

High School Student Council Constitution 2024

ARTICLE I. INTRODUCTION

Section 1. Name

The name of this organization is *High School Student Council*. This organization will utilize the acronym *DIS HSSC* in all publicly shared materials and correspondences. The HSSC is affiliated with the *National Association of Student Councils (NASC)*. The website of the NASC is *www.nasc.us*.

Section 2. Objectives

The student council as a whole should:

- Be the model student for all students;
- Best represent the student body;
- Voice students' opinions and concerns;
- Aid improving students' academic and extracurricular environment;
- And provide entertaining and meaningful events to high school students.

ARTICLE II. ORGANIZATIONAL STRUCTURE

Section 1. The Officers (Executive Branch)

Composition

- Composed of an elected President, Vice President, Secretary, Treasurer, Webmaster, and Student Union Chair.

Terms of Office

- The Officers will serve a term of one academic year, beginning at the start of the academic school year.

Rights & Responsibilities

- Complete assigned duties to their best effort,
- Must participate in HSSC events,

- Vote on any matter of the Council's discussions (except president)
- Can abstain on a poll,
- Can override presidential primary-veto through a two-thirds majority.

President, The President shall...

- Be granted the right to primary-veto on items passed in the Council meetings.
- The chief spokesperson of the HSSC and the high school student body,
- Organize and lead weekly Council meetings in an efficient manner,
- Prepare the agenda for each weekly meeting with the Secretary,
- Sign the minutes from the previous meeting with the Secretary, on acceptance,
- Chair meetings in a fair manner, ensuring all members have an equal say,
- Liaise with school management,
- Conduct or cancel within-Council polls,
- Keep neutral stance by not participating in voting, yet be given a right to have the casting vote, in case of tying result,
- Call to order if necessary, settling disputes and resuming meeting procedures,
- **Check/edit Student Body Statement created by Legislative Chair**
- Be granted the right to appoint any HSSC member to take in charge of a role

Vice President, The Vice President shall...

- Assume the President's responsibilities if necessary,
- Coordinate the work of the committees and chair an important committee,
- Work with the President and Treasurer in preparing budget and calendar,
- Assist the President in preparing meeting agendas, and
- Be granted the rights of the President in his/her absence.
- Has 1 vote

Secretary, The Secretary shall...

- Keep attendance records at both events and meetings
- Prepare the agenda for weekly meetings in consultation with the other Officers.
- Distribute and/or display the agenda to all members in advance of the meeting,
- Manage the HSSC Google Drive and keep it organized
- Take weekly minutes at meetings including sub committee minutes
- **Take meeting notes during Student-Admin meetings and share it publically for student body**
- **Check/edit Student Body Statement created by Legislative Chair**
- Record votes
- Manage announcements
- Ensure that everyone is aware that meetings are being held, and
- Has 1 vote

Treasurer, The Treasurer shall...

- Oversee Council expenses and revenue,
- Maintain an accurate and detailed financial record,
- Periodically update the Council with the current budget status, (Once per quarter, upon conclusion of each fundraising activity)
- Organize & manage fundraisers - 1 fundraiser per event (1 per quarter)
- Give monetary advice to the student council,
- Authorize all expenditures, review purchase orders, and give final approval before invoices are paid,
- be granted the right to issue HSSC money
- Organize the fundraiser duty schedule either through volunteer or assignment
- Has 1 vote

Webmaster, The Webmaster shall...

- Manage HSSC Social Media Accounts including Instagram, Facebook, Etc
- Manage bulletin board in Main Hallway
 - Board should be updated **weekly** posting relevant information regarding upcoming events, updated meeting minutes/vote results
 - Consults with other executive members to determine which information to include on the board. Not all meeting minutes have to be released.
- Answer questions through social media in the stance of the HSSC,
- Promote any HSSC events by a variety of means,
- Create a multimedia record to keep the photos and videos of activities, and
- Be granted the right to request a member to collaborate on his/her media creation.
- Has 1 vote

Legislative Chair, The Legislative Chair shall...

- Lead representation of the student body by working with GLRs and initiating SA(Student-Admin) meetings
- Manage opinion collection ballot by monitoring it throughout the term and communicating with GLRs
- Requesting the HSSC ratification vote process when enough opinions have been gathered in the ballot
- Working with GLRs during student body votes on HSSC-ratified opinions
- Creating Student Body statements in preparation for SA meetings
- Announcing the Student Body statement during SA meetings and leading the communication/agreement process
- Communicating with administration throughout the term to make sure agreements made during SA meetings are taking place

- Updating HSSC with information on the undertaking of school environment development agreed during SA meetings
- Has no voting power.

Procedure for Filling Absent/Vacated Officers

- If a position needs to be filled permanently, the remaining officers will act as a substitute until a suitable replacement is **elected**. The order of succession for filling **temporary** positions in the absence of a meeting is as follows: President, Vice President, Secretary, Treasurer, Webmaster, **Legislative Chair**, GLR.
- An election to fill a vacant position will take place one week after the announcement. Interested candidates must state their candidacy at the time of announcing the election. The election will be conducted within the council and will include eligible members of the HSSC. Voting rights are restricted to members of the Executive and Legislative branches.

Section 2. Grade Level Representatives (Legislative Branch)

Composition

- Eight Grade Level Representatives (GLRs; Representatives),
- Two from each grade level elected by students from each grade level.

Terms of Office

- Grade level representatives will serve a term of one academic year, beginning at the start of the academic school year.

Rights & Responsibilities, The Grade Level Representative shall...

- Complete assigned duties to their best effort,
- Must participate in HSSC events,
- Vote on any matter of the Council's discussions,
- Can abstain on a poll,
- Can override presidential primary-veto through a two-thirds majority.
- Communicate with their respective student body as messengers,
- Be well aware of their respective student body's opinions and represent them in weekly Council meetings,
- Consider respective student body's opinions when voting,
- Update their respective student body with the Council's decisions, unless told not to do so,
- Strive to contribute to giving creative ideas, and
- Be granted the right to create grade level group chat and ask opinions of individuals.
- Has 1 vote

Procedure for Filling Absent/Vacated Representatives

- In the event of the absence or removal of a GLR
- In case of vacated GLR, another grade-level election will take place among the unelected candidates.
 - If necessary, then the position is open to any eligible student in the grade.

Section 3. The Administration (Judiciary)

Composition and Overall Engagement

- Composed of a Chief Supervisor, DIS Headmaster, DIS Secondary Principal.
- The chief supervisor shall participate and supervise the Council in all of its activities. The other members of the administration are not required to participate in weekly Council meetings.
- The chief supervisor shall look over all HSSC-ratified opinions and completely veto all opinions that go against the school policy or are impossible/discriminatory/inappropriate. The other members of the administration are not required to take charge of this process.
- DIS HS principal shall participate in SA(Student-Admin) meetings to hear the student union statements and come to agreement with HSSC on each item of the statement.
- The administration shall hold final decisions through final-veto power.
- Has the right to hold council hearings and trials regarding the removal of a HSSC member, if necessary.

Chief Supervisor (Advisor)

- The chief supervisor shall:
 - support the Officers and Representatives.
 - attend meetings, virtual and in-person;
 - not vote in any polls.
 - Veto all inappropriate opinions during HSSC opinion ratification process.
- In the event that the advisor is unable to continue in their position, Officers may nominate a replacement at any time, by a majority vote of the Representatives and the nominee.

Section 4. Committees

- Committees may be formed for an event, depending on the need of a certain task; they may be dissolved when the event is over, and their members may change.
- Committees are formed through volunteer or presidential appointments.

- All committees require a head/chair, regardless of the members' position within council.
 - Heads can be assigned by the President or Vice president or voted upon within the committee.

ARTICLE III. MEMBERSHIP & ELIGIBILITY

Section 1. Eligibility

Membership Eligibility: (Grade Level Representatives, Webmaster, Treasurer, Secretary, Vice President, Legislative Chair)

- Grades 9 - 12
- Maintain all grades above "C" by the end quarter (progress report time):
- Clean academic record in grades 9-12
 - No record of suspension for academic dishonesty/violence
 - No record of former HSSC Resignation or Impeachment.

Presidential Eligibility:

- Grades 10 - 12
- Maintain all grades above "C" by the end quarter (progress report time):
- Clean academic record in grades 9-12
 - e.g. no record of suspension for academic dishonesty/violence
 - No record of former HSSC Resignation or Impeachment.
- As an exception, presidential candidates require at least **one year** of experience in the HSSC.

Section 2. Code of Conduct/Removal from HSSC

3-Strike Policy A "strike" shall be allocated to any HSSC member by the Chief Supervisor for any misconduct, including but not limited to:

- disrupting meetings and/or events by any means,
- not conducting and/or fulfilling fundamental and/or additionally given responsibilities,
- having an unexcused, unverified tardy or absence to meetings and/or events,
- speaking in any language other than English,
- not wearing proper school uniform,
- behaving in any other unconstitutional manner that defies the objectives of the HSSC.

If three strikes are allocated to a member within the duration of a year, the member shall

be subject to a hearing to decide consequences (which may include removal) consisting of the other members of the HSSC & the supervisor.

Section 3. Resignation

Any member of the High School Student Council may at any moment submit a resignation and quit the council. A resignation must be submitted to the Chief Supervisor in writing. Should no resignation be provided, the Chief Supervisor will seek to procure a resignation.

Section 4. Impeachment, Vote of No Confidence, Censure,

Impeachment is the final stage of punishment, referring to the forceful removal from the HSSC. For a Council hearing (which determines the necessity of impeachment) to occur, the member must have three allocated strikes. The Council hearing, composed of the Judiciary (and the Executives, if necessary), shall check if the allocated strikes are constitutional and qualify the member to be placed on probation. If the member appears to be incapable of correcting his/her error, the Council hearing shall declare the final decision, after which the member will no longer be part of the Council.

Vote of no Confidence: If at any time HSSC is dissatisfied with any of its leaders and wants a way of going on record with their dissatisfaction, any member may call a **vote of no confidence**. A vote of no confidence does not remove the member from their position, but merely goes on record as an official opposition to their leadership. A member may motion for the vote, the floor shall be open for debate, and a majority vote is required.

Motion to Censure: A motion to censure is more conducive to specific identification of inappropriate conduct whereas a no-confidence vote communicates a general lack of support.

A motion to censure can state the specific offense—e.g., to censure the President-Elect for failing to exemplify the core values of the Association when he made inappropriate comments in his recent speech at a party.

ARTICLE IV. ELECTION AND CAMPAIGN

Section 1. General Terms

All prospective high school students for the term of an academic year have an equal opportunity to run for a position and an equal right to vote for the five Officer positions and their respective Representatives. Voting shall occur by secret ballot, and the polling station shall provide an appropriate and well-secured environment in which voters are guaranteed secrecy.

Section 2. Election, Campaign, and Application Timing

Clause A. For the Executives (Officers) The elections for the Officers **except the Legislative Chair** shall take place within the last couple months of school after the final HSSC Event has concluded, and can be subject to change (Rationale: May election allows for turnover between old and new Officers). Campaigning for the Officers may begin a week before the election. The candidate application for an *Executive* position shall be submitted to the Chief Supervisor by a specific date and time announced by the Chief Supervisor.

Clause B. For the Legislatives (Representatives) The elections for the GLRs and **Legislative Chair** shall take place in August, no later than the third week of the academic year. Campaigning time for the Legislative positions is not restricted. The candidate application for a *Legislative* position shall be submitted to the Chief Supervisor by the fifth school day of an academic year, unless otherwise notified.

Section 3. Election and Voting Procedures

Clause A. For the Executives An election shall take place in the presentation hall during advisory period of two to three consecutive days, unless the Chief Supervisor appoints a different time, day, or location. The speech of every candidate for position(s) being voted on the day must precede voting. A simple majority vote by voters is required to elect an Officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the extended election period, usually on one school day after the preset election period is over. If there is only one candidate running for a position, the candidate shall automatically assume the position without a vote.

Clause B. For the Legislatives An election for each grade level's Representative shall take place in the classroom that holds the largest population of the corresponding grade level students at the time appointed by the Chief Supervisor (All members of the grade shall gather in one room). Voting shall occur after the optional speeches of candidates.

The ballots shall be gathered by the teacher responsible for the classroom and delivered to the Chief Supervisor. A simple majority vote by voters is required to elect GLRs, and candidates with top two votes are elected. If there are less than or equal to two candidates running for the position, the candidate(s) shall automatically assume the position without a vote.

Clause C. Counting of Ballots and Announcing Result At least two members of the Judiciary shall be present to count the ballots for both Officers and Representatives. The ballots shall be counted at least twice in order to ensure accuracy. Results for all positions shall be announced at once, on or after the last day of election. However, no specific vote count shall be announced to anyone, for it may cause a discordant relationship among students.

Section 4. Campaigning for a Position (Notification and Posting of Elections)

Clause A. General Terms Campaigning for a position is defined as promoting oneself to be an appropriate Officer/Representative. Apart from the mandatory campaign speech for Executives, acceptable campaigning methods include, but are not limited to, posting of or handing out posters/flyers, morning greetings to prospective voters, verbal promotion, and promotion by social media and/or personal messages. Campaigning, independent of the method being used, is only allowed during the official campaigning period announced by the Chief Supervisor. Students found campaigning before their candidacy is approved may be disqualified.

Clause B. Campaign Regulations To ensure justice, candidates are restricted in the following methods of campaigning:

- Posting of **Posters**: Up to five posters may be displayed on the black pads (permitted poster area) around the school walls. The size of posters shall not exceed the A3 international paper size of 297 x 420 mm.
- Handing Out **Flyers/Pins**: There is no restriction on the number of flyers that can be handed out to potential voters. However, the size of flyers shall not exceed the A5 international paper size of 148 × 210 mm. The candidate is responsible for the potential mess the campaign may cause. Handing out flyers does not fall under the prohibited category of bribery.
- **Bribery**: Bribery is prohibited at any time in any place in any form. Bribery includes handing out any type of goods that benefits the receiver, including snacks, drinks, and stationary goods.
- Mandatory **Speech** for the Executive Candidates: Lengths of a speech shall be timed from the beginning of the first sentence to the beginning of the last sentence. Permitted maximum length of the speech shall fall within two minutes.

A candidate may choose not to use all time allowed. Once the speech begins, a candidate shall stand behind the podium (in the presentation hall) until s/he finishes. During the speech, candidates may use visuals such as posters, pictures, and diagrams. No auditory aid, such as background music or sound effects, is permitted.

- **Content:** For any kind of campaigning methods including the ones aforesaid, the content must be relevant and school appropriate.

A candidate may be disqualified if s/he fails to meet any of the aforementioned regulations.

Clause C. Fair Campaigning Act All campaigning shall be fair to anyone. No candidate shall try to take an unfair advantage by, including but not limited to, bribing, condemning other candidates, and disturbing other candidates' campaigning.

ARTICLE V. MEETINGS

Section 1. Weekly Council Meetings

The Council shall assemble at least once every week, and such meeting shall be on a decided date and time unless the Chief Supervisor appoints a different time or day, and the Council (Officers and Representatives) approves by two-thirds (2/3) of the vote. The Council shall not assemble on school holidays such as Chuseok holiday, winter vacation, lunar New Year holiday, February break, Spring break, and parent teacher conference day.

Section 2. Special Meetings and Committee Meetings

Special meetings may be called during the year upon the approval of a majority of the Officers. Examples of such special meetings are "Event Decoration Meeting" and "Talent Show Judges' Meeting." Committee Meetings may be called during an event-preparatory period upon the approval of a majority of respective committee members. All members are expected to attend special meetings once approved. All committee members are expected to attend committee meetings once approved.

Section 3. SA(Student-Admin) Meetings

Throughout the school year, the Legislative Chair will be responsible for organizing SA meetings for the representation of the student body to the administration and development of the academic/extracurricular environment of DIS. Only the chief advisor, HS principal, HSSC President, Vice President, Secretary, and Legislative Chair will partake in this

meeting. SA meetings will take place on a specific date and time agreed upon by members who partake in the meeting. SA meeting may take place after the steps following:

- **Opinion Collection** Legislative Chair and GLRs will work together to collect various opinions of the student body on the academic/extracurricular environment of DIS. These opinions will be submitted to the ballot Legislative Chair manages.
- **HSSC Opinion Ratification** When opinions are collected, the Legislative Chair has the power to request for the HSSC Opinion Ratification process. The HSSC President shall lead this process, going over each opinion that is in the ballot and conducting a poll within HSSC on each of them. When there is over 50% agreement through the voting process, the opinion is officially HSSC ratified and moves to the next step.
- **Student Body Ratification** These HSSC-ratified opinions will be subject to vote by the entire high school student body. GLRs will be responsible for conducting polls within their grade level on these ratified opinions. Once there is over 50% agreement within the high school student body, the opinion is now officially ratified and moves to the next step.
- **Student Union Statement Declaration** All of the student body ratified opinions will be items on the Student Body Statement. The Student Body Statement will include all the statistics on how many people agreed on each step of the process, and supporting details to substantiate each opinion. This statement will be read out during the first part of the SA meeting.

Section 4. Quorum

A quorum (for weekly and special meetings) shall consist of at least two-thirds (2/3) of all members. No votes shall be taken in absence of a quorum.

Section 5. Parliamentary Procedure for Weekly Meetings

Weekly HSSC meetings shall proceed as such, unless otherwise noted by the Officers and permitted by the chief supervisor. The meetings may flow naturally without a clear distinction between the steps following:

- **Call to Order** All Officers and Representatives shall be present by the set time, nicely dressed in DIS uniform and HSSC insignia. Members shall sit according to their positions. On time, the President gives a briefing of the meeting, while the Secretary takes attendance and checks whether a quorum exists.
- **Roll Call and Review of Agenda** The Secretary shall go through the agenda, call the roles of specific members involved if necessary, and ask the members if there are items to be added or deleted.
- **Old Business and Officer Reports** The President shall briefly discuss the items

from the previous meeting(s) and announce the decisions made. Officers or committee chairs shall give reports if applicable. For instance, the Treasurer announces the budget expense and fundraiser status of the past week; the Webmaster reports on people's reaction observed through SNS. Any unfinished business should be continued such as unfinished debates or votes.

- **New Business**
 - **Raising Items of Consideration** An item shall be presented by the Officers and/or representatives.
 - **Discussions** Members shall discuss the item posed. Representatives shall consider the corresponding student body's opinion for their benefit.
 - **Searching for Multiple Solutions** Members shall give suggestions to the item.
 - **Voting** Any member may "call the question" to end a debate and move to vote. This requires a second. The President shall conduct a poll efficiently. Voting methods include simple hand-raising, online software, and verbal. Voting may be open or closed (anonymous).

Section 6. Meeting Minutes and Records, Agenda

The Secretary shall distribute meeting minutes before the next general meeting. The minutes shall be open to the student body on the HSSC bulletin board, unless the items discussed by the minutes involve confidential material.

The Secretary shall distribute the following weeks Agenda on the next day following a meeting. The agenda may adjusted throughout the week but a preliminary agenda containing business introduced and topics for discussion should be present to allow members to prepare accordingly.

Section 7. Parliamentary Procedure for SA Meetings

SA meetings will proceed in the following general order, following each step.

- **Call to Order** All Officers that partake in this meeting shall be present by the set time, nicely dressed in DIS uniform and HSSC insignia. Members shall sit according to their positions. The Secretary records the date, name of the students/admins who are attending with their positions, and each item that will be addressed.
- **Student Body Statement Announcement** The Legislative Chair reads a portion of the statement addressing one item. Admin answers to the verdict that is addressed. The secretary writes a detailed record of the answer to the verdict.
 - **If Admin agrees with the item addressed:**
 - Plan for the specific timeline the item can take place in school. For

example, if the item is “new science equipment is needed”, Admin needs to address the specific plan and timeline for the purchase of new science equipment, recorded by the secretary.

- **If Admin disagrees with the item addressed:**
- Discuss with the admin about the specifics of reasons for disagreement. These reasons will be recorded by the secretary.
- Consider if HSSC can contribute to the item so the admin agrees. For example, if the “new science equipment is needed” item is rejected, discuss with admin if it will be possible with fund support from HSSC.
- Additional agreements required within HSSC are noted by the Secretary for later discussion during HSSC meeting.
- Come to a consensus, if possible, between the student body and admin.
- Continue the Student Body Statement Announcement step until all the items in the statement are addressed.
- Schedule for additional SA meetings if discussion within HSSC is required for a certain consensus made.
- After the meeting, the meeting notes recorded by the secretary will be publicly available to high school students, allowing all high school students to be immediately accessible to all consensus made.

ARTICLE VI. BUDGET MANAGEMENT

Section 1. Not-for-profit Statement

The HSSC is a nonprofit organization. Any funds obtained through fundraising or other means belong to the HSSC and shall only be used for the HSSC.

Section 2. Treasurer

The Treasurer shall be the primary Officer designated to handle finances. The Treasurer shall be granted a final decision on budget expenses, on the matters that were discussed in the Council meetings and agreed by the majority of the Officers.

Section 3. Fundraising

The HSSC may host fundraisers during any time of the year. The Treasurer shall update the Judiciary with the fundraising schedule and details in advance. Any kind of school-appropriate fundraisers are permitted, yet the Council shall not try to use individual’s rights for fundraising. For instance, a Dress Down Day for an event is not

permitted. Dress Down Days for charities are permitted on the grounds of donation but may intrude boundaries between other associations. Fundraisers *alone* shall not be considered an event.

ARTICLE VII. ONLINE ACCOUNTS

Section 1. Webmaster

The Webmaster shall be the primary Officer designated to handle online accounts. The Webmaster shall set the universal passwords for all accounts at the beginning of his/her term, which shall then be shared with other Officers.

Section 2. Google Account

The HSSC may utilize the DIS-domain Google account, stated below:

Google: hsscouncil@dis.sc.kr

The HSSC utilizes Google Drive as its official online storage space.

Section 3. Other Accounts

The Webmaster may set up other accounts, under the agreement of the majority of the Officers. However, the Webmaster shall be responsible for managing the accounts he created.

Instagram: [dis_hssc_official](#)

Facebook: [hsscouncil@dis.sc.kr](#) (locked behind some ID nonsense)

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section 1. Amendment

Amendments to this Constitution may be made at any Council meeting provided that notice of the proposed amendment was given one week prior to a vote. Amendments require two-thirds (2/3) vote of the voting members in attendance at the meeting, and are subject to final approval by the Judiciary.

Section 2. Ratification

This Constitution shall become effective upon its ratification by a two-thirds (2/3) majority of the ballots cast in a Council meeting. Upon ratification of this Constitution, all prior constitutions shall be null and void.

Section 3. Constitutional Review

As a recognized student organization, the HSSC shall participate in a constitutional review process -as needed, but no greater than 3 years.

ARTICLE IX. TWO-EVENTS-PER-SEMESTER STATEMENT

The HSSC shall organize *at least* two events per semester. An event is defined as a student activity or project aimed to achieve the objectives of the HSSC.

ARTICLE X. STATEMENT OF COMPLIANCE WITH DIS REGULATIONS

The HSSC shall comply with all DIS policies and procedures, including but not limited to, those policies set forth in the DIS Student/Parent Handbook, as well as local, city, and national laws.