**Millard South Student Council**

**Constitution and Bylaws**

We, the members of the Millard South Student Council, in order to provide opportunities for student involvement and participation in bettering education, through organization and leadership, do hereby establish this constitution.

**ARTICLE I- NAME**

The name of this organization shall be The Millard South High School Student Council, hereafter referred to as Student Council.

**ARTICLE II- STRUCTURE**

The Student Council shall be comprised of one body.

**ARTICLE III- PURPOSE**

The purpose of this organization shall be:

Section 1- To improve communication between the student body, faculty, and

administration by serving as a liaison.

Section 2- To provide the student body with successful activities that appeal to all interest groups.

Section 3- To provide opportunities for the student body to become more aware of issues that concern them.

Section 4- To participate as an active group in our community.

Section 5- To offer opportunities to boost and encourage positive student morale.

Section 6- To continuously improve upon our leadership skills, as well as develop a quality reputation.

Section 7- To be an available resource for all groups within the school, when possible.

**ARTICLE IV- RESPONSIBILITIES**

Section 1- It shall be the duty of the Student Council to make all decisions regarding Student Council activities and to create committees, with the guidance of the president and sponsor, to carry out the necessary work involved with Student Council projects/activities.

Section 2- All Student Council responsibilities are delegated by the Millard South High School Administration, the Millard Public Schools Superintendent, and the Millard Board of Education.

Section 3- Student Council decisions and recommendations shall be subject to the approval, disapproval, acceptance, or rejection of the bodies outlined in Section 2 of this article.

Section 4- Student Council representatives are obligated to uphold the high reputation of the Student Council by promoting citizenship, scholarship, leadership, and human relations.

**ARTICLE V- ELECTION OF STUDENT COUNCIL MEMBERS**

Section 1- Any student meeting the active requirements is eligible for membership on Student Council.

Section 2- There will be a minimum of 28 members.

Section 3- A majority of sitting Student Council members will select six incoming 9th graders who have completed the application and workshop process. Two incoming 9th graders will be selected that have the highest faculty evaluation from their respective schools, Andersen and Central Middle School.

Section 4- The entire Student Council will vote for one member who can contribute the most from the sitting 9th, 10th and 11th grades to be carried over as members to the next year.

Section 5- Elections should be held in April or May each year for the following year.

Section 6- Each candidate wishing to run for a representative position is required to complete the application process.

Section 7- Term of office shall run from the end of one school year to the last day of the following year.

Section 8- In the case of a tie, both candidates will represent their class. In the chance of a three way tie, a run-off would be necessary.

**ARTICLE VI- ELECTION OF OFFICERS**

Section 1- Offices of the Student Council shall be President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Public Relations Officer, School Board Representative, and District-8-Representative. A Freshman/ Sophomore representative shall be elected if the regular offices are held by Juniors and Seniors.

Section 2- Term of office shall be from the end of the school year to the last day of the following year.

Section 3- Election of officers shall be held at a date determined by the newly elected Student Council, occurring before August 1st, except in the case that a Freshman/Sophomore officer is needed. The Freshman/Sophomore office shall be elected in the fall.

Section 4- Candidates for any office shall be filled by a member of the newly elected Student Council.

Section 5- The candidate for each office receiving the highest number of votes from 2/3 of the newly elected Student Council shall be elected officer.

Section 6- The following restrictions shall be placed on the officer positions:

A. The office of President shall be held by a senior with at least one year of Student Council experience.

B. The office of Vice-President shall be restricted to Sophomores or Juniors with at least one year of Student Council experience.

C. The office of School Board Representative shall be restricted to Senior. If no Senior from Student Council is elected or chooses to run, the elections shall be open to all Seniors in which case an application process shall be applied.

D. The office of Public Relations, Secretary, Treasurer, and Sergeant-at- Arms shall be restricted to a sophomore, Junior, or Senior with some background in Student Council recommended.

**ARTICLE VII- DUTIES OF THE OFFICERS**

Section 1- It shall be the duty of all officers to:

A. Attend all officer meetings.

B. Attend NASC summer workshop if at all possible.

C. Chair at least one committee in the course of the year.

D. Chair a standing committee for the first semester.

Section 2- It shall be the duty of the President to:

A. Preside over the meetings of the Student Council.

B. Approve the setting up of the committees.

C. Perform all tasks delegated by any parties outlined in Article IV, Section 2 of this document.

Section 3- It shall be the duty of the Vice-President to:

A. Perform the duties of the President in the President’s absence.

B. Place Student Council members in Standing and Ad-Hoc Committees.

C. Aid the Secretary with the upkeep of Student Council files.

D. Review and maintain all committee reports.

Section 4- It shall be the duty of the Secretary to:

A. Keep a complete set of records of the Student Council meetings and activities, and to keep the Student Council files in order.

B. Work with the President on preparing the agenda and minutes to be used at each meeting.

C. Be in charge of publishing the Student Council’s minutes, meeting times, dates and places.

Section 5- It shall be the duty of the Treasurer to:

A. Oversee all expenditures and receipts.

B. Keep the council informed of all balances, expenditures and receipts.

C. Maintain a working relationship with the school bookkeeper.

Section 6- It shall be the duty of the Sergeant-at-Arms to:

A. Maintain order at all meetings.

B. Maintain attendance records at all activities.

C. Be familiar with, familiarize the Council with, and enforce Parliamentary Procedures as requested by the Student Council’s needs.

Section 7- It shall be the duty of the School Board Representative to:

A. Attend all School Board meetings.

B. Keep the Student Council informed on all School Board actions.

C. Bring student concerns to the School Board after administrative approval.

D. Follow any guidelines the School Board outlines.

Section 8- It shall be the duty of the 9/10 Representative to:

A. Represent the Freshman and Sophomore classes at all officer meetings.

B. Shadow other officers.

C. Coordinate leadership days and other leadership training.

Section 9- It shall be the duty of the Public Relations Officer to:

A. Coordinate any promotional efforts made by Student Council.

B. Set up any meetings with the Administration.

C. Keep record, including pictures and keepsakes, of Student Council activities throughout the year.

Section 10- It shall be the duty of the District-8-Representative to:

A. Attend all District-8 meetings.

B. Represent Millard South at District, State, Regional, and National meetings if possible.

C. Act as a liaison between Student Council and other groups including Administration.

Section 11- It shall be the duty of all members of Student Council to:

A. Attend and actively contribute to all Student Council meetings.

B. Attend and actively contribute to all Student Council activities.

C. Serve as a committee chair or co-chair.

D. Receive a successful evaluation from other Student Council members at the end of first semester.

E. Attend the Millard South Summer Leadership Workshop.

F. Attend the NASC Summer Workshop if possible.

**ARTICLE VIII- COMMITTEES**

Section 1- There shall be one or two Standing Committee heads which shall be selected on recommendation of the Vice President or on a volunteer basis.

Section 2- Committee meetings will be considered regular meetings and all attendance rules will apply.

Section 3- The committee head(s) is/are responsible for keeping attendance records and submitting these records to the Sergeant-at-Arms in written form.

Section 4- Each committee shall create goals for an activity as the first step in the process of planning an activity. Approval of the goals must be received from the President or sponsor.

Section 5- The President must be satisfied with the progress of a committee at the weekly meetings or that committee will be required to meet with the President and sponsor on the next appropriate meeting day.

Section 6- It is mandatory that an evaluation is written after a committee has completed its project.

Section 7- It is mandatory that all receipts, expenditures, and appropriate financial documents be turned in to the Treasurer within one week of the transaction.

**ARTICLE IX- ATTENDANCE, SUSPENSION/DISMISSAL, VACATED POSITIONS**

Section 1- The meeting times, dates, and places shall be decided on through

consultations between the President and faculty sponsor.

Section 2- Student Council members shall be required to attend all meetings

including formal meetings, officer meetings, committee meetings, and all

other meetings called by the President or faculty sponsor.

Section 3- Attendance is mandatory to all functions. However, members will be

allowed three absences from activities per year. Members must

communicate their absence with the President, Sergeant-at-Arms, and sponsor at least two days in advance. If a majority of members necessary to make an activity a success are absent, the activity may be canceled.

Section 4- Members will be placed on a month probation for the following reasons:

A. A fourth absence from a Student Council activity.

B. An unacceptable evaluation from Student Council members.

C. Failing to attend and participate fully in all Student Council meetings,

including committee meetings. This includes a second unexcused

absence.

D. A total of 30 minutes of unexcused missed meeting time.

E. Failure to abide by school rules and school activities rules.

Section 5- The terms of probation shall be as follows:

A. Member will meet with sponsor and President to discuss the reason for probation and write an action plan for improvement.

B. Member will provide a written account of reason for probation.

C. Student will be observed for a month by President and sponsor.

D. At the end of a month, member will meet with sponsor and President to decide if member will remain on Student Council or be dismissed.

Section 6- Expulsion from membership shall be determined by the following:

A. Fifth absence from a Student Council activity.

B. Decision after probation to expel member.

C. Acquiring a second offense of violation of school rules and school activities rules.

Section 7- Expulsion or dismissal of officers shall be up to the Student Council as a whole and approved by the sponsor.

Section 8- If a member of the Student Council is unable to fulfill his/her duties, the position will be left vacant.

Section 9- If an officer is unable to fulfill his/her duties, a member of the current Student Council shall be elected as a replacement, except in the case of President in which the Vice-President would take over.

**ARTICLE X- AMENDING AND RATIFYING THE CONSTITUTION**

Section 1- Amendments of this constitution should be made by members of the Student Council.

Section 2- Ratification of these amendments shall take a 2/3 majority vote of the entire Student Council.

Revised: 2008