



## **TASIS Dorado Secondary Division STUDENT COUNCIL CONSTITUTION**

### **ARTICLE I: ORGANIZATION'S PURPOSE**

The name of the organization granted by this Constitution shall be the **TASIS Dorado Student Council** for Middle and High School, also referred to as the Student Council.

The Student Council shall:

1. Promote cooperation, respect, unity, and spirit within the school community
2. Inform the faculty and administration of student opinions and concerns
3. Propose solutions to these concerns
4. Cooperate with the TASIS Dorado Teacher Parent Association
5. Organize activities encouraging student body participation throughout the school year
6. Help sponsor fundraising events of which all or a portion of the funds raised shall be donated to various charitable organizations

### **ARTICLE II: AUTHORITY**

The High School Principal and Student Council Advisor shall have the authority to grant and/or delegate any powers to the Student Council as they shall determine to be appropriate. They shall have the authority to propose a veto concerning any act passed by the Student Council, which may not be in the best interests of the school.

1. If such a situation shall arise, there will be a mandatory meeting held between the Student Council advisor and High School principal with the Student Council Executive Board President and Vice President to discuss the purpose(s) of the veto and possible amendments.

### **ARTICLE III: COUNCIL ROLES AND DUTIES**

#### **Section A**

The Student Council shall consist of elected members including four Student Council Executive Officers with the positions of President, Vice-president, Secretary, and Treasurer, the Class Presidents of grades six and above, the class Vice-Presidents of grades six and above, who also shall serve as class representatives, and the Secretary/Treasurer of each class. Each Student Council member shall have one vote when passing new proposals, except for the Executive Board members who shall vote

only in the event of a tie. There will also be two elected non-voting class representatives from the fifth grade.

**Section B** The responsibilities of the Student Council members shall be:

1. Strive for good citizenship, character, trustworthiness, fairness, and care for others and the environment
2. Respect all individuals in the school and community
3. Involve all students in sharing ideas to make the school the best it can be
4. Promote teamwork and collaboration both within the Council and in the Student Body
5. Exercise fair democracy
6. Help and voice opinions of other citizens and groups in our community
7. Promote a positive image of the TASIS Dorado Student Body
8. Uphold the values and beliefs of the TASIS Dorado Mission Statement

**Section C** Duties of the Student Council officers and class representatives shall be:

1. Executive Board members shall:
  - a. Decide on a central goal for the course of the year in conjunction with the National Honor Society;
    - i. This could include, but is not limited to: supporting local businesses, promoting green initiatives, fostering inter-club relations, etc.
    - ii. Goal will be promoted within the school community
    - iii. Organize events and activities that align and support the established goal of the year
  - b. Organize, plan, and host Spirit Week with honesty, integrity, and respect to all members of the student body
  - c. Have the right to convene meetings with the school administration, as well as individual members of the Student Council
  - d. Host pep-rally events for athletic tournaments with the help of the Spirit Committee
  - e. Work with the National Honor Society in:
    - i. Planning and aiding in Orientation Week
    - ii. The running of the Inter-Club Association as the Vice-President of the Student Council will serve as the Commanding Officer of the ICC and the National Honor Society Vice-President will serve as the Secretary of the ICC.

2. Roles of the Executive Board members:

a. President

- i. To preside over all Council meetings
- ii. To convene special meetings
- iii. To coordinate committee activities and request reports
- iv. To chair the Green Committee
- v. To appoint a Council representative to fill a vacancy that occurs during the school year until a special election is held within the Student Council (refer to Article VI Section E)
- vi. To meet weekly with the Student Council advisor
- vii. To meet once a semester with the High School Principal and Dean of Students
- viii. To represent the Student Council at meetings with the administration, faculty, and parents
- ix. To represent the Student Council in student meetings in other schools and the community

b. Vice-President

- i. Aid the President
- ii. To assume the constitutional duties and voting powers of the President in his/her absence
- iii. To chair the Spirit Committee
- iv. To meet weekly with the Student Council advisor
- v. Meet once a semester with the High School Principal and Dean of Students
- vi. To represent the Student Council in student meetings in other schools and the community

c. Secretary

- i. To publish the Student Council agenda the day of each meeting
- ii. To record attendance and take minutes at all Council meetings
- iii. To ensure that the Student Council agenda of each meeting is distributed to the members of the Student Council and to the advisor
- iv. To chair the Publicity Committee
- v. To maintain a permanent record of all decisions of the Student Council
- vi. To meet weekly with the Student Council officers and advisor

d. Treasurer

- i. To maintain a record of all finances of the Student Council

- ii. To plan and suggest to the Student Council whatever budgetary and financial support appears necessary and appropriate for the Student Council to carry out its functions
  - iii. To chair the Canteen Committee
  - iv. To give a financial report at each meeting
  - v. To meet weekly with the Student Council officers and advisor
  - vi. To act as a liaison between the school's Business Office and the Student Council
  - vii. To visit the Business Office at least twice a month to deposit earnings
3. Class Representatives
- a. To represent their classes and the student body in meetings and activities
  - b. To maintain an accurate record of all that is discussed at Student Council meetings
  - c. To solicit and voice opinions and concerns of students from respective classes in the Student Council meetings
  - d. To help in all Student Council functions
  - e. To advise respective classes at the weekly class meetings on the issues and actions taken by the Student Council
  - f. Select a community service initiative once a year, and work with said initiative through fundraising activities and visits

#### **Section D Meetings:**

1. Student Council meetings shall take place once every B day. Student Council members may initiate agenda items. Additional agenda items may be added at the beginning of each Student Council meeting. If quorum (half of Council members plus one) is not present for a meeting, no Council action may be voted upon.
2. Class meetings shall be conducted by each class board at most two days after each Student Council meeting. The meeting may consist of a written communiqué of Council agenda items.

#### **Section E Meeting Procedure:**

1. All Student Council meetings shall be open to the public.
2. The President shall call the meeting to order when quorum of the Student Council is present (which must include one officer from each class and any two

of the Student Council officers) and which shall constitute a quorum of the Student Council for the normal conduct of business.

3. Reports from classes shall be called for by the President and then old and new business shall be heard.
4. The Executive Board will ask the council members if they have any questions or concerns before adjourning the meeting.
5. A non-Council member may have the floor of a Student Council meeting if he/she contacts the President or Vice-President one day in advance.
6. Meetings are to be conducted in Spanish or English, so that all school community members feel welcome.

#### **Section F** Advisor(s):

1. The Student Council faculty advisor(s) shall be appointed or ratified by the High School Principal.
2. Duties:
  - To offer advice and assistance to the Student Council officers
  - To assist and be present at the Student Council meetings
  - To approve the withdrawal of Student Council funds
  - To hold weekly meetings with the Student Council officers

### **ARTICLE IV: COMMITTEES**

Standing committees shall be the Spirit, Green, Publicity, and Canteen Committees. All Student Council members must belong to at least one committee. Another committee may be added (or one dropped) if the council members deem it fit and pass it with a two-thirds vote.

#### **Section A:** The Spirit Committee

Will be led by the Vice President of the Executive Board. The committee will focus on, but is not limited to, planning Spirit Week activities and organizing Pep-Rallies. The committee will promote a positive image and uphold enthusiasm for the students, especially during Spirit-oriented activities.

#### **Section B:** The Green Committee

Will be led by the President of the Executive Board. It will have a purpose of ensuring that plastic and paper trash is recycled on school campus. In addition, the committee can propose new plans to help tackle climate change in the school. Members of this committee must enforce a reduction of the school's carbon footprint through signs, posters, and flyers.

### **Section C: The Publicity Committee**

Will be led by the Secretary of the Executive Board. The committee will make awareness posters and flyers for activities sponsored by the Student Council throughout the year, and will be in charge of posting these signs around the school.

### **Section D: The Canteen Committee**

Will be led and supervised by the Treasurer of the Executive Board, who will appoint two Student Council members to be the Canteen managers. Profit gained from the canteen will not go to individual class funds, but rather will be deposited into the Student Council Club account in the Business Office. These managers must be two high school students and will be responsible for the following:

1. First Canteen manager
  - a. Organizing shift schedules accordingly to the schedule of athletic games
    - i. Two Student Council members will be assigned to each shift
      1. Note: Executive Board members will not be assigned shifts
      2. Note: no two Middle School students shall be assigned a shift together
    - ii. These shifts must cover the time from when the games begin until they end
    - iii. Canteen shifts for the sports seasons must be published for the Student Council at least one week before the first game
2. Second Canteen manager
  - a. Keeping track of items for sale in canteen
    - i. Ensuring that the inventory is fully stocked through purchase requests approved by the Treasurer
    - ii. Recording the amount of items sold

The Treasurer must ensure that all is prepared each Canteen day and that the money is being deposited. Together the canteen managers will remind Student Council members of their shifts two days prior their shift.

## **ARTICLE V: ELECTION PROCEDURES**

**Section A** Candidates and students elected to positions on the Student Council or as class officers shall be students in good standing at the school with a GPA of at least a 2.5. Students on Disciplinary Probation may not hold these positions. Students placed on Disciplinary Probation during the course of their term in office must resign their positions.

**Section B** The Student Council Executive Board President, Vice-President, Secretary, Treasurer, and the Class Presidents and Vice Presidents are to be elected in May of the year preceding their term of office. The Student Council President will be a member of the senior class. The Student Council Vice-President shall be a member of the two oldest classes.

**Section C** The Student Council Secretary and Treasurer from 8th-12th grade are to be elected in May of the year preceding their term of office. The Secretary/Treasurers from 6th and 7th grade shall be nominated during the second week of the autumn term and elected the following week.

**Section D** During election week, candidates for Student Council Executive Board offices will give no more than five-minute speeches to the Middle and Upper School Student Body, and the 5th grade class at an assembly. Candidates for Student Council representatives and class officers shall address their classes for no more than three-minutes at their class meetings.

**Section E** Nomination Procedures:

1. Students interested in running for an office shall nominate themselves by filing an "intent to run" form, stating name, grade and desired office.
2. This form shall be completed and presented to Student Council Advisor no later than the Friday before the week of elections.
3. All rules for the Student Government Elections will be discussed and clarified with the Student Council Advisor on the Friday before the week of the election.

**Section F** The Vote:

1. The vote shall take place immediately after the speeches.

2. In order to carry out elections, three-fourths of the Student Body in the Middle and Upper School, or of a class, respectively, must vote.
3. Only students may vote.
4. Each student must vote for only one candidate per position.
5. The candidate running must garner 50% plus one of the constituents' votes.
6. If no one candidate garners the necessary vote, there will be a runoff election of the top two candidates after the original election.
7. In the case of a tie, there will continue to be runoff elections until one garners the necessary amount of votes.

## **ARTICLE VII: SPIRIT WEEK**

### **Section A Procedure:**

1. Spirit week shall be planned and organized by the officers of the Executive Board.
2. It is the job of the Vice-President to oversee the execution of Spirit Week.
3. Planning should commence a month prior to the week.
4. No non-Executive member nor student can aid in the planning of Spirit Week.
  - a. During the planning stage, officers cannot reveal anything to anyone except the Advisor.
5. Any of the Officers can propose activities.
6. Every measure shall require a three-fourths vote to be placed in the draft.
7. After a draft is completed, it shall be presented to the Advisor.
8. The Advisor shall have the power to veto and approve the final draft.
9. The rules and themes shall be released on the Wednesday prior to Spirit Week.
10. The Executive Board can utilize the Spirit Committee, headed by the Vice President, to aid in the running of Spirit Week.

### **Section B Rules for Executive Officers:**

1. No Officer shall participate in the daily activities.
2. Officers can participate in the Door and the Dance. However, an Officer cannot have a leading position in these activities during the week.
3. Officers must remain unbiased and will do everything in their power to ensure fair competition and rulings.
4. The Executive Board shall meet at the end of every day to discuss the course of the day and update the count.
5. The Executive Board shall maintain constant communication with the Advisor.
6. The Officers must acknowledge the complaints of the Student Council Class Boards and attend them as deemed necessary.



## **ARTICLE VI: REPRIMAND SYSTEM**

Students elected into the TASIS Dorado Student Council by the people are selected for many traits surrounding leadership. Once a member, they are expected to continue following these ideals; as such, a system of strikes and probations provides disciplinary measures to maintain students proper leaderlike composure as established by the constitution of the Student Council. Once in probation, the student and their offense(s) will be evaluated by the Executive Board, Administration, Faculty Council, and/or Advisor. Two instances of probation are grounds for expulsion from the Student Council.

### **Section A** Offenses that result in a strike:

1. Failure to comply with mandatory attendances
  - a. I.e. Drop-off duty, Canteen shifts, Announcements any other required attendance
2. Receiving Detention
  - a. For any behavioral/ tardiness issue that resulted in said detention
3. One unexcused absences to Student Council meetings
4. Failure to follow school disciplinary rules (dress code, proper behavior, appropriate language, etc.)

### **Section B** Offenses that result in automatic probation

1. Amassing a total of three strikes
2. Violating the school's Honor Code (this may also be grounds for possible Student Council expulsion)

## **ARTICLE VII: RELIEF FROM DUTIES**

### **Section A** Expulsion:

1. Any Student Council member will meet the grounds for expulsion if they:
  - a. Are found guilty of violating the Honor Code
  - b. Are asked to leave/step down from an Honor Society
  - c. Are found to **not** be adhering to the
    - i. "Purpose of the Student Council," as established by Article I
    - ii. "Rules and Responsibilities" of Student Council members, as established by Article III Section B

### **Section B** Impeachment:

1. Petition for Impeachment:
  - a. Impeachment of an Executive Board Officer or Class Officer shall be proposed by a petition that presents reasons for the officer's impeachment.
  - b. For a Class Officer:
    - i. An impeachment vote shall be carried out by the class.
  - c. For an Executive Board Officer:
    - i. A vote will be carried out by the Student Council officers. If a vote of three-fourths is reached, it shall pass to a vote for the Student Body.
2. Voting Procedure for Impeachment:
  - a. The petition for impeachment must be read outloud to the voters.
  - b. Removal of a class officer must be approved by three-fourths of their respective class.
  - c. Removal of an Executive Board Officer must be approved by three-fourths of the Student Council and three-fourths of the Middle and Upper School Student Body.
  - d. If these petitions pass in the school wide vote for Executive Board removal or within respective classes for class officer removal, then the student will be immediately impeached from their leadership position.

**Section C** Resignation:

Council members who are unable to continue in office for scholastic or other reasons shall submit a written resignation to the President of the Student Council.

**Section D** Disciplinary Probation:

If a Student Council member is placed on Disciplinary Probation at a time during his or her term of office, he/she is ineligible to continue to serve in that office and shall immediately submit his/her resignation to the President of the Student Council.

**Section E** Replacement of a member relieved from duty:

When a Student Council member is relieved from duty by any of the above stated means, the replacement for their office shall be created in the following manner:

1. First semester:

- a. If there is a vacancy within the Executive Board at any time during the first semester of school, an election shall be held forthwith by the Middle and Upper School Student Body according to the provisions of Sections F through I of Article V of this Constitution.
  - b. If there is a vacancy within the Class Board at any time during the first semester of school, an election shall be held forthwith by the respective class according to the provisions of Sections F through I of Article V of this Constitution.
2. Second semester:
  - a. If there is a vacancy within the Executive Board at any time during the second semester of school, the President of the Student Council shall appoint forthwith a replacement for that duty from any one of the remaining members of the Student Council. That selection must be ratified by a two-thirds affirmative vote of the members of the Student Council.
  - b. If there is a vacancy within the Class Board at any time during the second semester of school, the remaining members of the Class Board shall appoint forthwith a replacement for that duty chosen from their respective classmates. That selection must be ratified by a two-thirds affirmative vote of the members of their class.
3. If the member relieved from duty is the President of the Student Council or of their Class Board, the Vice-President of the Student Council (or of the respective class) shall assume the position of President, with all of the rights and duties thereof, for the remainder of the school year.

## **ARTICLE XVIII: EVALUATION**

An evaluation of the Student Council shall be carried out at the end of the school year in which the Student Council shall consider suggestions of the Principal, faculty and/or the student body.

## **ARTICLE IX: PETITION**

**Section A** Petitions must clearly state the complaint and alternatives before the Honor Committee will review it.

**Section B** Petitions shall be submitted to the Student Council Advisor and the National Honor Society Advisor. They shall discuss the next course of action with the Executive Board.

## **ARTICLE X: AMENDMENTS**

**Section A** Amendments to the Constitution, introduced by an individual or group, shall be submitted in writing to the Student Council Advisor for approval before being considered by the Student Council Executive Board.

**Section B** The Student Council Executive Board will decide by a majority vote (3 votes) to submit it to the whole Council.

**Section C** The Constitution may be amended by a two-thirds affirmative vote of the Student Council provided that such proposed amendment has been presented to the Student Council Executive Board.

## **ARTICLE XI: RATIFICATION OF THE CONSTITUTION**

This Constitution shall go into effect in August of the following school year.