

SOUTHWEST HIGH SCHOOL STUDENT COUNCIL CONSTITUTION

PREAMBLE

We, the students of Lincoln Southwest High School, with the consent of the Principal and Administrative Team, do hereby ordain and establish this constitution for the administration of student government.

ARTICLE I. NAME

The name of this organization shall be the Lincoln Southwest Student Council, herein after referred to as the Council.

ARTICLE II. MISSION

Section 1: Purposes

A. The purposes of the Council shall be to act as the supreme student governing body in the regulation and coordination of all phases of student self-government, and to serve as an agency through which relationship between the administration, faculty, and students and between the general public and students may be maintained.

B. The Council will represent the voice of the student body by coordinating, promoting, and assisting in the daily student organizations and academic/extracurricular activities that shape student life at Lincoln Southwest High. To this end, the Council will implement and host a Student Assembly with the intent of providing a platform - with which groups, clubs, and activities can coordinate and collaborate.

C. The goals of the organization include but are not limited to:

1. Events: Promote events at Southwest to other students and communities; assist with all preparation.
2. Service: Sponsor and/or participate in charitable philanthropic events in the region throughout the year. This benefits Southwest as well as the communities in which we serve.
3. Leadership Development and Student Advocacy: Provide the foundation for Southwest students to use their education in a leadership role and share ideas and concerns with each other and the school's administration.

Section 2: Statement to Abide by All Southwest Policies

The Council will abide by all Southwest policies in accordance with the Student Code of Conduct and other school policies.

ARTICLE III. MEMBERSHIP

All enrolled students in Lincoln Southwest High School will be eligible for membership on the Council and shall be entitled to take part in all activities of the Council as hereinafter outlined.

Section 1: Member Rights

Members have the right to nominate and vote for members of the executive committee, to receive any and all publications and notices of general meetings of the Council, and to participate in activities held in the name of the group.

Section 2: Member Requirements and Attendance

Each member of the Council must maintain a minimum GPA of a 3.0. Attendance is required at all meetings. If a member has to miss a meeting, he/she should contact the Vice President and the Faculty/Staff Advisor. If a member misses enough meeting without notification as to come into violation of the school's established attendance policy, his/her membership is subject to removal.

ARTICLE IV. POWERS

The Council, acting through its appropriate branches, shall have the following powers, in so far as these powers do not conflict with the general school regulations established by the Principal and Administrative Team.

Section 1. Powers Relating to Organizations

A. To recognize all proposed new student organizations and to approve their constitution, without which recognition and approval an organization shall not be permitted to function as a recognized student organization.

B. To establish, by majority vote of the Student Assembly, new and uniform conditions for the continued approval of existing student organizations to demand compliance with said new conditions within a reasonable and stated length of time, and to revoke by conviction in Student Assembly - in conjunction with the Administrative Team - the constitution and rights function of organizations failing to comply.

C. To assist in and/or conduct all student elections of general Southwest interest, not excluding those for contests sponsored by subordinate organizations.

D. To review for approval - in conjunction with the Administrative Team - actions taken by student groups when such actions are of concern to the student body. These groups shall include but not be limited to student organizations, advising boards, and all branches of the Council.

Section 2. Powers Relating to Ad Hoc (as needed) Assemblies

A. To approve and/or regulate all Southwest sponsored student rallies and migrations.

B. To approve and/or regulate all ad hoc assemblies sponsored by student organizations.

Section 3. Powers Relating to Removal or Disqualification

A. To suspend or dismiss from office, by conviction of the Council, any student executive of the Council and/or Assembly who shall refuse to carry its legislation into effect.

B. To disqualify, suspend, or dismiss from office, for a stated length of time, by conviction of the Council, any student who shall violate duly-elected ordinances, regulations, or other legislation of the Council and/or Assembly.

Section 4. Powers Relating to Liaison

To serve as liaison between students and faculty, between students and the Administrative Team, and between students and the general public at such time as the general welfare of the students and/or Southwest shall require such service.

Section 5. Powers Relating to the General Welfare

To exercise any other powers necessary for the general welfare of the students.

Section 6. Powers of Implementation

To enact such legislation as may be necessary for the execution of the powers granted in this article.

ARTICLE V. STRUCTURE

The Council, Student Assembly, and Leadership Course shall be as follows:

Section 1. The Student Council

A. Composition. The Council shall consist of no less than eight (8) and no more than thirty (30) elected members with voting privileges, who have successfully completed an extensive application process - as determined in by the Faculty Advisor in conjunction with the Administrative Team. No Council member is eligible for an executive position except as hereinafter noted.

1. Elected members. The elected members shall be chosen by direct appointment from the Council.

2. Replacements for elected members. In case of vacancy in elected representatives, a replacement to fill out the unexpired term shall be elected by the Council from those who have submitted written applications for the position. The replacement shall meet all the regular requirements of the office.

B. Eligibility.

1. Elected members. To be eligible for election to a position within the Council, a candidate must:

a. Be a currently enrolled student at Southwest High School.

b. Meet school regulations for participating in extra-curricular activities.

c. Also be enrolled in the congruent Leadership Course.

C. Terms of Office:

1. Elected members. Elected members shall assume office at the first regularly scheduled meeting of the Council. In the event of a run off election, the elected members shall assume office at the first regularly scheduled meeting of the Council after the run off election. Members shall serve for one (1) year.

D. Offices. The membership of the Executive Board shall consist of a President, Vice President, Secretary, and Historian. Each officer must be an upper-classman during his/her term of service.

1. The President.

a. Election. The President of the Council shall be elected by a majority vote of the members voting in the election or be elected by a margin over the next higher candidate.

b. Eligibility. To be eligible for election to the Presidency of the Council, a candidate must:

1. Meet all Southwest regulations for participation in extra-curricular activities.

2. Be a currently enrolled student at Southwest High School.

c. Term of Office. The term of office of the President shall be the same as that of an elected member of the Council.

d. Replacement. In case the President of the Council shall become unable to fulfill his/her duties the Vice President of the Council shall assume the powers and duties of the office and serve for the remainder of the original term.

e. Duties Performed. The duties of the office of President of the Council shall consist of, but not be limited to:

1. Preside over meetings.

2. Assist Faculty Advisor with creating weekly and meeting agendas.

3. Act as liaison between the Council and Faculty Advisor.

4. Create leadership assignments in conjunction with the Faculty Advisor.

5. Act as liaison between the Council and Administrative Team.

6. Serve as the overall student council representative in any manner in which this applies.

2. The Vice President.

a. Election, Eligibility, and Term of Office. The election, eligibility, and term of office of the Vice President of the Council shall be identical with those of the President of the Council.

b. Replacement. In case the Vice President of the Council shall become unable to fulfill his/her duties, or in the event of succession of the Vice President to the President, there shall be a new election for the position of Vice President.

c. Duties Performed. The duties of the office of Vice President of the Council shall consist of, but not be limited to:

1. Assumes the responsibilities of the President in case of absence, resignation, or removal.
2. Assists the President and Faculty Advisor in creating agendas.
3. Preside over meetings in the absence of the President.
4. Creates the activity calendars for the Council.
5. Assumes the duties of the Secretary in cases of absence.
6. Monitor information disseminated to the school and community in conjunction with the Faculty Advisor and Administrative Team.

3. The Secretary.

a. Election, Eligibility, and Term of Office. The election, eligibility, and term of office of the Secretary of the Council shall be identical with those of the President and Vice President of the Council.

b. Replacement. In case the Secretary of the Council shall become unable to fulfill his/her duties, there shall be a new election for the position of Secretary.

c. Duties Performed. The duties of the office of the Secretary of the Council shall consist of, but not be limited to:

1. Maintains agendas, notes, and records of the Council.
2. Monitors attendance of the Council, as well as sign in/out sheets.
3. Record signup lists for events and activities.
4. Monitor and maintain schedules of the Council.

4. The Historian.

a. Election, Eligibility, and Term of Office. The election, eligibility, and term of office of the Historian of the Council shall be identical with those of the President, Vice President, and Secretary of the Council.

b. Replacement. In case the Historian of the Council shall become unable to fulfill his/her duties, there shall be a new election for the position of Historian.

c. Duties Performed. The duties of the office of the Historian of the Council shall consist of, but not be limited to:

1. Manages the bulletin board of the Council.
2. Takes and compiles pictures.
3. Creates an end-of-semester scrapbook.
4. Monitors, maintains, and updates a website for the Council.

E. Committee Chairs. The committee chairs will be appointed by their respective club that they are representing. They will be responsible for attending all Council meetings, as well as the Assembly meetings. Though not required, the Leadership Course is strongly recommended.

1. Philanthropy.

a. Eligibility. The eligibility of the philanthropy chair will be determined by the corresponding club pertaining to the overall objective of the chair.

b. Term of Office. The term of office of the Philanthropy Chair shall be the same as that of an elected member of the Council.

2. Student Transition.

a. Eligibility and Term of Office. The eligibility and term of office of the Student Transition Chair of the Council shall be identical with that of the Philanthropy Chair of the Council.

3. Academics.

a. Eligibility and Term of Office. The eligibility and term of office of the Academics Chair of the Council shall be identical with that of the Philanthropy and Student Transition Chair of the Council.

4. School Spirit.

a. Eligibility and Term of Office. The eligibility and term of office of the School Spirit Chair of the Council shall be identical with that of the Philanthropy, Student Transition, and Academics Chair of the Council.

Section 2. Student Assembly

A. Purposes. The student Assembly will provide a forum for discussions pertaining to fundraising, facility use, manpower issues, fund requests, and misc. other pre-set and on-site petition agenda items.

B. Composition.

1. The Student Assembly shall consist of the Council members, Leadership Class members, and any club/organization members in attendance at the time of the meeting.

2. The Assembly shall consist of two groups:

a. The voting board, and the general assembly. The board shall consist of the four (4) Council positions, and the **four (4)** Council Committee Chairs.

b. The general assembly shall consist of the Council Grade Representatives, the Council At-Large Representatives, Leadership Course students, and any other participating club attendees.

C. Eligibility.

1. To be eligible for the Student Assembly **board** one must:

a. Be a member of the Council and/or Leadership Class, or a duly appointed member of a recognized activity/club of Southwest.

b. Meet school regulations for participating in extra-curricular activities.

D. Length of Commitment. The Student Assembly Council members shall assume their duties at the first regularly scheduled meeting of the Assembly each election term, and shall follow the terms of office of the Council and serve for one (1) year.

E. Replacements for elected members. In case of vacancy in Council representatives, a replacement to fill out the unexpired term shall be elected by the Council from those who have submitted written applications for the position. The replacement shall meet all the regular requirements of the office.

Section 3. Leadership Course

A. Purposes. The Leadership Course will focus on examining qualities of exceptional leadership, as well as a practical application of leadership within the student body. This class involves discussions, assignments, and activities centered on/around building up leadership qualities within each student. This class will be graded on the standard LSW grading scale.

B. Composition. The Leadership Course shall consist of the Council members, any club/organization members completing this course as a prerequisite for a leadership position within their respective club/organization, or anyone looking to build on their leadership potential within Southwest and the community.

C. Eligibility.

1. To be eligible for the Leadership Course on must:

a. Eligibility will be reserved first for the Council members and representatives of clubs/activities where completion of the course is a prerequisite for upper leadership, and as space is available thereafter.

b. Be a currently enrolled student at Southwest.

D. Length of Commitment. The class will be a one (1) year commitment for Council members, and a two (2) term commitment for all else.

ARTICLE VI. APPLICATIONS AND ELECTIONS

Section 1. Applications

A. Process. Membership in the Council will be determined by an application process planned and implemented by the Faculty Staff Advisor, in conjunction with the Administrative Team at Southwest.

1. The application will consist of:

a. An application

b. 3 letters of reference from current Southwest teachers. If a current teacher is not available, then teachers from the immediately previous term will serve as a suitable replacement.

c. A time-write essay

d. An all-school ballot election for grade representation.

B. Eligibility.

1. To be eligible for election to a position within the Council, a candidate must:

a. Be a currently enrolled student at Southwest High School.

b. Meet school regulations for participating in extra-curricular activities.

c. Also enroll in the congruent Leadership Course.

C. Time of Application Process. The application process will occur during the fourth term of the school year, to ensure an effective summer transition of the incoming officers.

D. Application acceptance will be determined by a composite of scores collected from the application, reference letters, timed essay-write, and all-school ballot election, as well as confirmation by the Faculty Advisor and Administrative Team.

Section 2. Elections

A. All Council members, including current officers, are eligible to participate in the Council elections.

B. Elections will be held within the first month of scheduled meetings of the newly convened Council.

C. The election process will include the following:

1. A completed application with a written statement of intent.

2. A speech to the general Council and Student Assembly.

3. Secret Ballot voting conducted by the Council.

D. The order of voting will be as follows:

1. President

2. Vice President

3. Secretary

4. Historian

E. If a candidate for office does not win the position, they may choose to place their name in for subsequent lesser positions on the ballot.

F. Ballots will be collected, counted, and confirmed by the Faculty Advisor and the Administrative Team.

G. In the result of a tie, there will be re-vote to determine the position. In the event of a deadlock, the Student Assembly will vote for the position.

ARTICLE VII. POWERS OF THE VARIOUS BRANCHES

Section 1. The Council

The Council elected under this Constitution shall have the following powers:

A. To determine its own rules of procedure, provided that such rules do not infringe upon powers granted by this Constitution to the Student Assembly.

B. To elect its own officers, and to specify the length of their terms.

C. To enact regulations, ordinances, statements of policy, and other legislation of the Council by simple majority, provided that at least one-half of the entire voting membership of the Council is present.

D. To enact Bylaws of the Council, i.e. acts concerned with functions of the Council as noted elsewhere in this Constitution, by a three-quarters majority, provided that at least two-thirds of the entire voting membership of the Council is present.

E. To adopt, in the name of the Council, resolutions on public issues.

F. To authorize expenditures by the Council according to the procedures in accordance with Article VIII below.

G. To ratify by a majority secret ballot of the Council article of impeachment against any Council member for good cause. The matter shall then be referred to the Faculty Advisor and Administrative Team for consideration and possible impeachment.

H. To establish by bylaw procedures for recognition of new student organizations and the approval of their constitutions.

I. To sponsor, authorize, or regulate rallies, assemblies, and convocations of students and student migrations, subject to the restrictions set forth by the Faculty Advisor and the Administrative Team.

J. To establish such permanent ad-hoc legislative committees as it sees fit, providing that permanent committees be established by bylaw.

K. To express student opinions and attitudes, through its separate members, on all issues and aspects of student life as those opinions and attitudes exist in the school community.

Section 2. Student Assembly

The Student Assembly elected under this Constitution shall have the following powers:

A. To determine its own rules of procedure, provided that such rules do not infringe upon powers granted by this Constitution to the Council.

B. To enact regulations, ordinances, statements of policy, and other legislation of the Student Assembly by simple majority, provided that at least one-half of the entire voting membership of the Assembly is present. Voting membership will herein be designated as the Council and Leadership Course students.

C. To enact Bylaws of the Assembly, i.e. acts concerned with functions of the Assembly as noted elsewhere in this Constitution, by a three-quarters majority, provided that at least two-thirds of the entire voting membership of the Assembly is present.

D. To adopt, in the name of the Assembly, resolutions on public issues.

E. To authorize expenditures by the Assembly according to the procedures in accordance with Article VIII below.

F. To ratify by a majority secret ballot of the Assembly article of impeachment against any Assembly member for good cause. The matter shall then be referred to the Faculty Advisor and Administrative Team for consideration and possible impeachment.

G. To establish by bylaw procedures for recognition of new student organizations and the approval of their constitutions.

I. To sponsor, authorize, or regulate rallies, assemblies, and convocations of students and student migrations, subject to the restrictions set forth by the Faculty Advisor and the Administrative Team.

J. To establish such permanent ad-hoc legislative committees as it sees fit, providing that permanent committees be established by bylaw.

K. To express student opinions and attitudes, through its separate members, on all issues and aspects of student life as those opinions and attitudes exist in the school community.

ARTICLE VIII. FUNDING AND BUDGET

Section 1. Funding

A. Funding for the Council will be provided through existing annual Southwest funds for specific events.

B. For all other events conducted by the Council, funding will come from fundraisers and any other similar activities/events as approved by the Faculty Advisor and Administrative Team.

Section 2. Budget

A. Income and expenses will be monitored by the Faculty Staff advisor in conjunction with the Administrative Team and the Southwest Bookkeeper.

B. A balance spreadsheet and statement of cash will be available at every meeting for review by the Council officers, Faculty Advisor, and members of the Administrative Team.

ARTICLE IX. MEETING

Section 1. The Council

A. The Council shall meet every Monday and Tuesday exclusively for the purposes of Council affairs, every Wednesday and the first and second Thursday of each month for the purposes of the Leadership Course, and every second and fourth Thursday for the purposes of the Student Assembly.

B. The Council will meet during the Zero (0) Block all four terms of the academic school year.

C. The meeting location will be decided by the Faculty Advisor.

D. A quorum of one-half of the active Council membership must be present to conduct Council business.

E. In case of inclement weather or emergency, the Faculty Advisor shall have the authority to cancel a meeting.

Section 2. Ad Hoc Council Meetings

A. Additional meetings may be called by the President, or two-thirds of the Council.

B. No additional meeting may be called without prior notification of the Faculty Advisor.

C. A quorum of one-half of the active Council membership must be present to conduct Council business.

D. Additional meetings not falling within the academic school year will be convened at the discretion of the Faculty Advisor.

Section 3. The Assembly

A. The Assembly shall meet every third and fourth Thursday exclusively for the purposes of Assembly affairs.

B. The Assembly will meet during the Zero (0) Block of all four terms of the academic school year.

C. Additional meetings may be called by the President, or two-thirds of the Council.

- D. No additional meeting may be called without prior notification of the Faculty Advisor.
- E. The meeting location will be decided by the Faculty Advisor.
- F. All regular meetings shall be open to the general student body of Southwest.

Section 4. The Leadership Course

- A. The Leadership Course shall meet every Wednesday, and every first and third Thursday exclusively for the purposes of Leadership Course affairs.
- B. The Leadership Course will meet during the Zero (0) Block of all four terms of the academic school year.

ARTICLE X. LEGISLATION AND RULES OF ORDER

Section 1. Legislation

- A. New legislation may be introduced at any time during the academic school year.
- B. All legislative items must be submitted in writing at least two meetings prior to the vote, voted on by the active Council membership, and approved by a majority vote of the votes cast.
- C. A quorum of one-half of the active Council membership must be present for the vote, else the vote must be postponed until such time as a quorum is achieved.
- D. Council members may not vote in-absentia.

Section 2. Rules of Order

- A. The President and other Council officers will determine how meeting policies and procedures are conducted.
- B. As a guide, Robert's Rules of Order Newly Revised (www.robertsrules.com) will be used as a reference in conducting meetings, and proposing and voting on new legislation in the Council.

ARTICLE XI. FACULTY ADVISOR

Section 1. Eligibility

The Council Adviser will be a member of the Southwest faculty, and will be appointed by the Administrative Team.

Section 2. Powers

- A. Acting as a designee of the Administrative Team, the Faculty Advisor is empowered to manage Council, Assembly, and Leadership Course activities.
- B. The Faculty Advisor will have oversight of the Council budget, leadership curriculum, and instruction.
- C. The Faculty Advisor, in conjunction with the Administrative Team, will have the power to veto any major event planned by the Council, Assembly, and Leadership Course if he/she believes that said event is not representative of the Council, or harms Southwest in any way.

Section 3. Duties

- A. The Faculty Advisor will provide guidance and assist in facilitating communications between the Council and the Administrative Team, and the Council and community.
- B. The Faculty Advisor will be called upon to provide guidance and counsel to the Council.
- C. The Faculty Advisor will be present at all Council meetings.

ARTICLE XII. AMENDMENTS

A. Amendments to the Constitution may be submitted by any Executive Board member during a regular business meeting.

B. Consideration of the Amendment is in the following manner:

1. The Southwest Student Council Constitution may be amended at any time during the academic school year.
1. All proposed amendments to the Constitution must be submitted in writing at least two weeks prior to the vote, voted on by the active Council membership, and approved by a majority vote of three-quarters of the votes cast.
3. A quorum of two-thirds of the active Council membership must be present for the vote, else the vote must be postponed until such time as a quorum is achieved.
4. Council members may not vote in-absentia.