.
3. If the executive vacancy occurs with fewer than eight weeks left in the remaining term of office, the executive board shall appoint a qualified replacement with approval of the advisor.
4. In the case of vacancy of a class officer, the executive board shall nominate candidates of that school year's election to be brought to the next general meeting for a majority vote for election of the unfilled position.

## **ARTICLE II. ELECTIONS**

### Section A. Timeline

1. The incoming executive board shall be elected before the end of April.
2. Class officer elections shall be opened after the close of executive board elections.
3. Unfilled positions will be re-opened for election at the beginning of the fall semester, with elections taking place no earlier than the second general meeting.

### Section B. Panel Judging of Executive Officers

1. All candidates shall sign the appropriate contract and follow all rules and regulations as stated.
2. All candidates must apply by the deadline determined by the advisor.
3. All candidates shall sign up for an interview during the time determined by the advisor and outgoing executive officers in the Spring semester.
4. All candidates will be evaluated by a set committee consisting of the advisor, Assistant advisor, one impartial staff member, and the outgoing student body executive officers.
  - a. If an executive will be returning to SCHS and plans to run for another position, they may not serve on the interview committee.
5. All nominees will be evaluated on the same date, and by the same committee, or on consecutive days by the same criteria if time does not permit.
6. All committee members must sign a statement of non-disclosure and follow all rules and regulations as stated.

### Section C. Class Officer Elections

1. All nominees shall sign the appropriate contract and follow all rules and regulations as stated.

2. All nominees shall indicate their intentions by the specified date as determined by the advisor and the President.
3. Names of eligible candidates will appear on a primary ballot to the class in question.
4. All voting will be by secret ballot, with exact procedure left to the discretion of the advisor.
5. The students of each class shall vote on the nominees, without any prior registration required of the students voting. Only students present on the day(s) of the election will be allowed to vote.
6. Elections will be held in the spring semester for the following school year, with the exception of the Freshmen class.
7. Elected positions shall be assigned by intention of the candidate, with President being elected first, then Vice President, and Secretary.
8. If a candidate wishes to run for multiple positions, they may, but if they are elected to more than one position they must choose which position to accept. The other positions will then default to the runner-up.
  - a. Executive Board will step in for tie breakers if necessary

#### Section D. Class Representative Elections

1. All nominees shall sign the appropriate contract and follow all rules and regulations as stated.
2. All nominees shall indicate their intentions by the specified date as determined by the advisor and President.
3. Names of eligible candidates will appear on a primary ballot to the class in question.
4. All voting will be by secret ballot, with exact procedure left to the discretion of the advisor.
5. The students of each class shall vote on the nominees, without any prior registration required of the students voting. Only students present on the day(s) of the election will be allowed to vote.
6. The candidates receiving the five highest amounts of votes shall be the Class Representatives of their respective class.
  - a. Executive Board will step in for tie breakers if necessary

#### Section E. Recall

1. If 75% of the Student Council voting membership signs a petition seeking to recall an elected official, the Student Council shall call a general election in which a majority vote mark their ballots in favor of recall, the elected official shall be recalled, and a special election shall be held at the determination of the advisor.
2. The petition for recall must be submitted to the advisor no more than one week after the election of the official in question.

### **ARTICLE II. MEETINGS**

#### Section A. General Meetings

1. The first Student Council meeting will be held during the first full week of the fall semester, and within the first two weeks of the spring semester, with regular meetings held every full week unless specified by the Executive Board.

2. The time and date of meetings are to be decided by the advisor and Executive Board before each semester.
3. Special meetings may be called by the Executive Board or by petition to the Executive Board by 25% of the voting membership of Student Council. All members must be notified at least three days prior to the special meeting.
4. Student Council may act on business via electronic means. This action may be initiated by the Executive Board and is only valid when all members have been contacted with a reasonable time frame of response.

#### Section B. Executive Board Meetings

Executive Board meetings shall be held once a month during the academic calendar, or at the discretion of the President and the advisor.

### **ARTICLE III. AMENDMENTS**

Proposed amendments to the Constitution and Bylaws may be submitted in written or electronic format by any member during session, or to the President while not in session.

### **ARTICLE IV. FUNDING REQUESTS**

1. All agenda items that request funding, such as programs or events, shall have their budgets sent to the advisor and Secretary at least two days before the meeting, to be sent out with the meeting agenda. The only exception to this is the first meeting of each semester.
2. Any person(s) or organizations that receive funds from Student Council must give credit to Student Council as a advisor on any advertisements and must give a report of how the event proceeded after its conclusion.
3. All proposals for events and activities must be made in writing at least six weeks prior to the proposed event date in order to be approved by the Executive Board and the Advisor.
  - a. Proposal must include date and time, place, number of student and staff workers needed, if parent or community volunteers are acceptable or needed, need for promotion, list of supplies to be purchased or provided, and general description of the event.