

Revised January 14, 2021

**THE CONSTITUTION OF  
THE STUDENT COUNCIL  
AT WESTLAKE HIGH SCHOOL**

ARTICLE I- NAME AND PURPOSE:

Section 1- The name of the organization of the student body at Westlake High School shall be the Student Council at Westlake High School, and referred to as the “Council.”

Section 2- The purpose of the Student Council shall be to support and assist in the execution of activities of the student body, to be a role model for all students and to work towards providing means for expression of student opinion on matters while collaborating with other student organizations and the representatives of the Principal’s Advisory Council.

ARTICLE II- MEMBERSHIP:

Section 1A- The Student Council shall be composed of the officers elected by the student body and any number of students from that body who wish to serve may be eligible for candidacy in either five or six positions not to exceed six, if they had at least one or more year experience as a Student Council member OR has exhibited leadership skills with other clubs/sports.

- a) Those sophomores running for a junior year position must also demonstrate previous involvement with The Student Council. Involvement is defined as attending at least half of the monthly Council and class council meetings, as well participation in any events sponsored by the Council and class councils.
- b) An exception can be made in the event that there are no eligible candidates.

Section 1B- The Student Council will also be composed of representatives from all grades who are inducted into this office once a year.

Section 1C- The terms of these officers shall be one school year (with the exception of the Junior Class officers, whose terms will be two years, September of Junior year to June of Senior year).

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contingent upon Article IV, Section 2A. Such terms shall begin in September and end in June. If an officer's position is uncontested for the following year, they may be eligible to continue in their current position contingent upon positive teacher and class advisor recommendations and good academic standing.

Section 1D- The Executive Board officers' terms shall be one year from April to April.

Section 2- All members of the faculty are honored members of the Student Council, entitled to all privileges of membership except that of holding office in the Student Council or voting in any Student Council balloting.

### ARTICLE III- COUNCIL

Section 1- The President of each class shall act as the voice of their other class officers and classmates. Only they and the Executive Board officers shall have the right to vote during public meetings.

Section 2- The members of the Council shall be expected to attend all meetings of the Council. Any member of the Council, including the Executive Board officers, who have been absent from a regularly scheduled meeting three times without a legal cause of absence shall be dismissed from service in the Council. The Executive Board shall determine legality of the absence. Such legal absences shall be: -Field trips, absent from school, after school classes (band, blendors, etc.) class review; school sponsored trips, and mandatory teacher meetings including makeup testing.

Section 3- It shall be the duty of a Student Council member to accordingly present the views, opinions, and suggestions of the student body at Westlake High School and to report regularly to proceedings and affairs of the Council to the student body upon request.

Section 4- The Council shall meet at least two times a month during the school year.

Section 5- The duties of the Council shall be:

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- 1) To enact legislation controlling the membership criteria of the students at Westlake High School for entrance into the Council.
- 2) To hold activities and fund-raisers which incorporate the participation of the student body.
- 3) To be the representatives of the student body.
- 4) To work closely with the Faculty and Administration on school-wide issues concerning the student body through the building council.
- 5) To be responsible for all information discussed at the meeting, whether in attendance or not.

#### ARTICLE IV- STUDENT COUNCIL EXECUTIVE AND CLASS OFFICERS:

Section 1- The officers of the Executive Council, the Executive Board are, a President, a Vice-President, a Secretary, a Treasurer, and an Executive Community Relations Director (s) (E.C.R.D.). There are also class officers for each grade which are made up of the same five or six titles.

Section 2A- The election of the above class officers shall be held annually between the first and third weeks of April. All non-Student Council candidates will be required to complete the appropriate forms to be elected, including the acquisition of supporting signatures for 6 subject area teachers (including P.E. teacher), a brief statement as to why the candidate would like to be elected, a brief resume of past activities and achievements, and one present club advisor or coach recommendation. All current class and Executive officers wishing to continue for the following year must submit the same paperwork with the exception of a letter of recommendation. The required documents must be completed prior to the election date. All members of grades 9, 10, and 11 shall be eligible to vote in this election. Campaigning will take place for one week prior to elections. Each candidate is allowed one poster board to be displayed in the lobby.

Section 2B- The Executive Board members are responsible for appointing two candidates from the Sophomore Class to serve as the Executive Board Secretary and Treasurer for the following

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year. This selection shall be based on the candidate's previous behavior as a class officer and recommendations by the Class Advisors, their attendance, and an interview with the Executive Board. This appointment process is under continued review and can be changed at the discretion of the current leadership.

Section 2C- A third candidate will be appointed from either the sophomore or junior class to serve as the E.C.R.D. This position will be a one-year position. After the year is up the officer will be up for review and if they have succeeded in carrying out their job to the Council's expectations, and in accordance with the present Executive Board, they will be appointed again for the following year.

- 1) If there are two strong candidates for this position, two may be appointed.

Section 3A- Candidates for the office of President and Vice-President of the Executive Board must be the Secretary and Treasurer of the Executive Board the previous year, except in the case where the Secretary and Treasurer are graduating seniors, making an ECRD eligible. At the end of the year, there will be a review/interview conducted by the Executive Board advisors and the current President and Vice-President to determine who will become the next Executive Board President and Vice-President.

Section 3B- If the President and Vice-President candidates agree, they can both choose to be co-Presidents and assume the responsibilities of both the President and Vice-Presidents accordingly.

Section 3C- In the event that a decision cannot be reached as aforementioned in Section 3A and 3B, then a vote will be held between all outgoing Student Council officers for that year and the results of that vote will decide who will be President and Vice-President of the Executive Board for the following year.

Section 3D- All candidates must have a "C" average scholastic standing. If the student has not participated in Student Council for at least one year, they must be able to prove through their

recommendation and other required election documents that they demonstrate outstanding school spirit, dedication, and participation in other activities.

Section 4- THE DUTIES OF THE EXECUTIVE PRESIDENT ARE:

- 1) To assume the responsibility of the leadership in the Student Council.
- 2) To be chairman of the Executive Board.
- 3) To be an advisor of all the sub-committees established by the Council.
- 4) To report on all actions of the Council to the Principal for his/her consideration.
- 5) To report after each meeting to their advisor, if advisor cannot be present.
- 6) To represent Westlake High School and its students in the best possible manner inside and outside of school.
- 7) To be responsible for making morning announcements to the Student Body over the PA system. If his/her schedule does not permit this, then the VP will assume this responsibility.
- 8) To sit as a student liaison to the Mt. Pleasant Central School District School Board.

Section 5- The EXECUTIVE VICE-PRESIDENT acts for the President whenever the President is unable to perform any of his/her duties.

- 1) To be a general assistant to the President in all of his/her capacities.
- 2) To represent the Student Council at their appointed meetings.
- 3) To organize and collaborate closely with the Principal, and be a liaison for Student Council at the monthly Principal's Advisory Council meetings and to share the minutes of those meetings to the Student Council.

Section 6- The duties of the EXECUTIVE SECRETARY of the council with his/her committees are:

- 1) To keep record of attendance at all meetings of the Council.
  - 1A) To check the attendance of all class officers bi-monthly, in order to uphold article III, section 2.

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- 2) To keep record of the minutes of the Council. A copy of the minutes must be made available to bring records in a neat binder to the Council meetings. In addition, a copy of both the minutes and the agenda must be saved as a document to be uploaded to the Student Council Executive Board echalk folder.
- 3) To be responsible for all correspondence of the Council.
- 4) To oversee the tally of all Council votes.
- 5) To act as general assistant to the President, the Vice-President, and the Treasurer respectively.
- 6) To conduct mid –year evaluations with class secretaries and advisors regarding the performance and attendance of their officers. Any officer found who has not successfully upheld their responsibilities are subject to warning and probation.

Section 7- The duties are the EXECUTIVE TREASURER of the Council are:

- 1) To keep an accurate record of accounts and all receipts and expenditures of the Student Council and to keep that account available to any member of the Council.
- 2) To represent the Student Council at their appointed meetings.
- 3) To oversee and advise all Class Treasurers.
- 4) To plan projects/events to increase funds for Student Activity Account.

Section 8- The duties of the EXECUTIVE COMMUNITY RELATIONS DIRECTOR

- 1) To be in charge of publicity, including updating Lobby message board and submitting announcements.
- 2) To attend and report to Student Council at the Mt. Pleasant Central School District School Board meetings.
- 3) To keep the Westlake and Mt. Pleasant community abreast of all Student Council projects, through publicity or some other means of communication including but not limited to the School Board or PTA meetings and social networking.

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Section 9- The Principal and current Executive Board officers will select a faculty advisor or advisors for the Council.

Section 11- The Executive Board officers of the Student Council shall meet at least four times a month from April to April.

ARTICLE V- THE DUTIES OF THE CLASS OFFICERS ARE:

Section 1- The duties of the CLASS Presidents are:

- 1) To represent your class on the Student Council Board.
- 2) To attend all Student Council and Class meetings.
- 3) To oversee all activities that the class undertakes.
- 4) To help to maintain a strong relationship between the class officers and the members of the class and make all class members feel welcome to get involved in class activities.
- 5) To hold monthly class meetings open to all members of the class.
- 6) To be ultimately responsible for the successful planning and organizing of all class functions.
- 7) To maintain constant contact and effective communication with all class officers and is responsible for ensuring that they uphold their role as class officers.

Section 2- The duties of the CLASS Vice-Presidents are:

- 1) To represent your class on the Student Council Board if the President is unable to do so
- 2) To attend all Student Council and Class meetings.
- 3) To organize, plan, and be responsible for all class activities with encouraged collaboration with other clubs including a mandatory school or community service/outreach project with the assistance of the C.C.R.D.

Section 3- The duties of the CLASS Secretary are:

- 1) To represent your class on the Student Council board if the President or Vice-President are unable to do so.

- 2) To attend all Student Council and Class meetings.
- 3) To record minutes of class meetings.

Section 4- The duties of the CLASS Treasurer:

- 1) To represent your class on the Student Council board if the President or Vice-President or Secretary are unable to do so.
- 2) To attend all Student Council and Class meetings.
- 3) To maintain a cumulative record of all financial transactions, and inform the class members on a regular basis of the amount of funds in the class balance in a neat binder.
- 4) To submit all fund-raising ideas/details to the Student Council Executive Treasurer for prior approval.
- 5) To plan projects/events to increase funds for future class projects.

Section 5- The duties of the CLASS Community Relations Director are:

- 1) To represent your class on the Student Council Board if the President or Vice-President or Secretary or Treasurer are unable to do so.
- 2) To attend all Student Council and Class meetings.
- 3) To promote and plan community service projects each year which help address the needs of the community.
- 4) To organize, plan, and be responsible for all class activities with encouraged collaboration with other clubs including a mandatory school or community service/outreach project with the assistance of the Class Vice-President.
- 4) To make members of the class aware of current and future meetings as well as projects/events.
- 5) To keep the Westlake and Mt. Pleasant community abreast of all class projects, through publicity or some other means of communication including but not limited to the School Board or PTA meetings and social networking.



## ARTICLE VI- LEGISLATION

The Student Council is currently NOT a legislative body; however, the Council is charged with the goal of adapting this function of being a legislative body through work with the Principal's Advisory Council and administrators. Once the Council becomes a legislative body the following will occur.

Section 1- A quorum of the Council is a majority of the members who may vote.

Section 2- Any bill may contain a provision making approval of the student body necessary for its passage.

Section 3- During all meetings of the Council, Standard Parliamentary Procedure shall be observed. Any standard and recognized Parliamentary authority such as Robert's Rule of Order, or others, may be used as a reference, and it is left to the direction of the President and his/her Vice-President which exact procedure is most expedient and fair for the Student Council.

Section 4A- If twenty-five percent of the students in the school sign a petition requesting that a motion before the Council be referred to a vote of the student body, and present it to the President, the President shall refer the motion to vote of the student body. The motion shall go into effect only if it receives from the student body the percentage vote required for its passage in the Council.

Section 4B- If a motion is passed by the Council, a petition of forty-percent of the enrollment of the school may nullify the vote and automatically refer the motion to the student body for final decision. If the bill is approved by the same majority as that required in the Council vote, it shall be approved. If it fails to receive the necessary vote, it shall be null and void.

Section 5A- The President holds the power of veto over all acts of any Student Council actions.

Section 5B- The Principal holds the power of veto over all acts of any Student Council actions.

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\*Any legislation that is vetoed by either the President of the Principal may be modified and returned to the respective office for final consideration.

ARTICLE VI- RATIFICATION AND AMENDMENT:

Section 1- This Constitution, to be ratified, must be approved by two-thirds vote of the Student Council or two-thirds of the Student Body.

Section 2- To be passed, an amendment must be approved by two-thirds vote of the Student Council or two-thirds of the Student Body.

Section 3- Any act of misconduct bearing the penalty of external or internal suspension from school will result in immediate suspension from the Council. The termination of suspension from the Council will be two weeks. Suspended members will be allowed to attend Council meetings and will not be allowed to have the floor and/or vote in any balloting during that suspension period.

Section 4- During their time of suspension their office position will be frozen, however in the case of a President's suspension, the Vice-President will maintain all of the President's responsibilities and serve as an interim-President. This can also hold true for the other class offices in which the next in command steps up. However, in the case of a CCRD a Student Council member will be appointed by the Executive Board to serve as the interim-CCRD.

Section 5- In the case of a resignation of an officer, any interested student may file an application (providing he/she is eligible and satisfies the guidelines set in Article IV: Section 3) and the Class will vote on the candidate. If there is only one interested candidate, then the current class officers and advisor(s) can appoint the student to the open position.

Section 6- Impeachment can be called upon if a class or executive officer fails to fulfill his/her duties and/or if they have an excessive number of absences (subject to review by the Executive Board, advisers and the Principal). The impeachment process will commence after a formal warning has been issued to the officer. The Executive Board will determine the validity of the

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impeachment charges after a presentation of the class' case by their officers. Upon validating impeachment, a vote to impeach will take place and any interested student may file an application for the open position (providing he/she is eligible and satisfies the guidelines set in Article IV: Section 3) and the Class will vote on the candidate. If there is only one interested candidate, then the current class officers and advisor(s) may appoint the student to the open position. If there is more than one viable candidate, there will be an election for the open position.

Section 7 – All members of the council are expected to maintain integrity with respect to absences, and are required to attend all meetings, events, and fundraisers. In the event that a member cannot attend it is expected that they should find a replacement if applicable. Any anticipated absences must be reported to President of Executive Council prior to event or meeting. If a member reaches two unexcused absences a warning will be issued by the attendance committee – examples to include, but are not limited to: absences due to scheduling conflicts, failure to find a replacement, failure to procure appropriate transportation, not being in attendance, etc. If a member is absent for an unexcused reason after a warning is issued, the impeachment process (as stated in Section 6 above) will begin.

Section 8 - When legally called upon for service, a member of the Executive Board shall be excused from class. Legal excuse must be obtained from either the Principal or Student Council Faculty Advisor(s).

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