Constitution of the Hamshire-Fannett Student Council

Article I: **Name and Hierarchy.** This organization shall be known as the Hamshire-Fannett Student Council (HF StuCo).

Hierarchy:

Student Body President
(Reports to Faculty Advisor and Principal)



Student Body Officers



Class Officers



Representatives

Article II. Student Body Officers

- Section 1: Selection Process
  - 1.1 Eligibility: Students seeking to run for student body officer must have completed 2 years of good standing in HF Student Council. At least one year must have served as an elected class officer. The offices of President and Vice President must be filled by a student who has served at least one year as a Student Body Officer. *In the event that there are not eligible students who have served on the student body previously, the position will be open to students who have served as class officers for at least 2 years.* Students interested in running for President/Vice President will both run for president. The student that comes in 2nd place will become Vice President. Those elected must be willing to attend the Summer Workshop at their own cost or campus equivalent as approved by the Faculty Advisor and Principal.
  - 1.2 Students must complete the officer application form that corresponds with the office they are seeking. This form must be turned in by the deadline assigned by the Faculty Advisor.
  - 1.3 Students must have 3 teachers complete the-teacher recommendation form that corresponds with the application. This form must be turned in by the deadline assigned by the Faculty Advisor. Forms must be given to the Faculty Advisor by the teacher recommending the student and not the student.

- ❏ 1.4 Campaign Posters and Campaigns must follow all established school rules and can only take place during the designated times as approved by the Principal.
- ❏ 1.5 Ballots will be prepared, distributed and counted by the Faculty Council
- ❏ 1.6 Students with the most votes will fill the position.

❏ Section 2: President. The Student Body President must be a self-motivated individual who can work closely with others to guarantee the success of the Student Council duties, including:

- ❏ Informative reports to the Principal and School Board
- ❏ Represent the student body at school district and civic events and other meetings.
- ❏ Approval of council chair people and task forces.
- ❏ Supervise the functioning of the elected student body officers.
- ❏ Develop the agenda for and preside over the meetings of Student Council.

❏ Section 3: Vice President

- ❏ Represent the student body at school, district, civic events, and other meetings as requested by the president and/or Faculty Advisor.
- ❏ Coordinate the work of councils and assign delegates.
- ❏ Preside over Student Council meetings in the absence of the President

❏ Section 4: Public Relations Officer

- ❏ Represent the student body at school, district, civic events, and other meetings as requested by the president and/or Faculty Advisor.
- ❏ Hierarchy: Acts as a Co-Vice President in the Student Body Government (If three students are interested in President. Otherwise, will run as an independent position, and be subordinate to the Vice President)
- ❏ Roles and Responsibility:
  - ❏ Manage and Control all social media accounts, remind groups and other communication avenues for the Student Council.
  - ❏ Act as Co-Chair on the Pride and Patriotism Council. Assigned activities as follows:
    - ❏ Help plan out, organize and officiate Homecoming Activities with the Vice President (PRO will oversee Homecoming Parade and co-chair dance while VP will oversee Game and Dance Activities)
    - ❏ Help organize student-led spirit activities
    - ❏ Organize and Plan the Trunk or Treat Community Festival in October (Vice President will oversee Pink Out Game)
    - ❏ Send out notice of the Veteran's Day Program to the Community
    - ❏ Organize contact of previous veterans prior to the Veteran's Day Program
    - ❏ Continue to co-chair major projects throughout the year.

❏ Section 5: Secretary

- ❏ Maintain student body files.
- ❏ Prepare agendas for meetings

- ❏ Take and distribute minutes of meetings
- ❏ Represent the student body at school, district, civic functions, and other meetings as requested by the president.
- ❏ Type material for student body officers and committee chair people as needed.

❏ Section 6:Treasurer
- ❏ Represent the student body at school, district, civic events, and other meetings as requested by the president and/or Faculty Advisor.
- ❏ Coordinate the preparation of the annual budget.
- ❏ Present the proposed budget to Student Council for adoption.
- ❏ Maintain financial records of the student body.
- ❏ Secure materials needed for projects
- ❏ Assist the historian as needed.

❏ Section 7: Historian
- ❏ Represent the student body at school, district, civic events, and other meetings as requested by the president and/or Faculty Advisor.
- ❏ Gather materials in preparation for the Student Council Scrapbook/video, etc.
- ❏ Be responsible for the completion of the scrapbook.
- ❏ Maintain a file of materials about activities of the school.
- ❏ Make sure pictures are taken of all activities
- ❏ Coordinate work on other historical presentations.

❏ Section 8: Parliamentarian
- ❏ Represent the student body at school, district, civic events, and other meetings as requested by the president and/or Faculty Advisor.
- ❏ Provide advice on questions of parliamentary procedure.
- ❏ Make the Council members aware of good parliamentary practices.
- ❏ Track and keep record of StuCo Stars

❏ Section 9: In the event that a Student Body officer should move or be removed, all officers will move up in the hierarchy and the senior class president will serve as Student Body Parliamentarian.

❏ Section 10: Conduct deemed unbecoming (by advisor and/or administration) of a Student Body Officer may result in the removal from the Student Council as approved by the Faculty Advisor and/or the Principal

❏ Section 11: Student Body officers must earn 20 StuCo Stars within a grading period to remain in good standing. They must also attend all mandatory Student Council events.
- ❏ Failure to meet star quota will result in a conference with the Faculty Advisor.
- ❏ A second failure to meet quota will result in removal from office.

Article III: Class Officers

❏ Section 1: Eligibility and Selection
- ❏ 1.1 Grades 10-12: Must have completed 1 year in good standing with the Student Council.
  - ❏ Must complete the application that corresponds with the office they are seeking. This form must be turned in by the deadline assigned by the Faculty Advisor.

- Students must have 3 teachers complete the teacher recommendation forms corresponding to the application. This form must be turned in by the deadline assigned by the Faculty Advisor. Forms must be given to the Faculty Advisor by the teacher recommending the student and not the student.
- Campaigns and Posters must follow all established school rules and can only take place during the designated times as approved by the Principal.
- Ballots will be prepared, distributed and counted by the Faculty Council.
- Student with the most votes will fill the position.

- 1.2 Grade 9
  - Any student may complete the officer application that corresponds with the office they are seeking
  - Applications must be turned in by the deadline set by the Faculty Advisor
  - Students must have 3 teacher's complete the teacher recommendation form that corresponds with the application. This form must be turned in by the deadline assigned by the Faculty Advisor. Forms must be given to the Faculty Advisor by the teacher recommending the student and not the student.
  - Ballots will be prepared, distributed and counted by the Faculty Council
  - Student with the most votes will fill the position.

- Section 2: Duties and Responsibilities
  - 2.1 Must attend all Student Council sponsored activities, assigned council meetings and summer StuCo Day. They must also attend to all grade level responsibilities. (EX: Prom)
  - 2.2 Class Presidents will lead grade level activities as needed and approved through the proper channel. They will also serve as appointed on Councils and task forces.
  - 2.3 Class Vice Presidents will assist the President in leading grade level activities as needed. They will also serve as appointed on Councils and task forces.
  - 2.4 Class Secretaries will assist in recording all necessary paperwork and files for the Student Council and corresponding grade levels. They must also serve on councils as assigned.
  - 2.5 Class Treasurers will be responsible for acquiring all necessary materials for projects and serving on councils as assigned.
- Section 3: Conduct unbecoming of an officer will result in removal from Student Council as approved by the Faculty Advisor and Principal.
  - 3.1 Officers must earn 20 StuCo Stars per grading period to remain in good standing.
    - Failure to meet the star quota will result in a conference with the Faculty Advisor.
    - A second failure to meet quota will result in removal from office.

Article IV: General Membership to Student Council.

General membership to the HF StuCo will be granted to any student interested in participating and actively enrolled at HFHS. Those interested should complete a Student Council Representative form and submit it to the Faculty Advisor before the deadline. The only exception will be new students moving into the district after the deadline has passed.

- ❏ Eligibility (as of April 2019, unanimously approved by officers)
    - ❏ Any student enrolled in HFHS may submit an application to run for Student Council membership.
    - ❏ Forms must be submitted before the deadline or it will not be accepted and the student will be ineligible to run.
- ❏ Election
    - ❏ All names will be presented to the class for election via ballot or Google Forms. The students will choose their top 3 choices for Student Council representatives. The top 10 vote recipients will be members of the Student Council for the following school year.
    - ❏ In the event of a tie, there will be a run-off election for those with equal points.

Article V: Homecoming

- ❏ Section 1: Planning and preparation for Homecoming will fall to Student Body Officers and the Pride and Patriotism Council. All members are expected to participate in Homecoming activities and spirit days. The Faculty Advisor or President may designate special task forces as needed.
- ❏ Section 2: Nomination of Homecoming Court
    - ❏ 2.1 Date of Homecoming nominations will take place at least one week prior to the event.
    - ❏ 2.2 Nomination: Nominations will be held via google classroom, supervised by the Faculty Advisor or Administrator.
        - ❏ A google form will be posted in each grade level google classroom listing every male and female in the grade. Students will then choose one male and one female candidate and submit their forms.
        - ❏ Faculty Council will sort and identify nominees
        - ❏ The Faculty Advisor will submit a nominee ballot to be sent out to all grade levels.
    - ❏ 2.3 Eligibility. Once a student has served on Homecoming Court, they will be unable to do so again until their senior year in order to ensure student participation from all parts of the student body.
- ❏ Section 3: Elections
    - ❏ 3.1 Access - a media will be chosen so that all students have equitable access to vote on Homecoming Court nominations.
    - ❏ 3.2 Grades 9-11: The top male/female recipients will serve as class Duke and Duchess

- 3.3 Grade 12: The top three males and females will be submitted to the student body as candidates for Homecoming King and Queen. Votes will only be accessible to the Faculty Advisor, Faculty Council or School Administrator.
- 3.4 Homecoming Court will be announced at least one week prior to Homecoming. King and Queen will be announced at half-time of the Homecoming Football Game.

- Section 4: All members of the Student Council are expected to attend the Homecoming Game and Dance.
- Section 5: No campaigning of any kind will be allowed for homecoming court nominations or votes

Article VI: StuCo Stars/Point

StuCo Stars is a system designed to promote active participation in the Student Council.

- Section 1: Requirements
  - 1.1 Student Body and Class Officers must earn a minimum of 20 stars per grading period (6 weeks period). A minimum of 20 volunteer hours for each semester is required. Half of these hours must be completed at a Hamshire Fannett ISD event.
  - 1.2 Representatives must earn a minimum of 15 stars per grading period. A minimum of 15 volunteer hours for each semester is required. Half of these hours must be completed at a Hamshire Fannett ISD event.
- Section 2: Record: The Student Body Parliamentarian will be responsible for keeping a digital and paper record of points earned throughout the year.
- Section 3: Eligible Means of Earning Points
  - +1 = Dressing for Spirit Days
  - +1 = Attending school events (non-required stuco events)
  - +2 = Meeting Attendance
  - +3 = Participating in assigned council activities
  - +4 = Aiding another council in the completion of projects
  - +5 = One hour of community service
    - Volunteer Hours: If a student is involved in another organization that requires community service, they may submit these hours but receive half the points. To receive full credit, the student must complete an independent community service project.
  - Other opportunities to earn stars will come available throughout the year as approved by the Student Body President ad Faculty Advisor
  - Sign-in is required to earn stars
- Section 4: Failure to meet Star requirements:
  - 4.1 Representatives and Delegates
    - 1st offense: Meeting with Faculty Advisor
    - 2nd offense: Meeting with Faculty Advisor and Probation
    - 3rd offense: Removal from Student Council

- Students not up to date on Star Requirements will not be permitted to attend Fall and Spring Convention
- Members that do not maintain the required minimum point total may be dismissed from the council

- 4.2 Officers
  - 1st offense: Meeting with Faculty Advisor and Probation
  - 2nd offense: Removal from Office

- Section 5: Demerits
  - When a member fails to attend a mandatory event, meeting, volunteer activity, not dressing in appropriate spirit gear, and/or fails to participate in a required fundraiser, that student shall receive one demerit.
  - Demerits/Probation will be given at the discretion of the Faculty Advisor for behavioral issues, failure to maintain grades, or inappropriate behavior on or off campus.
  - Receiving more than 2 demerits in one semester will make a member ineligible for attendance to fall and spring conventions.
  - Receiving 3 demerits will put a student on probation
  - Receiving 4 demerits will result in removal from the Student Council.

Article VII: Membership Requirements and Violations of Requirements

- Requirements
  - Members will be expected to maintain a passing average each six weeks
  - Members shall maintain the minimum point average each six weeks
  - Members will be expected to maintain behavior appropriate for school leaders in all activities on and off campus
  - Members are responsible for submitting the required dues and purchasing the required shirt for events
  - Members are expected to attend all student council meetings, events, functions, fundraisers, etc
- Violations
  - Grades
    - Members that receive a failing average on their report card for any class will be ineligible for student council activities that occur for the six week period following the failing average
    - Any student that received 2 or more failing averages on their report card during the school year will not be eligible for membership the following year.
  - Points
    - Members that do not maintain the required minimum point total may be dismissed from the council
  - Behavior
    - Members are expected to adhere to all the school rules and policies

- ❏ Members are expected to maintain satisfactory conduct at school and outside of school
- ❏ Any documented behavioral incident (including but not exclusive to - DAEP, ISS, or suspension) in or out of school will be penalized
- ❏ Excessive absences from school or student council activities will be penalized
- ❏ Members are expected to adhere to all TASC rules and policies on student council trips and conventions

❏ Penalties for inappropriate behavior

- ❏ Illegal substances (drugs, alcohol, tobacco, and vape products) will result in removal from office and suspension from student council for one full semester
- ❏ DAEP or Suspension will result in removal from office and suspension from the student council for the remainder of the year. The student will not be eligible for membership again
- ❏ ISS placement
  - ❏ 1st offense - the student will receive a warning
  - ❏ 2nd offense - the student will be placed on probation for 6 weeks
  - ❏ 3rd offense - the student will be removed from office/council and may not run for office in the future

Article VII: Meetings

❏ Section 1: Meeting information

- ❏ Class officers and student body officers will be required to attend all general council and officer meetings
- ❏ If an officer must miss a meeting, the officer must report the reason for the absence in writing to the advisor. Multiple absences can result in dismissal by the sponsor from the officer position

❏ Section 2: Calling for Meetings

- ❏ 1.1 A meeting of the entire Student Council may be called for by the Student Body President, Faculty Advisor OR approval by 3 Student Body officers and approval of the Faculty Advisor.
- ❏ 1.2 Small council meetings are scheduled by the Chair of that Council
- ❏ 1.3 Student Council officer meetings will be determined by the President, Faculty Advisor or School Administrator

❏ Section 3: Rules of Order: Student Council, General Assembly

- ❏ 1.1 The Student Body President will call the meeting to order
- ❏ 1.2 The Student Body Vice President will lead the Pledge of Allegiance and submit the meeting agenda to members for approval by vocal vote
- ❏ 1.3 The Student Body Secretary will call roll and remind members of their status of StuCo stars. A list of attendees will be submitted to the Parliamentarian and Historian. The secretary will review and move to approve minutes of previous

meetings, then record minutes to submit to the Faculty Advisor, Historian, and Administration as needed.
- ❏ 1.4 The Student Body Treasurer will report on the state of the budget OR needed resources.
- ❏ 1.5 The officers will take turns presenting information on the agenda
- ❏ Members must follow Robert's Rules of Order to present motions and debate issues.
    - ❏ All members must stand and be recognized by the President, Vice President or Faculty Advisor to speak

❏ Section 4: Other meetings
- ❏ 3.1 Norms and guidelines will be established by the Small Council Chair and co-chair at the first meeting of the year and expected to be observed by all present
    - ❏ Chairs must appoint a secretary to submit minutes to the Historian

Rules of Order

President: Call to Order
Secretary: Roll call, StuCo Stars
Vice President: Pledge
Secretary: Last meeting - confirm minutes
Present Meeting: Agenda, “Orders of the Day”
Parliamentarian: Update points, upcoming opportunities to earn points
Historian: Go over events, files needed, binders, etc.
Treasurer: Budget Update

1. Students must stand to speak and address officers by title
    a. Must be recognized to speak
    b. The President will open debate; during council meetings, the Chair will do so. Absences will lead to next in line of succession (Ex. If the VP is absent, the secretary will cover.)
2. To open an issue, the speaker must make a motion and have it seconded. (It will die without a second). No member may speak twice unless all who wish to have spoken.
3. As a member, I can:
    a. Make a motion to open discussion
    b. Second: Confirm discussion
    c. Propose amendments
    d. Debate
    e. Call Point of Order
    f. Appeal to the President

Voting During Meetings

The Quorum is set at a majority of officers and representatives present. Voting Methods are as follows:

- The officer presiding over a meeting may call for a vote once it is proposed. The chief officer present will decide the best method of voting unless otherwise directed by the Faculty Advisor or President:
    - Show of Hands
    - Voice Vote
    - Roll Call
    - Ballot
- All voting must be record in minutes
- A vote will pass with a majority of those present unless it is an amendment to the Constitution which will require a ⅔ vote of those present.

Article IX: Councils

- ❏ Section 1: The Student Council has five organized councils to plan projects designed to meet the needs of the students and greater community.
    - ❏ Pride and Patriotism
    - ❏ Energy and Environment
    - ❏ Drugs, Alcohol, Safety and Health (DASH)
    - ❏ School and Community Service
- ❏ Section 2: Organization
    - ❏ 2.1 Delegates will be assigned to councils by the Student Body Vice President and confirmed by the President
    - ❏ Council: Pride and Patriotism
        - ❏ Chair: Student Body Vice President and Public Relations Officer
            - ❏ Co-chair: Senior Class President
                - ❏ Representatives:
                - ❏ Junior Class Secretary
                - ❏ Senior Treasurer
                - ❏ Sophomore Vice President
                - ❏ Freshman Vice President
                - ❏ Junior Representative #1
                - ❏ Freshman Representative #1
                - ❏ Freshman Representative #3

    - ❏ Council: Energy and Environment
        - ❏ Chair: Student Body Historian
            - ❏ Co-Chair: Junior Class President
                - ❏ Representatives:
                - ❏ Sophomore Secretary
                - ❏ Freshmen Treasurer
                - ❏ Junior Representative #1

- ❏ Sophomore Representative #3
- ❏ Freshman Representative #2

- ❏ Council: DASH
  - ❏ Chair: Student Body Treasurer
    - ❏ Co-Chair: Sophomore President
    - ❏ Representatives:
    - ❏ Senior Secretary
    - ❏ Sophomore Treasurer
    - ❏ Senior Representative #3
    - ❏ Senior Representative #2
    - ❏ Junior Representative #3

- ❏ Council: School and Community Service
  - ❏ Chair: Student Body Secretary and Student Body Parliamentarian
    - ❏ Co-Chair: Junior and Senior Vice President
      - ❏ Representatives:
      - ❏ Freshmen President
      - ❏ Freshman Secretary
      - ❏ Junior Treasurer
      - ❏ Senior Representative#1
      - ❏ Senior Representative #2
      - ❏ Sophomore Representative #1

- ❏ Section 3:
  - ❏ 3.1 Pride and Patriotism: The purpose of the Pride and Patriotism Council is to increase school pride and love of country throughout the student body. This council organizes activities designed to increase student involvement and promote pride in our school culture. Members also encourage community involvement and strive to improve the public perception of the school. Activities such as the Veteran's Day Program express appreciation for our American heritage and the sacrifices of our veterans.
  - ❏ 3.2 Energy and Environment: The Energy and Environment Council leads projects to improve our immediate environment and help conserve our natural resources. They organize the campus recycling program and help educate students on methods to reduce waste and improve our world.
  - ❏ 3.3 DASH. The DASH Council generates student awareness on the topics of Drugs, Alcohol, Safety and Health, through projects such as Red Ribbon Week and other educational experiences. DASH improves the student body by exposing students to information that can help them make healthier choices and bring that awareness to our community.
  - ❏ 3.4 School and Community Service. The goal of this council is to give back to the communities our students live in. These projects aim to serve local citizens and

improve the overall condition of our hometown.The HF Student Council believes teachers are vital to the overall success of our students. To express our appreciation for these important members of our school community, the council organizes projects that convey this belief to the teachers at our school.

- ❑ Section 4: All students are expected to perform delegated tasks on their assigned councils

Article X: Projects

Projects adopted by the councils are subject to approval by the Faculty Advisor and School Administration. All Committees must submit a Project Sheet, Evidence and Evaluation to the Student Body Historian for the organization's permanent records

Article XI: Amendments

Amendments may be made to this constitution when a motion is proposed by a student body officer. At least ⅔ of all officers must be present and the amendment must receive 70% of a roll call vote.

We would like to set a high number of hours for council members to reach by their senior year in order to receive a cord for graduation if possible

This Constitution is effective as of August 1, 2024. It was adopted by the 2023-24 Student Body Officers and approved by the Faculty Advisor and Principals.

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Debra Nolte, Principal

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Diana Sims, Assistant Principal

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Ashley Kelly, Faculty Advisor

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President

_____ _____
Vice President PR Officer

_____ _____
Secretary Historian

_____ _____
Treasurer Parliamentarian