

# **BHS Class Council Constitution**

## **Preamble**

As members of class council, we pledge to contribute positively to Bartlett High School and the greater Bartlett community, to adhere to the tenets of mutual respect, and to lead our class in a positive manner.

## **Article I: Class symbols**

The official colors, flower, mascot, and song of the class shall be determined by general vote of the entire class during senior year. The manner of how the vote shall be conducted will be determined by the class council and its faculty sponsor.

## **Article II: Purpose and Responsibilities of the Class Council**

### **Section I:**

The purpose of the class council is to lead and support the class during its high school experiences.

### **Section II:**

The responsibilities of the class council are to organize, plan, and execute activities involving Bartlett High School and the community.

## **Article III: Membership**

### **Section I:**

Class council is open to all students interested in being a member. Students can join at any time of the year and participate at a level of their own determination.

### **Section II:**

Class council members are encouraged to participate in their club's community service projects as part of their membership within class council.

## **Article IV: Responsibilities of the Class Officers**

### **Section I: The President**

The President of the class council shall:

- 1) Conduct the weekly general meetings.
- 2) Prepare an agenda for the weekly general meetings in collaboration with the secretary and the faculty sponsor.
- 3) Attend all class council-sponsored activities throughout the school year.
- 4) Remain open to ideas and suggestions from class council members.
- 5) Attend all officer meetings.

## **Section II: The Vice-President**

The Vice-President of the class council shall:

- 1) Conduct the weekly general meeting in the absence of the president.
- 2) Oversee all committees. Verify that committee chairpersons are conducting meetings and attending to business in a timely manner.
- 3) Collect a committee report summary form from committee chairpersons when committees conclude their business.
- 4) Attend all officer meetings.
- 5) Attend all general meetings.
- 6) Attend all class council-sponsored events throughout the school year.

## **Section III: The Secretary**

The Secretary of the class council shall:

- 1) Prepare an agenda for the weekly general meeting in collaboration with the president and the faculty sponsor.
- 2) Keep records of the attendance at weekly general meetings.
- 3) Be in charge of all correspondence.
- 4) Record minutes during the general weekly meeting.
- 5) Read the minutes from the previous week's general meeting.
- 6) Attend all officer meetings.
- 7) Attend all general meetings.
- 8) Attend all class council-sponsored events throughout the school year.

## **Section IV: The Treasurer**

The Treasurer of the class council shall:

- 1) Make all deposits of class council funds with the school treasurer.
- 2) Work in collaboration with the school treasurer to make disbursements for debts owed by the class council.
- 3) Record all deposits and disbursement in an accounting ledger.
- 4) Make a report outlining the financial transactions of the class council at general weekly meetings.
- 5) Attend all officer meetings.
- 6) Attend all general meetings.
- 7) Attend all class council-sponsored events throughout the school year.

## **Section V: The Historian**

The Historian of the class council shall:

- 1) Attend all class council events with a camera and take pictures.
- 2) Take pictures of the planning stages of all class council events.
- 3) Take pictures during general weekly meetings occasionally.
- 4) Save pictures taken during the year for use in the senior slide show.
- 5) Attend all officer meetings.
- 6) Attend all general meetings.

## **Article V: Eligibility and Rules Governing Officer Elections**

### **Section I: Eligibility Requirements to Seek the Office of President of Class Council**

To be deemed eligible to seek the office of President, an individual must attend 70% or more of the general weekly class council meetings during the current school year (unless previously excused by the sponsor), and also make a significant contribution to the planning and execution of the events sponsored by the class council as determined by the faculty sponsor. These events would include such things as the Homecoming activities, any dances planned by the class council, the Talent Show, the Dodgeball Tournament, the Mr. Hawk Contest, and any other class council-sponsored events identified by the sponsor.

### **Section II: Eligibility Requirements to Seek the Office of Vice-President, Secretary, Treasurer, or Historian of Class Council**

To be deemed eligible to seek the office of Vice-President, Secretary, Treasurer, or Historian, an individual must attend 60% or more of the general weekly class council meetings during the current school year (unless previously excused by the sponsor), and also make a contribution to the planning and execution of the events sponsored by the class council as determined by the faculty sponsor.

### **Section III: Election Rules and Procedures to Seek the Office of President**

To run for the office of President of the Class Council, an individual must:

- 1) Secure the names of 100 students of the same grade level on a petition to be turned in to the faculty sponsor. See the petition for specific instructions.
- 2) Complete the 'Parental approval and teacher endorsements document' and submit it by the deadline indicated on the form. See the form for specific instructions.
- 3) Have passed at least five academic classes during the previous semester.
- 4) Have no out-of-school suspensions on his/her school record.
- 5) Adhere to any school rules concerning posters or flyers affixed to walls. See the election guidelines form for specific instructions.
- 6) Meet the requirements for seeking office as defined in Article V, Section I.

### **Section IV: Election Rules and Procedures to Seek the Office of Vice-President, Secretary, Treasurer, or Historian**

To run for the office of Vice-President, Secretary, Treasurer, or Historian of Class Council, an individual must:

- 1) Secure the names of 75 students of the same grade level on a petition to be turned in to the faculty sponsor. See the petition for specific instructions.
- 2) Complete the 'Parental approval and teacher endorsements document' and submit it by the deadline indicated on the form. See the form for specific instructions.
- 3) Have passed at least five academic classes during the previous semester.
- 4) Have no out-of-school suspensions on his/her school record.
- 5) Adhere to any school rules concerning posters or flyers affixed to walls. See the election guidelines form for specific instructions.
- 6) Meet the requirements for seek office as defined in Article V, Section II.

## **Article VI: Removal and Succession from Office**

### **Section I: Reasons for Removal from Office**

An officer can be removed from office for any of the following reasons:

- 1) Failure to attend three or more general weekly meetings during a semester without a valid excuse (for example: non-truant absence from school, extended illness, field trip).
- 2) Failure to attend three or more officer meetings during a semester without a valid excuse.
- 3) Having a failing grade in an academic class.
- 4) Receiving an out-of-school suspension.
- 5) Failing to meet the responsibilities of the office as defined in Article IV.

### **Section II: Procedures for Removing an Officer from Office**

An officer can be removed from office by the faculty sponsor for violating Article VI, Section I, numbers 1, 2, 3, or 4.

An officer can be removed from office by the class council for violating Article VI, Section I, number 5. To initiate this process of removal, a vote of the general membership is required. In order for the vote to be valid, a majority of the current active class council members must be present at the meeting. The final decision regarding removal will occur at the next general meeting. At that meeting, the officer will be given the opportunity to speak on his/her behalf prior to the vote and any active members will be allowed to speak to the issue. For the vote to pass, more than half the active members must be present AND a 2/3 majority of those active members voting must vote for removal. An active member of class council is defined as an individual who has attended at least 60% of the general weekly meetings thus far in the year.

### **Section III: Succession of Office**

In the event that the President is removed from office, the Vice-President shall ascend to the role of President.

In the event that the Vice-President, Secretary, Treasurer, or Historian is removed from office, the office shall be filled internally by a current active class council member. Potential candidates can be nominated by other class council members or can self-nominate. Voting shall occur at the next subsequent meeting following the nomination process. Speeches will be made if deemed necessary by the class council. All active class council members present at the meeting are eligible to vote in this special election. Active class council members are defined in Article VI, Section II.