

# New Trier Student Council Constitution

## ARTICLE I - PURPOSES AND POWERS

### Section 1. Purposes:

1. To formulate and express the opinions, recommendations, and suggestions of the student body to the administration, faculty, and the Board of Education.
2. To find balance between the students' voices and the administration's policies.
3. To achieve school-wide awareness of, and participation in, student-led and extracurricular opportunities unique to current interests.
4. To support activities that benefit students and the community.
5. To promote school spirit and strengthen New Trier's identity.
6. To guarantee the sovereignty and autonomy of all clubs and organizations at New Trier Township High School.
7. To pursue any goals proposed each year by the board.

### Section 2. Powers:

1. To regulate the existence of clubs through charters.
2. To budget and supervise the activities fee fund.
3. To originate referenda to determine the opinion of the student body.
4. To define and protect students' rights.
5. To take all steps necessary and proper for carrying out the purposes of Student Council.
6. To update the Constitution annually.

## ARTICLE II - OFFICERS

- Section 1.** The officers of Student Council shall be President, Vice-President, Secretary, Treasurer and School Culture Commissioner.
- Section 2.** With the exception of the President, the officers shall have the right to vote in formal and special meetings. The President is responsible for casting a tie-breaking ballot in the event of a tied vote.
- Section 3.** Officers shall meet together with sponsors at least once a week to discuss Student Council issues, agendas, and other relevant topics.
- Section 4.** It shall be encouraged that any officer or group of officers attend one Board of Education meeting every year.
- Section 5.** Newly elected officers will assume their duties in May with the understanding that the former officers will share the duties of office until the end of their term.
- Section 6.** Officers shall be responsible for appointing Student Council board members.
- Section 7.** The officers shall abide by the Extracurricular Code.
- Section 8.** Officers shall perform constituency reports as needed.
- Section 9.** Officers can resign from their position and assume the role of a board member.

## ARTICLE III - OFFICER DUTIES

### Section 1. The President shall:

1. Call and chair all formal meetings.
2. Call periodic officer meetings as needed.
3. Present project recommendations for the Student Council Board to consider, but cannot make formal motions.
4. Meet periodically with members of the administration to discuss matters of importance.

### Section 2. The Vice-President shall:

1. Assume all responsibility of the President when they are unable to do so.
2. Direct all Student Council elections. In the event that the Vice President is running in a Student Council election, the VP will forfeit the following responsibilities for the election stated in Article 5 sections 6 and 7.
3. Record updates to the Constitution annually
4. Meet periodically with members of the administration to discuss matters of importance.

### Section 3. The Secretary shall:

1. Record, publish, and distribute minutes at the request of all Student Council members, other students, club sponsors and faculty.
2. Assume all responsibilities of the Vice-President when they are unable to do so.
3. Tally the votes.
4. Meet periodically with members of the administration to discuss matters of importance.

### Section 4. The Treasurer shall:

1. Chair the annual Budget Day Committee hearings.
2. Assume all responsibilities of the Secretary when they are unable to do so.
3. Appoint students to the Budget Committee.
4. Keep an exact record, in writing, of all Student Council bank accounts and provide a budget report to students, administrators, and faculty who ask for it.
5. Ensure the reimbursement for all Student Council expenditures.
6. Meet periodically with members of the administration to discuss matters of importance.

### Section 5. The School Culture Commissioner shall:

1. Organize events related to the promotion of school culture.
2. Assist the Treasurer with the responsibilities of the Secretary when they are unable.
3. Plan and direct initiatives to enhance esprit de corps and bolster Trevian pride.
4. Meet regularly with student constituents to seek feedback and ideas related to school culture and the student experience.
5. Meet periodically with members of the administration to discuss matters of importance.

## ARTICLE IV - THE DUTIES OF THE STUDENT COUNCIL BOARD

### Section 1. The Student Council Board members shall:

1. Serve on at least one standing Student Council committee.
2. Inform the student body of issues affecting them whenever a constituency is assigned or when a forum is conducted.
3. Represent the student body by expressing their opinions to the Student Council officers, the administration, the faculty, and the Board of Education.
4. Report daily to the Student Council office.
5. Attend all meetings unless excursions, illnesses, or emergencies prevent their attendance.
6. Abide by the Extracurricular Code.

## ARTICLE V - ELECTIONS

- Section 1.** Sophomores and juniors with at least three semesters of experience on Student Council are eligible to run for the position of President. All other positions (Vice President, Secretary, Treasurer and School Culture Commissioner) require 2 semesters of experience on Student Council to run.
- Section 2.** Officer elections shall take place during third quarter.
- Section 3.** Board selections shall begin immediately after the conclusion of officer elections.
- Section 4.** The officers shall serve a term of two semesters.
- Section 5.** All officer candidates must sign a "campaign rules" form and complete a petition of fifty eligible voters' signatures.
- Section 6.** The Vice-President shall validate all petitions. In the event that the Vice-President is running in a Student Council election, they will forfeit this responsibility.
- Section 7.** The Vice-President shall be responsible for seeing that all ballots are counted accurately. In the event that the Vice-President is running in a Student Council election, they will forfeit this responsibility.
- Section 8.** There shall be a special board election for the officers where the total board vote shall equal 25% of the school-wide popular vote.
- Section 9.** In the event that there are more than two candidates for a single officer position, a primary election will be held within Student Council where all voting members will vote. The top two vote getters will move on to the general election. In the event of a tie, all tying candidates for first or second place will move on to the general election.

## ARTICLE VI - APPOINTMENTS

### Section 1. The appointment process for Student Council Board positions is as follows:

1. Only those selected in a Student Council board selection process may be appointed.
2. The newly elected officers shall interview all interested candidates.
3. Appointments shall be made with the collaboration of newly elected officers and sponsors.
4. At their discretion, officers and sponsors can elect to adapt the appointment process to specific situations.

## ARTICLE VII - MEETINGS

**Section 1.** Proposed clubs will be discussed in special meetings.

**Section 2.** Formal meetings shall be conducted under the procedures outlined in the current edition of Robert's Rules of Order Newly Revised which should be available to all board members.

**Section 3.** Formal meetings shall take the form as follows:

1. The President shall chair the meeting and call the meeting to order.
2. In the event of absence or a conflict of interest, the President can defer chairmanship to other officers in the order of: Vice President, Secretary, Treasurer and School Culture Commissioner.
3. Officers shall make weekly officer announcements, which will address officer issues presented by the board, other officers, the administration, and other subjects of relevance.
4. Committee heads shall make weekly committee announcements, which will detail progress made on projects and other subjects of relevance.
5. The chair shall open the floor to any old business not settled in previous meetings. Old business is only open to motions.
6. New business shall follow old business, where new motions shall be presented to the board.
7. The current officers shall decide the specific procedures of formal meetings, and communicate them with the rest of the board.
8. The debate shall stop when no further speeches are presented or when a board member moves the previous question.
9. With a 2/3 majority vote, discussion can end and move on to a formal vote.
10. Unless specified by the motion, all main motions shall pass with a majority vote.

**Section 4.** Special meetings may also be called by the President with the approval of the Vice President, by unanimous consent of the sponsors, or by any four officers. These meetings will follow the rules of formal meetings. The agenda is determined by the person calling for the meeting and should be clearly expressed if the meeting is approved and called to order.

- Section 5.** Club proposal meetings do not follow the same procedure as formal meetings. The procedure goes as follows:
1. If the Board unanimously agrees to hear a club proposal, the meeting shall be called to order by the Presiding Officer.
  2. The floor is immediately turned over to a designated Board member, who shall make a formal motion to pass the club proposal.
  3. After the motion is made, the floor belongs to the club representative(s), who can use the time at his/her discretion to explain their club or to answer questions from the Board.
  4. At any time, any Board member except the President may make a motion to close debate. In the event of a majority vote, business immediately moves to the next club without a motion to reconsider.
  5. At the discretion of the chair, the club representatives may be asked to leave the room for the vote.
  6. A motion to adjourn can only be made when either all clubs present are discussed and voted on or when time expires.
  7. A meeting may be called any day of the week.
  8. Any club representative conflict of interest with any Student Council member will be resolved by the officers and sponsors.
- Section 6.** Duties of the Chair:
1. The chair is responsible for keeping order in the meeting and ensuring Robert's Rules are followed.
  2. Nobody may speak unless formally recognized by the chair.
  3. The chair has the ability to limit speech and questioning times in order to expedite the meeting and ensure all matters are addressed.
- Section 7.** If a student representative from the club is not available to attend a club's meeting, the Clubs Committee may, with the approval of three officers, schedule the meeting for another day. If a representative from the club cannot come on any day, the club must submit a form to StuCo explaining the club's merits and the reason for which no member can attend the meeting.
- Section 8.** A majority of all voting members shall constitute quorum.
- Section 9.** A majority of all voting members present and voting shall be required to pass any main motion. Board members who abstain will function as a non-vote and shall be excluded from vote total. Abstentions are *not* counted as "nay" votes.
- Section 10.** Minutes for all meetings shall be made available to the public within a week of their approval. A complete and/or an abridged version must be made easily accessible to constituents, and a complete version must be kept in the archives. This duty shall be carried out by the Secretary.
- Section 11.** A pre-meeting shall be held by the officers in order to discuss the agenda on a day to be determined by the President and sponsors. This should be a consistent meeting day.

## ARTICLE VIII - PROJECTS AND COMMITTEES

- Section 1.** The leadership roles are designed to further assist in the efficient management of Student Council Actions
- Section 2.** Those members appointed to leadership positions for the following school year will be selected by means of an application and interview process conducted by the Officers after the annual Induction Ceremony.
- Section 3.** In the event that an appointed member does not present commitment to the duties their position pertains to, they may be removed from their leadership position.
- Section 4.** Members in any leadership position may resign from their role and assume the role of a board member.
- Section 5.** Advisory Constituency Board (ACB) Chair shall:
1. Direct and present at all ACB meetings
  2. Advertise and recruit for ACB meetings
  3. Communicate findings with the appropriate staff and/or administration members
  4. Oversee facilitation and processing of Student Council Suggestion Box submissions
- Section 6.** Marketing Chair shall:
1. Increase student engagement and awareness of Council events and activities by means of advertisement, the Student Council Instagram account, and the creation of flyers, posters, digital art, and PA announcements.
- Section 7.** Equity Chair shall:
1. Establish and maintain relationships with affinity groups and their sponsors
  2. Help to promote the district's observances of equity and inclusion
  3. Further Student Council's diversity, equity, and inclusion efforts
- Section 8.** Historian shall:
1. Create and send out quarterly Student Council newsletters
  2. Serve as official photographer of Student Council
- Section 9.** Additional roles may be added as needed to further assist the management of Student Council

## ARTICLE IX - MEMBER ATTENDANCE

- Section 1.** The failure to attend at least 45 minutes of a StuCo meeting period results in an unexcused absence.
- Section 2.** An accumulation of three tardies shall constitute an unexcused absence.
- Section 3.** An accumulation of two unexcused absences in a quarter will automatically begin the impeachment process to be conducted at a formal meeting.

## ARTICLE X - IMPEACHMENT

- Section 1.** Any member can move to impeach another member during a formal meeting.
- Section 2.** The member being impeached will have the opportunity to explain their case.
- Section 3.** If the chair of a meeting is up for impeachment, the next-in-line shall chair the meeting and impeachment proceedings.
- Section 4.** A 2/3 vote of Student Council's voting members against an impeached member will result in his/her removal.
- Section 5.** Impeachable offenses include, but are not limited to:
1. Having an accumulated two unexcused absences in a quarter.
  2. Having misused Student Council resources and facilities in violation of school policies.
  3. Having a violation of the Extracurricular Code.

## ARTICLE XI - VACANCIES

- Section 1.** A position becomes vacant as a result of resignation, impeachment, or incapacitation.
- Section 2.** If there is a vacancy in the presidential office, the Vice-President will assume the position of President.
- Section 3.** The procedure for filling a Vice-President, Secretary, Treasurer or School Culture Commissioner vacancy is as follows:
1. The election process shall be run by the officer next in the succession.
  2. All current Student Council Board members are eligible to fill the vacancy.
  3. All interested candidates shall be given the opportunity to speak on their own behalf and shall be open to questioning by the board.
  4. The Board shall hold a mandatory election to nominate the top two candidates.
  5. This shall be a closed ballot election within the board to determine the election winner.
  6. In case of a tie, the sponsors will be the tie breaker.
- Section 4.** In the instance of a Board member's vacancy, no replacement will be made.
- Section 5.** The President, Vice President, Secretary, Treasurer and School Culture Commissioner may resign their office while retaining a position as a Board member.

## ARTICLE XII - AMENDMENTS

The Constitution, or any part of it, may only be amended by a  $\frac{3}{4}$  majority of all voting members of Student Council.