

## **Constitution of the Hollis Brookline High School Student Council**

### **Reviewed March 2022**

**Article I Name** The name of this organization shall be the Hollis Brookline High School Student Council, hereinafter called the Council.

**Article II Purpose** We the students of Hollis Brookline High School do hereby establish the Hollis Brookline High School Constitution in order to give voice and representation to all students, to serve as a link between the student body and the administration, to promote school spirit, and to reflect merit and distinction upon Hollis Brookline High School.

#### **Article III Powers and Responsibilities of the Council**

The Council shall:

- Coordinate and direct its elections (see Article V).
- Run elections for officers and representatives to posts vacated during the academic year.
- Approve school-related fundraisers and activities.
- Approve new clubs and extracurricular activities within the limits of its powers .
- Collaborate with administration on Council-related projects.
- Promote and plan fundraising activities for Council.
- Promote and plan activities to foster school spirit.
- Promote and plan activities encouraging goodwill and community service.
- Support the administration and school community in various capacities.

**Article IV Council Membership** Membership of the Council shall consist of the President and Vice President of the Student Body. The freshman, sophomore, and junior class councils shall each include one Class President, Class Vice President, Secretary, Treasurer, and four Representatives. The senior class council shall be comprised of one Class President, Vice President, Secretary, Treasurer, and five Representatives.

#### **Article V Council Elections**

- Elections of the officers shall be held in the spring prior to the academic year.
- Council Advisor(s) shall run the election.
- Nominations for offices shall be by petition and qualifying statement to be presented to the Student Council Advisor(s).
- Each member of a class shall have one vote per class office respective to their grade level and one vote for the offices of President and Vice President of the Student Body.
- Ballots shall be counted by Student Council Advisor(s) and the electoral results shall be announced by the Student Council Advisor(s).
- Elections for incoming freshmen will take place at the Middle School in the spring and will be organized

and conducted by the Student Council Advisor(s) in conjunction with the administration at said school.

## **Eligibility**

- Student Body President:
  - Shall be a member of the senior class during the term of office
  - Barring any unforeseen circumstance, student shall have served two terms as an active member of Class Council OR have approval from the Grand Council advisors to run if extenuating circumstances apply
  
- Student Body Vice President:
  - Shall be a member of the junior class during the term of office
  - Shall have served one term as an active member of Class Council
  
- Senior and Junior Class Presidents:
  - Shall have served a minimum of one term as an active member of Class Council
  
- All other positions are open to any member of the nominating class
  
- All candidates running for re-election must have the approval of their current Class Advisors to be eligible to run. All new students running for election must have the approval of two teachers at HBHS.

Students running for election will be held in good behavioral standing in accordance with HB's Code of Conduct

## **Article VI Frequency of Meetings and Provisions for Special Sessions**

- All members are expected to attend all Class Council and Grand Council meetings.
- For **Grand Council**, failure to attend meetings will result in disciplinary action including probation for reaching **FIVE (5)** absences. A written warning will be issued at this time.
- SEVEN (7)** absences, will result in permanent dismissal from Class and Grand Council.
- To be considered present for a meeting, it is expected that students remain in attendance for the entire meeting; meetings typically last until approximately 3:00 p.m. If students need to leave a meeting early, it will be with pre-approval only for extenuating circumstances and will only be granted on a minimal basis.
- Individual Class Councils will determine their own attendance policies that students will sign and agree to at the start of each school year.
- If a student has been dismissed from council, he or she may not run again in subsequent years.

## **Article VII Standards and Removal from Office**

- Council members must maintain a high standard of ethical and moral conduct in keeping with the code of

conduct set forth by Hollis/Brookline High School.

- Violation of the attendance policy(ies) of Grand Council and/or Class Council meetings will result in removal from office.

- Members whose negative behavior in/out of school results in disciplinary actions may also be removed from office at the discretion of Council Advisor(s) in conjunction with Administration.

Members who display negative behavior at any Council related event will be placed on probation and may be removed from office at the discretion of Council Advisor(s) in conjunction with Administration.

## **Article VIII Duties and Powers of Council Officers**

### **Duties and powers of the President of the Student Body (Council President):**

- Shall be a member of the senior class during the term of office.
- Barring any unforeseen circumstance, student shall have served two terms as an active member of Class Council OR have approval from the Grand Council advisors to run if extenuating circumstances apply
- To guide the Council in identifying and accomplishing its aims and objectives.
- To call meetings of the Council in coordination with the Advisor(s) as well as plan and make available the meeting's agenda.
- To preside over Council meetings.
- To be the official spokesperson of the Council and student body.
- To confer regularly with the Council Advisor(s) and with administration
- To represent the student body at administrative meetings when deemed necessary.
- To attend Council and senior class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner.

### **Duties and powers of the Vice-President of the Student Body:**

- Shall be a member of the junior class during the term of office.
- Shall have served a minimum of one term as a Council member.
- To assume the position of public relations director relaying information between Council, administration, and community.
- To perform the duties of the Council President in the absence of the Council President
- To take and post minutes at all class meetings within 24 hours of meeting
- To distribute meeting minutes to the class advisors within two days of each meeting
- To assist the Council President with leadership tasks
- To represent the student body at meetings as requested by the Council President.
- To attend Council and junior class meetings in accordance with the attendance policy.

- To conduct oneself in an appropriate and respectful manner.

#### **Duties and powers of the Class President:**

- To guide the class in identifying and accomplishing its aims and objectives.
- To plan and make available an agenda for all class meetings (to include whole class meetings).
- To preside over class meetings.
- Plan and delegate tasks with regards to class and Council fundraisers
- To be the official spokesperson of the class.
- To confer regularly with the class advisors and administration when appropriate
- To call special meetings of the class (to include whole class meetings when deemed necessary and approved by the advisors and administration).
- To represent the class at administrative meetings when deemed necessary.
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner.

#### **Duties and powers of the Vice-President:**

- To assume the position of public relations director relaying information between Council, Administration, and student body.
- To perform the duties of the Class President in the absence of the Class President.
- To perform duties assigned by the Class President.
- To represent the student body at meetings as requested by the Class President and Advisor(s).
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner.

#### **Duties and powers of the Secretary:**

- To take and post minutes at all class meetings within 24 hours of meeting
- To distribute meeting minutes to the class advisors within two days of each meeting.
- To record attendance at all meetings.
- To maintain class files as necessary.
- To perform duties assigned by the Class President.
- To send out notes of gratitude as deemed necessary.
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner.

#### **Duties and powers of the Treasurer:**

- To keep records of all financial transactions.

- To collect and record class dues.
- To request and collect cash boxes from the administrative assistant prior to a fund-raising event per the guidelines of the administrative assistant.
- To return cash boxes and completed deposit slips to the Administrator or Advisor in charge at the end of the fund-raising event.
- To submit receipts for reimbursement for goods and services paid for by members of the student body.
- To perform duties assigned by the Class President.
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner.

**Duties and powers of the Class Representatives:**

- To assist the executive officers in accomplishing their aims and objectives.
- To perform duties assigned by the Class President.
- To attend all Council and class meetings in accordance with the attendance policy.

To serve as a liaison between Class Council and all other members of the class

To represent the opinions and ideas of class members and bring said opinions and/or ideas to Class Council meetings

- To conduct oneself in an appropriate and respectful manner.

**Article IX Adoption of the Constitution of the Hollis Brookline High School Student Council**

This constitution shall be presented before the Council of Hollis Brookline High School. This constitution shall become the fundamental law of the Council upon its approval by the members of the Student Council.

**Article X Provisions for Amending the Constitution**

- An amendment may be proposed by any member of the student body, faculty member, or administrator.
- All amendments must be approved by the Principal, Council Advisor(s), and President of the Student Body.
- Amendments must be ratified by a majority of the Student Council.
- All amendments shall be dated with the year of ratification.