

The Constitution of the Student Council of William G. Enloe High School

FINAL
JANUARY, 2020
[RATIFIED]

INTRODUCTION

The name of this organization shall be the William G. Enloe High School Student Council, referred to throughout the remainder of this document as Student Council. The organization shall exist to improve the experiences of students during the time that they function as members of the high school community.

This document serves as the official governing document of the organization as a whole; included in it are four articles that provide structure for the function of Student Council.

- Article I describes the organization of Student Council and outlines the specific purposes for its existence along with the general and specific purposes of the councils of which Student Council is comprised.
- Article II describes the responsibilities of members who serve in Student Council according to their roles in the organization.
- Article III describes the methods by which students may gain and lose membership in Student Council; it outlines procedures for elections, appointments, removals, and replacements.
- Article IV describes the powers that govern the function of Student Council, both those powers given to Student Council and those powers to which Student Council is subject.

ARTICLE I: PURPOSE AND ORGANIZATION

Rooted in the principles of a representative democracy, Student Council shall accomplish its purpose of improving the experiences of students through the representation of the Student Body. In the execution of its general purpose, Student Council shall exist for the following specific purposes:

- to encourage students to become involved in the life of the school, including activities sponsored by Student Council, student organizations, academic departments, and athletic teams;
- to provide social activities for the enjoyment of students to compliment their academic development;
- to develop the enthusiasm of the student body in support of student groups and in support of the school as an entity;
- to organize a direct communication link between students and the staff and between students and the administration; and
- to promote the general welfare of the school, serving as an advocate for the student opinion in relationships of the school with the local community and with the greater Raleigh community.

Student Council shall be comprised of the Community Council, the Great Council, the Executive Council, and the four Class Advisory Councils. Each of the smaller councils of which Student Council is comprised has distinct purposes for their existence and has specific duties as a result.

The purposes and duties of each council are distinguished in the four sections that follow; the Community Council is covered in Section 1, the Great Council is covered in Section 2, the Executive Council is covered in Section 3, and the Class Advisory Councils are covered in Section 4.

The principal and/or his/her designated representative(s) shall serve as the advisor(s) of the Student Council. The Student Body President shall serve as the primary student representative of Student Council.

SECTION 1: COMMUNITY COUNCIL

The Community Council shall exist to serve as an organization of students through which individual groups of students are informed and represented by chosen representatives. The groups of students represented include each homeroom, each school-sponsored club, each academic team, the Executive Council, and the four Class Advisory Councils. To fulfill this general purpose, specific duties of the Community Council include:

- communicating information between the groups of students represented on the council;
- making decisions concerning student council matters and other school matters for which Community Council opinion is desired or required,

- providing information to the representatives of student groups in order that the members of the represented groups may be informed of pertinent matters; and
- providing information to a group of student leaders so that the student body as a whole will become more informed of pertinent matters through general information dispersal.

The Community Council shall consist of the Homeroom Representatives,, Class Vice Presidents, the, . The presiding officer of the Community Council shall be the Student Body President. The principal and/or his/her designated representative(s) shall serve as the advisor(s) of the Community Council.

Notes:

Methods of choosing representatives are covered in Article III.

Student Council decisions requiring the opinion of the Community Council are covered in Article V.

Descriptions of the offices mentioned in this section are located in Article II.

SECTION 2: GREAT COUNCIL

The Great Council shall exist to serve as an organization of students through which the four Class Advisory Councils and the Executive Council interact to settle the business of each council. To fulfill this general purpose, specific duties of the Great Council include:

- communicating the current business of each council to the other four councils in order to provide knowledge of the occurrences in other councils and in order to provide accountability between the five councils;
- planning events that require the participation of two or more of the five councils comprising the Great Council;
- providing feedback to a specific council from the other councils regarding pertinent matters; and
- making decisions concerning student council matters and other school matters for which Great Council opinion is desired or required.

The Great Council which shall consist of the members of the Executive Council, the members of the four Class Advisory Councils, and any members appointed by the presiding officer. The presiding officer of the Great Council shall be the Student Body President. Together, the advisors of the four Class Advisory Councils and the advisor(s) of the Executive Council shall serve as the advisors of the Great Council.

Note:

Student Council decisions requiring the opinion of the Great Council are covered in Article V.

SECTION 3: EXECUTIVE COUNCIL

The Executive Council shall exist to serve as an organization of students through which the Student Body is represented in the council's fulfillment of the specific purposes of Student Council. To fulfill this general purpose, specific duties of the Executive Council include:

- dealing with matters concerning the Student Body;
- gathering and considering the opinions of the Student Body in all business;
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- planning and executing activities, carried out by a single council, that target to involve students in more than one of the four grades;
- overseeing the planning and execution of activities, carried out by multiple councils, that target to involve students in more than one of the four grades;
- planning and executing one fundraising event each year to provide funds for the functioning of the council;
- making decisions concerning Student Council matters and other school matters for which Executive Council opinion is desired or required.

The Executive Council shall consist of the seventeen Student Body Officers, the nine Class Senators, and any officers appointed by the Student Body President with Student Council experience. The presiding officer of the Executive Council shall be the Student Body President. The faculty member(s) selected by the Principal shall serve as the advisor(s) of the Executive Council.

The Student Body Officers shall be the Student Body President, the Student Body Vice President of Service, the Student Body Vice President of Governing Procedures, the Student Body Vice President of Public Relations, Vice President of Finance, the Equity Officer, the Clubs and Organizations Officer, the Secretary of Communications, the Community Council Coordinator, the Multimedia Officer, the Alumni Relations Officer, the Community Outreach Officer, and the five Standing Committee Officers. The Class Senators, which include three representatives from the Freshman Class, two representatives from the Sophomore Class, two representatives from the Junior Class, and one representative from the Senior Class.

The Executive Council shall be organized into standing committees which exist throughout the school year. They include the Logistics Team, the Public Relations/Marketing Team, the Service Team, the Finance Team, and the Outreach Team. Descriptions for these committees are included in the following subsections.

SUBSECTION A: LOGISTICS STANDING COMMITTEE

The Logistics Standing Committee shall exist to ensure the proper function and lasting continuance of Student Council through elections, retreats, document upkeep, and record filing. The Student Body Vice President of Governing Procedures shall serve as the head of the committee. Other committee members include the Logistics Officer, Secretary of Communications, selected Class Senators, selected executive council members, and selected appointed members of Executive Council.

SUBSECTION B: PUBLIC RELATIONS/MARKETING STANDING COMMITTEE

The Public Relations Standing Committee shall exist to ensure effective communication between Student Council and the Student Body, the faculty, the administration, and the community through the intake and output of information. The Student Body Vice President of Public Relations shall serve as the head of the committee. Other committee members include the Publicity Standing Committee Officer, the Multimedia Officer elected

Executive Council members, selected Class Senators and selected appointed members of Executive Council.

SUBSECTION C: SERVICE STANDING COMMITTEE

The Service Events Standing Committee shall exist to ensure effective organization of all Executive Council service events, whether serving the school community, the local community, or other societal communities. The Student Body Vice President of Service Events shall serve as the head of the committee. Other committee members include the Service Standing Committee Officer, selected Class Senators, elected Executive Council members, and selected appointed members of Executive Council.

SUBSECTION D: OUTREACH STANDING COMMITTEE

The Outreach standing Committee shall exist to ensure Student Council upholds its promise to be a governing body that represents all of Enloe. They will work to expand student and community involvement in school events and create an inclusive environment. The Student Body President shall serve as the head of the committee. Other committee members include the Outreach Standing Committee Officer, selected Class Senators, selected executive council members, and selected appointed members of Executive Council.

SUBSECTION E: FINANCE STANDING COMMITTEE

The Finance Standing Committee shall exist to ensure the efficient and intentional management of all funds collected, spent, or held by Student Council. This includes, but is not limited to; all council expenditures, fundraising, and budgets for student council events. The Student Body Vice President of Finance shall serve as the head of the committee. Other committee members include the Finance Standing Committee Officer, selected Class Senators, selected executive council members, and selected appointed members of Executive Council.

Notes:

The Executive Council does not plan or execute fundraising activities of Class Advisory Councils regardless of the student population targeted.

Student Council decisions requiring the opinion of the Executive Council are covered in Article V.

Additional requirements exist for the inclusion of specific appointed officers in the Public Relations Standing Committee if they are appointed; these requirements are specified in Article II under the descriptions of these appointed offices.

Information concerning Executive Council special committees is found in the Student Council By-Laws, as described in Article V.

Descriptions of the offices mentioned in this section are located in Article II.

SECTION 4: CLASS ADVISORY COUNCILS

The four Class Advisory Councils shall exist with each council representing one of the four classes in the school: freshman, sophomore, junior, and senior. Each Class Advisory Council shall exist to serve as an organization of students through which the specific class is represented in the council's fulfillment of the specific purposes of Student Council. To fulfill this general purpose, specific duties of each Class Advisory Council include:

- dealing with matters concerning the Class;

- gathering and considering opinions of the Class in all business;
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- planning and executing independent activities that target to involve the members of the Class;
- planning and executing activities that target to involve the members of the Class in school-wide activities that involve students of multiple grades;
- **PLANNING AND EXECUTING ONE SERVICE PROJECT;**
- planning and executing one fundraising event each year to provide funds for the functioning of the council; and
- making decisions concerning Student Council matters and other school matters for which the specific Class Advisory Council's opinion is desired or required.

Each Class Advisory Council shall consist of the Class President, the Class Vice President, the specified number of Class Senators, a specified number of Class Advisory Council Representatives, and any officers appointed by the presiding officer. There shall be eight Class Advisory Council Representatives on the Freshman Class Advisory Council, six Class Advisory Council Representatives on each of the Sophomore and Junior Class Advisory Councils, and there shall be Six Class Advisory Council Representatives for the Senior Class Advisory Councils. The presiding officer of each Class Advisory Council shall be the Class President. The faculty members selected by the principal, specific to each of the four Class Advisory Councils, shall serve as the advisors of the respective councils.

Notes:

Student Council decisions requiring the opinion of the Class Advisory Councils are covered in Article V. Descriptions of the offices mentioned in this section are located in Article II.

ARTICLE II: OFFICES AND RESPONSIBILITIES

All members of Student Council, whether elected or appointed to specific offices or general membership, are required to handle certain responsibilities while in office. This article specifies the expectations of all Student Council members in Section 1; the general responsibilities of all members of each council in Section 2; the specific responsibilities of each elected officer in Section 3; and the specific responsibilities of officers fulfilling suggested appointed positions in Section 4.

SECTION 1: EXPECTATIONS OF ALL STUDENT COUNCIL MEMBERS

Each member of Student Council, regardless of position, must fulfill the following responsibilities throughout the term in office. These responsibilities shall be

- to support school activities through participation and through encouragement of the participation of other students;
- to meet Wake County School Board guidelines as outlined in the “Participation in Extracurricular Activities” policy;
- to fulfill a minimum of 3 Student Council-sponsored service hours per semester;
- to attend all student council meetings (no more than 2 absences per semester will be accepted, exceptions for extenuating circumstances can be made at the discretion of the Executive Council Advisor);
- to maintain a weighted GPA of at least 2.5;
- to adhere to all school conduct and attendance policies, accepting the consequences of infractions;
- to serve as a role model for all students through the maintenance of a high standard of character; and
- to serve as a member of special committees on the councils of which the student is a member as deemed necessary.

SECTION 2: GENERAL DUTIES OF COUNCIL MEMBERS

Each council of which Student Council is comprised has requirements general to all members of the council. These requirements are contained below for the Community Council, the Great Council, the Executive Council, and the four Class Advisory Councils.

SUBSECTION A: COMMUNITY COUNCIL

All members of the Community Council are required

- to attend all meetings of the Community Council y; and
- to follow all council guidelines, including attendance policies and policies contained in the Community CouncilBy-Laws.

SUBSECTION B: GREAT COUNCIL

All members of the Great Council are required

- to attend all meetings of the Great Council; and
- to follow all council guidelines, including attendance policies and policies contained in the Great Council By-Laws.

SUBSECTION C: EXECUTIVE COUNCIL

All members of the Executive Council are required

- to attend all meetings of the Executive Council;
- to serve as members of the Great Council; and
- to follow all council guidelines, including attendance policies and policies contained in the Executive Council By-Laws.

SUBSECTION D: CLASS ADVISORY COUNCILS

All members of each Class Advisory Council are required

- to attend all meetings of the respective Class Advisory Council;
- to serve as members of the Great Council; and
- to follow all council guidelines, including attendance policies and policies contained in the respective Class Advisory Council By-Laws.

SECTION 3: SPECIFIC DUTIES OF ELECTED OFFICERS

Each elected office in Student Council has specific requirements for the student filling the position. These requirements are contained below for Student Body Officers, Class Officers, and Community Council Officers.

SUBSECTION A: EXECUTIVE TEAM MEMBERS

The Executive Team Members shall be the Student Body President, the Student Body Vice President of Governing Procedures, the Student Body Vice President of Public Relations, the Student Body Vice President of Service, the Student Body Vice President of Finance, the Equity Officer, the Clubs and Organizations Officer, the Secretary of Communications, the Community Council Coordinator, the Multimedia Officer, the Alumni Relations Officer, the Community Outreach Officer, and the five Standing Committee Officers. All Executive Team Members will serve as members of the Executive Council and have the responsibility of representing the entire Student Body.

STUDENT BODY PRESIDENT

The responsibilities of the Student Body President shall be

- to serve as the presiding member of the Executive Council and the Great Council;
- To preside over all events planned and executed by the Executive Council, including, but not limited to Charity Ball

- to serve as the primary student liaison between the aforementioned councils and the administration, including the submission of project proposals, administration updates, building requests, and supply requests;
- to appoint individuals to general membership or to specific positions in the aforementioned councils as deemed necessary;
- to call regular meetings of the aforementioned councils on a standing basis and to call special meetings of the aforementioned councils as deemed necessary
- to serve as the chief spokesperson of the Student Body and of Student Council to groups inside of the school and outside of the school; and
- to be the main spokesperson representing Enloe High School at the Wake County Student Body Presidents meetings

STUDENT BODY VICE PRESIDENT OF SERVICE

The responsibilities of the Student Body Vice President of Service shall be

- to serve as a member of the Executive Council and the Great Council;
- to assume the responsibilities of the Student Body President in the absences of the Student Body President, the Student Body Vice President of Governing Procedures, and the Student Body Vice President of Public Relations;
- to serve as the primary contact between Enloe Charity Ball and other actors in the non-profit and/or public sector.
- to coordinate all Student Council service events that utilize the resources of the Student Body to serve the greater community, including off-campus projects and collections of any sort;
- to coordinate all Student Council service events that utilize the resources of the Student Body to serve the school, including grounds maintenance and improvement;
- to coordinate all Student Council service events that utilize the resources of Student Council to serve the school, including staff appreciation events for teachers, custodians, administration, and guidance; and
- to ensure the creation of Service Standing Committee reports; and

to serve as the head of the Service Standing Committee.

STUDENT BODY VICE PRESIDENT OF PUBLIC RELATIONS

The responsibilities of the Student Body Vice President of Public Relations shall be

- to serve as a member of the Executive Council, the Great Council
- to assume the responsibilities of the Student Body President in the absence of the Student Body President and the Student Body Vice President of Governing Procedures;

- to coordinate the overall intake of information from the Student Body and the Staff to Student Council; to coordinate the overall output of information from Student Council to the Student Body and the Staff;
- to ensure the creation of Public Relations Standing Committee reports;
- to coordinate the specific output of information through television, radio, and public address system means, social media; and
- to serve as the head of the Public Relations Standing Committee

STUDENT BODY VICE PRESIDENT OF GOVERNING PROCEDURES AND LOGISTICS

The responsibilities of the Student Body Vice President of Governing Procedure shall be

- to serve as a member of the Executive Council and the Great Council;
- to assume the responsibilities of the Student Body President in his/her absence;
- to enforce parliamentary procedure at meetings of the Executive Council and the Great Council;
- to coordinate the elections of Freshman Class Officers in the Fall; to coordinate the elections of Student Body Officers, Sophomore Class Officers, Junior Class Officers, and Senior Class Officers in the Spring;
- to maintain the official governing documents of Student Council and of the aforementioned councils, including the Student Council Constitution, the Great Council, and the Executive Council, and to propose changes to the documents as deemed necessary;
- to oversee the overall maintenance of the official records of the aforementioned councils; and
- to serve as the head of the Logistics Standing Committee.

STUDENT BODY VICE PRESIDENT OF FINANCE

The responsibilities of the Student Body Vice President of Finance shall be

- to serve as a member of the Executive Council, the Great Council, and the Community Council;
- to serve as the head of the Finance Standing Committee;
- to report current council funds at meetings of the Executive Council as deemed necessary;
- to preside over Enloe Charity Ball sponsorships
- to oversee the financial responsibilities of the Executive Council during any activity involving the collection or expenditure of money;

- to maintain an overall budget throughout the school year for the Executive Council; and
- to create specific budgets for individual Executive Council events, standing committees, and special committees.

EQUITY OFFICER

The responsibilities of the Equity Officer shall be

- to serve as a member of the Executive Council, the Great Council, and the Community Council;
- to serve as a member of the Logistics Standing Committee;
- to serve as a Student Council representative for the School Equity Team, and report the minutes;
- to ensure Student Council elections are run in an equitable fashion;
- to report on inequities found on Student Council;
- To guarantee an equitable environment for all members of Student Council;

CLUBS AND ORGANIZATIONS OFFICER

The responsibilities of the Clubs and Organizations Officer shall be

- to serve as a member of the Executive Council and the Great Council; to serve as a member of the Outreach Events Standing Committee;
- to coordinate events that bring together student organizations for school service projects or club publicity opportunities;
- to collect informational sheets from Student Organizations in the Fall and to organize this information in a system allowing students access to it;
- to provide the means through which students interested in starting Student Organizations can gather necessary support and provide necessary documentation prior to administration proposals;
- to inform student organizations of their responsibilities and opportunities;
- to represent Student Organizations in meetings of the Executive Council and the Great Council; and
- to call meetings of Student Organizations Representatives as deemed necessary.

SECRETARY OF COMMUNICATIONS

The responsibilities of the Student Body Secretary of Communications shall be

- to serve as a member of the Executive Council and the Great Council;
- to serve as a member of the Logistics Standing Committee;

- to conduct all official correspondence of the Executive Council and the Great Council, , including request letters, thank-you notes, and invitations.
- to keep accurate records of the Executive Council and Great Council through electronic minutes, sending minutes to members of the respective councils within one week of the date of each meeting;
- to maintain contact lists for each of the aforementioned councils;
- to take attendance at Executive Council and Great Council meetings
- to oversee the specific physical and electronic filing systems of all official documents, including officers' personal documents relating to Student Council, the minutes of the aforementioned councils, standing and special committee reports, treasury reports, and governing documents.

MULTIMEDIA OFFICER

The responsibilities of the Multimedia Officer shall be

- to serve as a member of the Executive Council and the Great Council;
- to serve as a member of the Publicity Standing Committee;
- to collect all Student Council and Enloe Charity Ball-related multimedia, including photos and videos
- to oversee the organization and maintenance of all multimedia;
- to ensure that all media is accessible and well-organized;
- to maintain the Student Council and Enloe Charity Ball websites; and
- to coordinate the logistics of and communication among multimedia teams.
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Alumni Relations Officer

The responsibilities of the Alumni Relations Officer shall be

- to serve as a member of the Executive Council and the Great Council;
- To serve as a member of the Outreach Standing Committee
- To maintain communication with past Enloe students and Student Council Members
- To maintain accurate records of alumni donations, participation, and contact information.
- To remain in communication with the Magnet Coordinator

Community Outreach Officer

The responsibilities of the Community Outreach officer shall be

- To Serve as a member of the Outreach Committee
- To maintain a relationship with Enloe Student Council community partners and be in charge of all communication and coordination with said community partners
- To attend Wake County Student Government meetings
- To serve as the connection between other Wake County Schools

- **STUDENT BODY STANDING COMMITTEE OFFICERS (5)**

The responsibilities of the Student Body Publicity Officer shall be

- to serve as a member of the Executive Council and the Great Council;
- to serve as a leading member on one of the five Standing Committees (Logistics, PR, Service, Outreach, Finance);
- to write and distribute the committee report;
- to keep accurate records of the work the committee partakes in

SUBSECTION B: CLASS OFFICERS

The Class Officers include the Class President, Class Vice President, Class Advisory Council Members, and Class Senators of each class. All Class Officers serve as members of the respective Class Advisory Council; in addition, Class Senators serve as members of the Executive Council as well. Each Class Officer has the responsibility of representing the respective class.

CLASS PRESIDENT

The responsibilities of the Class President shall be

- to serve as the presiding member of the Class Advisory Council;
- to serve as the primary liaison between the Class Advisory Council and the Executive Council;
- to serve as the primary student liaison between the Class Advisory Council and the administration;
- to appoint individuals to general membership or to specific positions in the Class Advisory Council as deemed necessary;
- to call regular meetings of the Class Advisory Council on a standing basis and to call special meetings of the Class Advisory Council as deemed necessary; and
- to serve as the chief spokesperson of the Class and of the Class Advisory Council to groups inside of the school and outside of the school.

CLASS VICE PRESIDENT

The responsibilities of the Class Vice President shall be

- to assume the responsibilities of the Class President in his/her absence;
- to maintain the Class Council By-Laws, an official governing document of the council, and to propose changes to the document as deemed necessary;
- to serve as a member of Community Council

- to coordinate the involvement of members of the Class in Student Council events; and
- to maintain order at the meetings of the Class Advisory Council, enforcing parliamentary procedure as deemed necessary by the council.

CLASS ADVISORY COUNCIL REPRESENTATIVE

The responsibilities of each Class Advisory Council Representative shall be

- to serve as a member of a Class Advisory Council Standing Committee as deemed necessary;
- to assist in the planning and execution of all Class Advisory Council projects; and
- to fulfill specific responsibilities concerning the inner-workings of the Class Advisory Council as deemed necessary.

CLASS SENATOR

The responsibilities of each Class Senator shall be

- to serve as a member of an Executive Council Standing Committee;
- to serve as the communication link between the Executive Council and the Class Advisory Council, attending the meetings of both councils and taking information from each council to the other;
- to put the Executive Council responsibilities before the Class Advisory Council responsibilities while maintaining involvement as a member of both councils; and
- to present the gathered student input of the respective Class to the Executive Council and to present the gathered student input of the Student Body to the respective Class Advisory Council as deemed necessary to aid in decisions.

SUBSECTION C: COMMUNITY COUNCIL OFFICERS

The Community Council Officers include the Homeroom Representatives and the Vice Presidents of each council. **HOMEROOM REPRESENTATIVES**

The responsibilities of each Homeroom Representative shall be

- to represent the homeroom electing the representative to office through the gathering of student opinion and through the communication of this information to the Community Council;
- to actively participate as a member of the Community Council through participating in discussions, assisting in council pursuits, and staying current on Student Council happenings; and
- to fully and accurately communicate pertinent information presented at Community Council meetings to the respective homeroom.

Note:

Other members of Student Council also serve as members of the Community Council as described in Article I; however, these students are not addressed under this subsection in order to avoid redundancy.

SECTION 4: APPOINTED OFFICERS

The presiding Officers, the Student Body and Class Presidents, are able to appoint up to five members of the student body to their councils at will so long as the members agree to the membership requirements specified in Article II, Section I. Executive Council can appoint more with approval of Executive Council Advisor. Appointed Officers are also subject to dismissal at the discretion of the presiding officer and/or faculty advisors.

ARTICLE III: MEMBERSHIP

In order to be a member of Student Council, each student must be a member of at least one of the smaller councils of which Student Council is comprised. In order to become and remain a member of any council, a student must be eligible to participate; these guidelines are contained in Section 1.

Students may become members of Student Council by election, appointment, or representation of a student organization. These three methods of gaining membership are described in Section 2, Section 3, and Section 4.

Members of Student Council may be removed from office by students, councils, or advisors. These three methods of losing membership are described in Section 6, Section 7, and Section 8.

An office vacancy occurs either because no student is elected to a position or because an elected student is removed from a position. Methods for filling vacant offices are described in Section 9.

The advisor(s) of each council shall be considered (a) staff member(s) of the council for which he/she/they is/are the advisor(s).

SECTION 1: ELIGIBILITY OF STUDENT COUNCIL MEMBERS

All students wishing to be members of Student Council must meet the eligibility requirements prior to stepping into office, and they must maintain the same standards throughout their time in office. The specifics regarding the implementation of these requirements will be found in the sections that follow. In addition to the basic requirements stated below, additional requirements exist for members of the Great Council and for members of the Executive Council.

SUBSECTION A: BASIC ELIGIBILITY REQUIREMENTS

The following requirements apply to all students who wish to be involved as members of Student Council in any office. The requirements shall be

- to earn a weighted 2.5 GPA for both the current semester and the past semester. If the student did not attend Enloe for the past semester, the GPA requirement for the past semester is not in effect;
- to meet the Wake County School Board guidelines regarding attendance and academic achievement as outlined in the "Participation in Extra-Curricular Activities" policy;
- to display excellent character as a role model for all students, both when the student is at school and when the student is away from school;
- to have a clean record of behavior with the school for both the current semester and the past semester, with no punishments including in out-of-school suspension; and
- to have a clean record of behavior with Student Council, including no removal from office within the past year.

SUBSECTION B: ADDITIONAL REQUIREMENTS FOR GREAT COUNCIL MEMBERS

In addition to the above requirements, all members of the Great Council must meet the following standards. The requirements shall be

- to place Student Council third in priority in the student's life, preceded only by family/religion and academics;

Notes

Regarding the priority requirement, this item must be treated in the proper manner. The requirement does not mean that makeup work can be freely scheduled to occur during Student Council obligations if other options exist; it does not mean that a student may take such a demanding schedule of courses that the student cannot fully contribute to the council(s) of which the student is a member; it does not mean that the student may commit to serving a large role in a youth group that interferes with Student Council responsibilities; it does not mean that the student may miss Student Council events to participate in a regular family dinner.

SECTION 2: MEMBERSHIP BY ELECTION

Elections of both Homeroom Representatives and Great Council Members shall be administered by the Executive Council. Any decisions concerning situations not covered below will be made by the Principal or his/her designated representative(s).

SUBSECTION A: ELECTIONS OF GREAT COUNCIL MEMBERS

Elections of officers for a given school year occur in the Spring of the preceding year for all rising sophomores, juniors, and seniors. As a result, Spring Elections include elections of Student Body Officers, Senior Class Officers, Junior Class Officers, and Sophomore Class Officers. Elections of Freshmen for a given school year occur in the Fall of that school year. As a result, Fall Elections include elections of Freshman Class Officers. Information not contained in the Constitution shall be found in the Elections Packet. Students may not hold more than one elected office in the Great Council at any given time, and students may not run for more than one position in any Student Council Election.

PART I: ADMINISTRATIVE RESPONSIBILITY

The Governing Procedures Standing Committee, with the support and sponsorship of the Executive Council, conducts Fall Elections and Spring Elections. As the head of the committee, the Student Body Vice President of Governing Procedures oversees the fulfillment of the duties associated with elections. These duties include communication with candidates, campaigning arrangements, the voting process, and ballot counting.

PART II: COMMUNICATION WITH CANDIDATES

In order to inform interested students of the election process, the Governing Procedures Standing Committee publishes an Election Packet for each election that takes place. The Election Packet is hereby given its authority to serve as the official document through which decisions are made concerning issues that arise during election time. The packet shall include a letter from the Student Body Vice President of Governing Procedures; a calendar that includes important dates for candidates to know; a description of each office for which candidates may run; a description of the expectations of the student if elected; a commitment contract that must be signed by the officer and a legal guardian; information concerning campaigning opportunities; a

goal sheet; and a petition. **The Elections Packet is not limited to those contents, and specific information concerning those contents will be included in the Elections Packet.**

The Governing Procedures Standing Committee shall conduct an Elections Interest Meeting before each election. In order to run for office, all candidates must attend the Elections Interest Meeting. The Elections Packet shall be distributed at this meeting, and questions regarding the elections shall be answered.

Each candidate running in a Preliminary Election, Final Election, or Run-off Election must be attempted to be contacted by the end of the day on which the specific election takes place. The type of communication used for this responsibility and used for general information dispersal to candidates shall be chosen by the Governing Procedures Standing Committee and shall be revealed to the candidates during the Elections Interest Meeting.

PART III: CAMPAIGNING ARRANGEMENTS

This section outlines general guidelines for campaigning procedures, including physical publicity, goal sheets, speeches, and forums. Physical publicity, including flyers, buttons, handouts, and banners, is regulated by the collaboration of the Executive Council Advisor and the principal. Goal sheets shall be posted within two days of their submission deadline in a public area that is accessible to students during lunch periods. Speeches shall be delivered to students either in a live setting or through means of audio-visual technology. The Governing Procedures Standing Committee may sponsor forums that allow candidates to voice their ideas publicly outside of the speech as the committee chooses.

PART III: VOTING PROCESS

This section outlines general guidelines for voting procedures, including information concerning Preliminary Elections, Final Elections, and Run-off Elections. During all three types of elections, voting shall occur through secret ballot. In addition, during all three types of elections, the students voting for the election of each office shall be those students that the candidate would represent if elected; all students shall vote for Student Body Officers, excluding graduating seniors including graduating seniors during Spring Elections; all students within a given class shall vote for Class Officers of that given class.

SUBPART A: PRELIMINARY ELECTIONS

Preliminary Elections shall occur for any given office if the number of candidates running for the office exceeds the number of positions available by more than two. For example, they will occur if there are more than three candidates running for an office offering a single position; they will also occur if there are more than six candidates running for an office offering four positions. All candidates who will be placed on the ballot during Preliminary Elections must be notified by the end of the day two days prior to the day of the Preliminary Elections. For any given office, the number of students moving on to the Final Elections shall be the number of positions available in the office

added to the number two. For example, three candidates shall move to the Final Elections for an office offering a single position; six candidates shall move to the Final Elections for an office offering four positions. The candidates moving on to the Final Elections shall be those receiving the highest numbers of votes in the Preliminary Elections, regardless of majority.

SUBPART B: FINAL ELECTIONS

Final Elections shall occur for any given office as long as at least one candidate remains in the running on the day that Final Elections are held. All students present on the day of elections shall be given a ballot on which to cast their vote(s), although no student shall be required to vote. A student may choose to vote for any number of offices available. The candidates winning the Final Elections shall be those candidates in each office receiving the highest numbers of votes, regardless of majority.

SUBPART C: RUN-OFF ELECTIONS

Run-off Elections shall occur for close races in the Final Elections only if the following two criteria are met. First, the difference between the lowest winning number of votes and the highest losing number of votes must be less than or equal to two percent of the number of students voting in the election for that particular office. Secondly, there must be less students running in the Run-off Election than ran in the Final Election if all candidates whose number of votes fell within two percent of the lowest winning number of votes run again. If those two criteria are not met, a Run-off Election shall not occur for that particular office and the students receiving the highest number of votes shall win.

If those two criteria are met, all candidates receiving a number of votes within two percent of the lowest winning number of votes shall be placed on the ballot. This includes the student receiving the lowest winning number of votes, the student(s) receiving winning numbers of votes within two percent of the lowest winning number of votes, and the student(s) receiving losing numbers of votes within two percent of the lowest winning number of votes. The Run-off Election shall occur within two days of the Final Election day, and no further campaigning shall be allowed outside of word of mouth between the Final Elections day and the Run-off Election(s) day. The Run-off Election shall not require that every eligible voter be given a ballot; however, every present student in the candidate's constituency shall be given the opportunity to vote in the elections. If ballots are not handed out to the present constituents, students must be given the opportunity to vote before school, after school, and during lunch periods. The candidate(s) winning the Run-off Election(s) shall be those candidates in each office receiving the highest number of votes for the number of positions remaining in that office at the conclusion of the Final Elections. Run-off Elections may only occur once.

Subpart D: Student Body Officer Elections

Student Body Officer Elections should take place before Spring Retreat, in the format of a round table discussion. All members of the newly elected Executive Council are required to be present, and members of the current Executive Council have the option of attending. The following are the rules and procedures for the Student Body Officer Elections:

POSITIONS

- Student Body President
- Vice President of Service
- Vice President of Public Relations
- Vice President of Governing Procedures
- Vice President of Finance
- Equity Officer
- Clubs and Organizations Officer
- Secretary of Communications
- Community Council Coordinator
- Multimedia Officer
- Alumni Relations Officer
- Community Outreach Officer
- Five Standing Committee Officers
-
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GROUND RULES

- No opponent bashing
- Always be mindful of feelings
- Constructive criticism ONLY
- Speak when advisor has given permission
- No side conversations
- Secret ballot voting only

PROCEDURE

1. All 17 Student Body Officer Positions should be on display for all candidates to see, in the order of the list above.
2. Beginning with the position of Student Body President and working down the list (top to bottom from the list above), candidates will propose to run for their desired position. Every candidate should propose to run for one position before moving on.
4. The voting process will then begin, with the Student Body President being elected first. Going in a clockwise direction from the first person to the right of the advisor, each candidate has the floor for **two minutes** to:
 - Name and current position for the year (if applicable)
 - Tell why he/she feels that they qualify for the job
 - Share their goal and vision for the next year if elected
5. After all the candidates have had the opportunity to speak, the floor is open to discussion. Starting back with the first candidate who spoke, the advisor

asks, "Does anyone have any comments to why or why not this person should be *the position title*?" [Comments must be appropriate and valid and should be formatted in constructive criticism, with no opponent bashing etc.]

6. Members from the newly elected executive council, as well as members from the existing council and opposing candidates now have an opportunity to bring out examples of why/why not the person would be suitable for the position [if comments become too repetitive, advisor can suggest using the form of pro-con-con-pro]
7. After **two minutes** of discussion, attention is directed to the next candidate, and so on repeating the process of steps 5 and 6. This continues until all candidates' pros and cons have been discussed.
9. The New Executive Council proceeds to voting in secret ballot.
10. The votes are tallied up and the newly elected officer is announced. In the event of a tie, the two candidates receiving the highest number of votes will each be given one minute to speak to the council. After each candidate has spoken, the new Executive Council will vote again for either one of those two candidates. If a tie still remains, the current President and Vice Presidents will cast a vote.
11. The rest of the candidates who were running for the position are now asked by the advisor if they would like to move to the next position in line.
12. The entire process is then repeated until all student body positions are filled.
13. If any candidates are dissatisfied with the positions available at the end, they have the option of withdrawing their membership from student council. In this case, the alternate candidates will be given the option of filling the available positions.

PART IV: BALLOT COUNTING

In the counting of ballots for any of the three types of elections, current members of Student Council who are not running in the respective election may help to count ballots as deemed appropriate by the Governing Procedures Standing Committee; however, no student may know the final tallies in any election. Only the Executive Council Advisor shall be privileged to this information, and the Executive Council Advisor shall keep this information as secret records from the date of a given election until the date of the next election that fills each office filled by the given election.

*Election procedures are subject to change under the discretion of the Student Council advisors.

SUBSECTION 2: ELECTIONS OF HOMEROOM REPRESENTATIVES

Elections of Homeroom Representatives occur in the Fall of a given school year within two weeks of the first day of school. The Governing Procedures Standing Committee, with the support and sponsorship of the Executive Council, conducts the elections. A student may be voted to the position of Homeroom Representative regardless of other Student Council

positions the student holds; however, no student may be given the power of more than one vote on the Community Council regardless of the number of positions the student holds on the council. Only one student may be elected to the position of Homeroom Representative for each homeroom in the school.

PART I: BASIC ELECTIONS REQUIREMENTS

Although the Governing Procedures shall determine the specific details concerning the elections each year, the elections must satisfy the following basic requirements:

- all students in a given homeroom who meet the Student Council Guidelines for Membership must be given the opportunity to run in the homeroom's election;
- all students must be given the opportunity to nominate themselves or others in the class for the election;
- all students nominated for the election must be given the opportunity to accept or decline the nomination;
- all students must be given the opportunity to vote once for the student of their choosing;
- only students in a given homeroom may run, nominate, and vote in the homeroom's election;
- only the homeroom teacher shall know the number of votes received by each nominee;
- the student elected to office from the homeroom shall be the nominee receiving the largest number of votes; and

PART II: RUN-OFF ELECTIONS

A run-off election shall occur in a given homeroom if multiple students receive the same largest number of votes. In this case, only the students receiving the same largest number of votes shall be included as candidates in the election. Multiple run-off elections may occur as long as the number of candidates in the run-off elections decreases each time a run-off election is held. In the case that a tie occurs between multiple students in the final run-off election, the candidates must decide between themselves which student shall serve as the Homeroom Representative. In the case that the students cannot reach an agreement, the homeroom teacher shall decide which student shall serve as the Homeroom Representative.

SECTION 3: MEMBERSHIP BY APPOINTMENT

Students meeting the Student Council Guidelines for Membership may be appointed to any of the councils of which Student Council is comprised. Appointments to a given council can only be made by the presiding officer of the council.

SUBSECTION A: FREEDOMS OF APPOINTMENT

Presiding officers may make appointments at any time throughout the school year, and appointments do not require the support of the council(s) on which the appointed officer

will serve. Appointments are not limited to students of a specific grade on any council of which Student Council is comprised. In addition, appointments are position-specific; a student may or may not already be a member of the council on which the appointed position is created.

Appointments may only be granted to those who made it past preliminary elections, or those who have served on Council before. If a class president wishes to appoint someone who does not meet those qualifications, they must receive the approval of their council's advisor, PrezVP and the overall Student Council Advisor.

SUBSECTION B: LIMITS OF APPOINTMENT

On a given council, the presiding officer may not appoint students to positions held by elected officers or to positions of higher authority than positions held by elected officers unless the presiding officer is filling a vacant office. Appointed officers may only be given the power to vote in a council's decisions in the case of a unanimous vote by the council in favor of granting the appointed officer this privilege; however, no student may be given the power of more than one vote on any given council regardless of the number of positions the student holds on the council. As an official member of the council(s) to which a student is appointed, the appointed officer shall be subject to the same terms as the other members of the council; this requirement exists unless a majority vote of the council grants the appointed officer modified terms of membership in agreement with the council's presiding officer.

SECTION 4: MEMBERSHIP BY REPRESENTATION

Each Student Organization has the opportunity to select one member of the organization to serve as the group's representative in the Community Council. This representative must meet the Student Council Guidelines for Membership, must be a member of the organization, must be knowledgeable about the organization, and must be willing to serve as an official member of the Community Council.

SUBSECTION A: MEMBERSHIP REQUIREMENTS OF SELECTED REPRESENTATIVE

School-Sponsored Clubs may choose a representative regardless of the student's membership in Student Council; Academic Teams and Student-Initiated Clubs may only choose a representative who is already a member of the Community Council. In the case that a Student-Initiated Club or Academic Team has no student they wish to send as a representative who is already a member of the Community Council, the organization may request that the Student Body President appoint the representative of the organization's choice to the Community Council.

SUBSECTION B: METHOD OF SELECTION

The method by which the representative is selected shall be determined by each student organization; however, the organization member selected as the representative must be approved by both the organization's president(s) and the organization's advisor(s).

SECTION 5: TERMS OF OFFICE

The term of office for Student Council members is based on the position to which the member is elected, appointed, or selected and the time of this occurrence.

SUBSECTION A: TIMES OF BEGINNING AND ENDING

The term of office for any student elected to Student Council for a given school year shall end at the conclusion of the school year's graduation ceremony. The term of office for any student elected during the school year for which the student is serving begins the day following the election. The term of office for any student appointed by a presiding officer or selected by a student organization during the school year for which the student is serving begins at the time of appointment or selection. The term of office for any student elected, appointed, or selected during the school year prior to the school year during which the student will serve begins at the conclusion of the prior school year's graduation ceremony. The term of office for any student appointed or selected during the summer prior to the school year during which the student will serve begins at the beginning of the school year during which the student will serve, dependent on the terms of the appointment or selection.

SUBSECTION B: GREAT COUNCIL APPRENTICE TERMS

Great Council members elected in Spring Elections shall serve an apprentice term during which they shadow the student(s) who currently hold the position to which they have been appointed. This apprentice term, lasting just a few weeks, begins the day following the Spring Elections and ends at the conclusion of the school year's graduation ceremony. A student serving an apprentice term is not subject to the policies a council on which the student is serving the term unless the student is already a current member of the council; however, the student is subject to maintaining the standards set forth by the Student Council Guidelines for Membership during the apprentice term.

SECTION 6: REMOVAL BY STUDENT ACTION

An elected officer may be removed from the positions the officer holds in student council by the action of the officer's constituents.

SUBSECTION A: PROCEDURE

In order for an officer to be removed by student action, a petition in favor of the officer's removal must be presented to the Executive Council signed by at least twenty percent of the officer's constituents. Following the petition's presentation and verification, a vote of the officer's constituents must occur within ten school days of the petition's presentation to the Executive Council. In order for the Student Body President to be removed from office, three-fourths of the Student Body must vote in favor of the Student Body President's removal from office. In order for a Student Body Officer, Class Officer, or Homeroom Representative to be removed from office, two-thirds of the officer's constituents must vote in favor of the officer's removal from office.

SUBSECTION B: ADDITIONAL REQUIREMENTS

A separate petition must be presented for each officer to be removed from office. Petitions must include original signatures. The student(s) organizing the creation, signing, and presentation of a petition do not need to be constituents of an officer in question, though the student(s) does/do need to be (an) Enloe student(s). All constituents of an officer in question must be given the opportunity to vote if a vote occurs, though ballots do not need to be distributed to all constituents.

SUBSECTION C: ADMINISTRATIVE RESPONSIBILITY

The Governing Procedures Standing Committee shall conduct all business associated with the removal of elected officers by the method of student action.

SECTION 7: REMOVAL BY COUNCIL ACTION

An appointed officer or selected officer can be removed from office by the members of the primary council on which he or she serves. Although a student appointed to a position on the Executive Council or on a Class Advisory Council may also serve as a member of the Great Council and Community Council, the student's primary council shall be either the Executive Council or the Class Advisory Council on which the student serves as a member.

SUBSECTION A: PROCEDURE

In order for an officer to be removed by council action, a petition in favor of the officer's removal must be presented to the respective presiding officer signed by at least twenty percent of the members of the officer's primary council. Following the petition's presentation and verification, a vote of the members of the primary council must occur within ten school days of the petition's presentation to the respective presiding officer. In order for the officer in question to be removed from office, two-thirds of the voting members of the council must vote in favor of the officer's removal from office.

SUBSECTION B: ADDITIONAL REQUIREMENTS

A separate petition must be presented for each officer to be removed from office. Petitions must include original signatures. The student(s) organizing the creation, signing, and presentation of a petition do not need to be members of the respective council, though the student(s) does/do need to be (an) Enloe student(s). All voting members of the respective council must be given the opportunity to vote if a vote occurs, and ballots must be distributed to all council members.

SECTION 8: REMOVAL BY ADVISOR ACTION

Any Student Council member may be removed from office by the advisor of the member's primary council. This removal may be the result from the member not meeting the standards set forth by the Student Council Guidelines of Membership; from the member breaking council policies; or from the member not serving in an appropriate manner on the council. Although the first two reasons for removal from office follow objective guidelines, the third reason for removal is subjective, leaving room for the interpretation of the advisor.

Upon an advisor's decision that a member should no longer be a member of the respective council, the advisor shall request that the student resign from office and shall inform the student of the reasons for this request. If the student refuses to resign, the advisor shall remove the

student from office. Only the principal may overturn a decision made by an advisor. Students who resign from office shall be allowed to serve in Student Council in the following school year; students who are removed from office shall not be allowed to serve in Student Council in the following school year.

SECTION 9: VACANT OFFICES

A vacancy occurs because no student is elected to a given position, a student in a given position resigns, or a student in a given position is removed by the student action, council action, or advisor action method. The procedure for dealing with an office vacancy depend on the reason for vacancy and on the type of position left vacant.

SUBSECTION A: VACANCIES REMAINING AFTER GREAT COUNCIL ELECTIONS

If any positions remain vacant at the conclusion of Spring Elections or Fall Elections, the presiding officer of the council in which the vacant office exists shall decide either to appoint a student to the vacant office or to leave the office vacant. In the case of a Class Executive Council Representative Senator position being left vacant, the Student Body President shall be given the power to decide.

If the office of Student Body President is left vacant, the Executive Council Advisor shall decide the method to use. If a Class President position is left vacant, the respective Class Advisory Council Advisor shall decide the method to use. Methods from which to choose include, but are not limited to, leaving the office vacant, giving the power of appointment to the council, or allowing the council's vice president to fill the role of presiding officer. In the last method, the Class Vice President would fill the position of Class President or the Student Body Vice President of Governing Procedures would fill the position of Student Body President.

SUBSECTION B: ELECTED POSITION VACANCIES

After an elected position is left vacant resulting from resignation, removal by the student action method, or removal by the advisor action method, specific guidelines regulate the manner in which the situation is resolved.

PART I: VACANCIES OCCURRING IN THE FIRST SEMESTER

If the vacancy occurs during the first semester of the school year, the position left vacant shall be offered to the student receiving the next largest number of votes in the most recent election for the position. If the student offered the position refuses to serve, the student with the next largest number of votes shall be offered the position. This pattern shall continue until either a student accepts the offer or there are no students left to whom the position may be offered. In the latter situation, the same procedure shall be followed as if the position were left vacant after elections.

PART II: VACANCIES OCCURRING IN THE SECOND SEMESTER

If the vacancy occurs during the second semester of the school year, the same procedure shall be followed as if the position were left vacant after elections.

SUBSECTION C: APPOINTED POSITION VACANCIES

After an appointed position is left vacant resulting from resignation, removal by the council action method, or removal by the advisor action method, the presiding officer of the respective council shall either appoint another student to the position or not have the position until either the presiding officer finds another student to appoint or the presiding officer's term ends.

SUBSECTION D: SELECTED POSITION VACANCIES

After a selected position is left vacant resulting from resignation, removal by the council action method, or removal by the advisor action method, the student organization represented by the officer in the position shall have the power to decide between selecting another member of the student organization to serve as the organization's representative and leaving the position vacant until either the student organization finds another student to select or the school year ends.

ARTICLE IV: POWERS

Student Council is governed both by powers within itself and by powers of individuals and groups outside of the organization. Powers within Student Council include the representative power invested in elected officers and the voting power invested in the official governing documents of the organization. Powers of individuals and groups outside of the organization include the principal, advisors chosen by the principal, and the Student Body.

Section 1 describes the balance of authority among the individuals involved with Student Council, while Section 2 outlines the role of the official governing documents and the methods for their amendment and revision.

SECTION 1: HIERARCHY OF AUTHORITY

The principal delegates to Student Council the authority under which the organization operates. Selected by the principal, the advisors of which Student Council is comprised are given authority as representatives of the principal. Elected by members of the Student Body, officers serving in elected positions are given authority as representatives of their constituents. As a result of these grants of authority, the powers of each party involved are distinct and instrumental to a proper system of checks and balances for the organization.

SUBSECTION A: POWERS OF THE STUDENT COUNCIL

The administration grants Student Council the authority to organize and execute school events that accomplish the following purposes:

- providing safe and enjoyable activities for students;
- developing school spirit;
- serving students and staff members within the school;
- serving the greater community;
- raising funds for the financial support of Student Council; and
- continuing the proper functioning of the organization.

SUBSECTION B: ADDITIONAL POWERS OF THE EXECUTIVE COUNCIL

In addition, the Executive Council is given the authority to oversee the organized functioning of Student Organizations within the school. This authority includes the responsibility of collecting charters and updated information from all Student Organizations on a yearly basis and the power to suspend privileges of Student Organizations that do not follow the guidelines set forth by administration and the Executive Council.

SUBSECTION C: POWERS OF THE PRINCIPAL AND ADVISORS

The principal retains the right to withdraw any authority granted to Student Council and retains the right to retract any decisions made by the councils of which Student Council is comprised. As representatives of the principal, advisors are also given the right to retract

any decisions made by the councils of which they are advisors. In addition, in cases described below during which the Student Body overthrows a Student Council decision, the principal has the right to overthrow the Student Body.

SUBSECTION D: POWERS OF THE STUDENT BODY

The powers of the Student Body are outlined in this section in reference to its abilities to nullify Student Council decisions and to approve Student Council decisions if deemed necessary. Both processes take place through voting of the entire Student Body. The processes below relate to decisions of Student Council other than decisions involving recall of members or Constitutional changes.

A petition signed by 20% of the enrolled students of the school in reference to a specific matter to be voted on other than a constitutional amendment or a council president's recall, shall initiate action upon the matter in the form of a resolution before the student body for their approval. A special election shall be held and the resolution may be passed by a simple majority vote.

The Executive Council, the Great Council, or the Community Council shall submit any matter as deemed necessary to the Student Body for a note of approval. The decision will be approved with a two-thirds vote of the Student Body in favor of approval. In addition, Class Advisory Councils shall submit any matters as deemed necessary to their respective classes for a note of approval in the same way.

SUBSECTION E: POWERS WITHIN STUDENT COUNCIL

Between school years and on days that students do not attend school during the school year, the Executive Council shall be empowered to handle all Student Council affairs demanding immediate attention.

SECTION 2: OFFICIAL GOVERNING DOCUMENTS

As the official governing documents of Student Council, the Constitution and the By-Laws of each council shall have the power to guide the functioning of the organization. Having authority over Student Council, only the principal and the advisors have power over these governing documents.

SUBSECTION A: CONSTITUTION

The Constitution shall contain information regarding the proper functioning of Student Council. Given the methods provided for amendment and revision of the document, information included in the Constitution shall either be of a permanent nature or have little need for flexibility. The Constitution shall include, though not be limited to, information addressing the role of Student Council in the school environment; the basic organization of Student Council; and the fixed opportunities for students to influence Student Council.

PART I: AMENDMENT AND REVISION

Whereas the By-Laws include information concerning the inner workings of individual councils, the Constitution includes information concerning both the inner workings of Student Council and its dealings with groups and individuals outside of the organization. Therefore, given the nature of information to be contained in the

Constitution, two methods exist by which the Constitution may be ratified; to initiate the ratification process, a member of Student Council may use the Community Council Method, or any member of the Student Body may use the Petition Method. In order for amendment(s) and/or revision(s) to take effect, the Student Body must vote in favor of the changes following approval of the changes through either of the two methods.

SUBPART A: COMMUNITY COUNCIL METHOD

In order for amendment(s) and/or revision(s) of the Constitution to be brought to the Student Body for approval through the Community Council Method, the amendment(s) and/or revision(s) must be presented to and approved by the Community Council.

The change(s) must be presented to the Community Council at two separate meetings of the council. The changes may be presented in oral or written form; however, every member of the Community Council present at a given meeting must be given the opportunity to know the proposed change(s) in its(their) entirety.

If there are multiple changes presented, the student initiating the changes may decide the method by which they are grouped. Each group of changes shall require a separate vote; the student may choose any method from combining all of the changes into one group to separating all of the changes into many groups. A “group” may contain only one change. The student initiating the changes must clearly define the groups to be used in voting during the presentation to the Community Council.

After the second presentation to the Community Council, each change may only be approved to be presented to the Student Body by a two-thirds majority vote of the Community Council in support of the change.

SUBPART B: PETITION METHOD

In order for amendment(s) and/or revision(s) of the Constitution to be brought to the Student Body for approval through the Petition Method, a petition must be presented to the Student Body President. The petition must include the change(s) in its(their) entirety, must outline how they are to be grouped for voting if there are multiple changes, and must contain the signatures of at least 10% of the Student Body.

SUBPART C: VOTE OF THE STUDENT BODY

The amendment(s) and/or revision(s) brought to the Student Body through either the Community Council Method or the Petition Method require voting of the Student Body within twenty school days of either approval by the Community Council or presentation to the Student Body President, according to the respective method. For changes approved by the Community Council Method, the student initiating the changes may choose to regroup the changes as he/she wishes before they are presented to the Student Body; however, this

regrouping must occur within five school days of the approval by the Community Council.

The Executive Council shall conduct the vote of the Student Body, which shall be either in favor of or not in favor of the ratification of each group of changes. The vote does not require that every student be given a ballot, although it does require that every student be given the opportunity to vote. The vote also requires that all changes to the Constitution, grouped as they will be presented during the vote, be available for review by members of the Student Body for at least five school days prior to the day of the vote.

A majority of the Student Body must vote in favor of the changes in order for them to take effect. The number of votes needed for ratification does not change according to the number of students who participate in the vote.

In the case that the Student Body does not approve the changes, the student initiating the changes may again bring the changes to a vote of the Student Body by the Community Council Method or by the Petition Method in the following semester. Votes of the Student Body regarding changes to the Constitution may be combined with a Fall or Spring Election as long as they follow the guidelines described above.

SUBSECTION B: BY-LAWS OF EACH COUNCIL

The By-Laws of each council shall contain information regarding the proper functioning of the council. Given the methods provided for amendment and revision of the document, information included in the By-Laws shall either be of a temporary nature or have the need for flexibility. The By-Laws of each council shall include, though not be limited to, information addressing the policies to enforce, events to organize, and committees to exist during a given school year. The By-Laws are subject to the guidelines set forth by the Constitution; although they can expound upon subjects covered in the Constitution, they may neither modify nor contradict the Constitution.

PART I: AMENDMENT AND REVISION

Whereas the Constitution includes information concerning both the inner workings of Student Council and its dealings with groups and individuals outside of the organization, the By-Laws only include information concerning the inner workings of individual councils. Therefore, given the nature of information to be contained in the By-Laws, there is only one method by which the By-Laws may be ratified; changes to the By-Laws of a given council may only be initiated by a member of the council. In order for amendment(s) and/or revision(s) to take effect, the council must vote in favor of the changes.

SUBPART A: PRESENTATION OF CHANGES

In order for amendment(s) and/or revision(s) of the By-Laws to be brought to the respective council for voting, a member of the council must present the changes to the council in either oral or written form at a meeting of the council;

however, every member of the council present at a given meeting must be given the opportunity to know the proposed change(s) in its(their) entirety.

As with the ratification process of the Constitution, the student initiating the changes may decide the method by which they are grouped if there are multiple changes presented. Each group of changes shall require a separate vote; the student choose any method from combining all of the changes into one group to separating all of the changes into many groups. A “group” may contain only one change. The student initiating the changes must clearly define the groups to be used in voting during the presentation to the council.

SUBPART B: VOTE OF THE COUNCIL

The amendment(s) and/or revision(s) brought to the respective council require the voting of the council during the same meeting after the change(s) has(have) been presented. The presiding officer of the council shall conduct the vote either through secret ballots or through the normal council voting method as the presiding officer deems appropriate. Two-thirds of the voting members of the council must vote in favor of the changes in order for them to take effect. The number of votes needed for ratification does not change according to the number of voting members of the council who participate in the vote.

SUBSECTION C: UPKEEP OF GOVERNING DOCUMENTS

As specified in Article II, the Student Body Vice President of Governing Procedures shall maintain the Constitution and the By-Laws for the Community Council, Great Council, and Executive Council; each Class Vice President shall maintain the By-Laws for the respective Class Advisory Council. Maintenance includes seeing that the correct procedures are followed for amendment and revision; documenting all changes made to each governing document; and filing a copy of the changes made to each document and the current document itself at the conclusion of each school year.