**Constitution of the Student Council of Mountain View High School**

We the students of Mountain View High School, in order to:

* Develop democratic ideals and teach respect for law and order;
* Maintain the highest standards of cooperation, loyalty, and school spirit;
* Promote acceptance of all people at school;
* Maintain positive communication and relationships with faculty and administration;
* Act as a liaison of student opinion;
* Stimulate interests in all worthwhile school activities;
* Promote practices of good citizenship through active participation in the coordination of student affairs of our school do establish this Constitution for the Student Council of Mountain View High School.

**Article One- Student Council Investiture**

Section One:

An organization known as the Student Council of Mountain View High School is hereby established. This organization shall hereby be referred to as the Student Council.

Section Two:

The ultimate purpose of this organization is to support the faculty and student body of Mountain View High School through community service, leadership development, and the promotion of school awareness while abiding by the terms stipulated in the MVHS student handbook.

**Article Two-Membership**

**Section One:**

The organization will consist of at least one faculty member residing as the advisor and moderator, a President, Vice President, Secretary, Parliamentarian, Treasurer, Webmaster, Media Director, Cluster Outreach Program Coordinator, Outreach Program Coordinator, Faculty Relations Chair, Four Project Chairs, and Student Representatives. The residing principal of Mountain View High School prevails over the entire Student Council.

**Section Two:**

Executive Board

Every applicant and member of the executive board must have a GPA of at least 3.0, be a student in good standing with the administration (having never served OSS and has not served ISS in the past school year), and be able to perform the duties of office. The board will be made up of elected and appointed positions.

**Section Three:**

General Membership

Every applicant and member of the Student Council must be a student in good standing with the administration, meet academic eligibility, and be able and willing to perform tasks of the organization.

**Article Three-Attendance**

Section One:

Attendance at all meetings and events will be monitored on a points system determined by the Executive Board at the start of each year. This system will be published and made available for all members.

Section Two:

The Executive Board attendance guidelines will be established at the first Executive Board meeting of the year. The board will agree upon an acceptable attendance rule, and all Executive Board members are to adhere to this procedure for the whole year.

**Article Four-Job Description**

Section One:

Every position in the Student Council described in Article Two shall posses its own unique job description whose contribution benefits the organization.

Section Two:

*Executive Sponsor(s)*

1. Faculty member(s) of MVHS appointed by the administration
2. Does not vote upon issues debated by the Student Council, but may offer suggestions and other forms of assistance
3. Be present or have representation at all Judicial Committee Hearings, executive meetings, and full council meetings
4. Handle all financial duties of Student Council

Section Three:

*Executive Board*

The Executive Board shall serve as a collective body encompassing those individuals serving as President, Vice President, Secretary, Parliamentarian, Treasurer, Webmaster, Media Director, Cluster Outreach Program Coordinator, Outreach Program Coordinator, Faculty Relations Chair, and four Project Chairs.

*\*If the student council decides to take a position as a GASC State officer school or SASC regional officer school, the student representative(s) will be member(s) of the executive board.*

1. Discuss and oversee all events in which Student Council will participate
2. Make any decisions that cannot be brought before the entire Student Council
3. Serves as Judicial Committee to investigate and make decisions concerning the discharge of a member
4. Set a yearly council budget at the beginning of each year
5. Plan and run annual lock-in
6. Serve as family group leaders for the council
7. Attend Executive Board Meetings
8. Serve as attendance clerks at all events. (Clerks will be appointed during Executive Board Meetings)
9. Participate in Executive Turnover and Retreats
10. Review and recommend amendments to the constitution

Section Four:

*Family Group Leaders*

1. Shall be members of Executive Board
2. Shall serve as the primary source of communication with general members
3. Shall run Family Group meeting portion of every general meeting
4. Shall communicate Executive Board ideas to Family Groups following each Executive Board Meeting
5. Shall encourage involvement in all council activities
6. Shall create a “family” atmosphere

Section Five:

*President (Student Council President)*

1. Shall be a rising junior or senior upon election who is a respected member of the student body and has served at least one full year in the MVHS Student Council Executive Board. (effective 2016)
2. Shall preside at all meetings.
3. Recognize speakers at meetings.
4. Shall represent the Student Council at public functions associated with the school, whether during or outside of school.
5. Shall call special meetings as necessity demands.
6. Work with the advisor and Executive Board at a predetermined time each week.
7. Shall be responsible for seeing that all members of the Executive Board fulfill the duties and obligations of their offices by holding monthly meetings with each officer as well as keeping track of the points and attendance of all Executive Officers.
8. Keep an open line of communication between the administration and the Student Council.
9. Shall prepare the agenda for all meetings, based on Executive Board meeting reports.
10. Shall not serve as the president of any other MVHS extra-curricular groups in order to eliminate time conflicts towards Student Council.
11. Shall be in charge of organizing Student Council retreats and workshops.
12. Shall make and keep a record (paper and/or electronic) for the office of Executive President.
13. Shall prepare an officer report to read at the monthly general member meeting.
14. Shall take the leadership class (if possible)
15. Be available at all times for whatever is needed.

Section Six:

*Duties of the Vice President*

1. Shall be a rising junior or senior upon election who is a respected member of the student body and has served for at least one full year in the MVHS Student Council.
2. Shall attend Executive Board meetings set by the president.
3. Shall be prepared and willing to assume the duties and responsibilities of the president.
4. Shall assign family groups
5. Shall run training sessions for Family Group Leaders
6. Shall provide agendas for Family Group meeting time
7. Shall organize and track points for all members of the Executive Board per the attendance policy they have set
8. Shall prepare an officer report to read at the monthly general member meeting which will be submitted to the President at the officer meeting a week prior.

Section Seven:

*Executive Secretary*

1. Shall be a rising sophomore, junior, or senior upon election that is a respected member of the student body and has served for at least one full year in the MVHS Student Council.
2. Shall attend Executive Board meetings set by the president.
3. Shall ensure that thank-you notes are written on behalf of the Student Council within five school days of an event.
4. Shall take minutes at all meetings, both Executive and general.
5. Shall publish minutes (both in print and on the website) for all meetings within three days.
6. Shall prepare an officer report to read at the monthly general member meeting which will be submitted to the President at the officer meeting a week prior.

Section Eight:

*Duties of the Parliamentarian*

1. Shall be a rising sophomore, junior, or senior upon election that is a respected member of the student body and has served for at least one full year in the MVHS Student Council.
2. Shall attend Executive board meetings set by the president.
3. Shall supply all Student Council members of the most recent version of the constitution and other official documents.
4. Shall be responsible for educating student council members on council policies and procedures
5. Shall act as time keeper and Sargent at Arms at all meetings.
6. Shall assign attendance clerks from the Executive Board for all point opportunities for general members
7. Shall tally all points and provide regular points updates for members
8. Shall promote and facilitate annual elections for Executive Board
9. Shall prepare an officer report to read at the monthly general member meeting which will be submitted to the President at the officer meeting a week prior.

\*removed Treasurer

Section Nine:

*Duties of the Communications Director*

1. Shall be a rising sophomore, junior, or senior upon election that is a respected member of the student body and has served for at least one full year in the MVHS Student Council.
2. Shall attend all Executive Board meeting set by the president.
3. Shall send student council reminders through Remind 101 for all events and meetings
4. Shall manage student council communications via email
5. Shall create videos and advertisements for council events with assistance from project chairs
6. Shall prepare an officer report to read at the monthly general member meeting which will be submitted to the President at the officer meeting a week prior.

Section Ten:

*Duties of the Historian*

1. Shall be a rising sophomore, junior, or senior upon election that is a respected member of the student body and has served for at least one full year in the MVHS Student Council.
2. Shall attend all Executive Board meeting set by the president.
3. Arrange for pictures to be taken at all Student Council events.
4. Shall keep a record of all events student council completes during the school year, and will include a record of them in the digital scrapbook.
5. Shall maintain social media for the council.
6. Shall prepare an officer report to read at the monthly general member meeting which will be submitted to the President at the officer meeting a week prior.

Section Eleven:

*Webmaster\**

1. Shall be a rising sophomore, junior, or senior upon election that is a respected member of the student body and has served for at least one full year in the MVHS Student Council
2. Shall attend all Executive Board meeting set by the president
3. Shall be responsible for any updates needed on the MVHS council website
4. Shall maintain a calendar of Student Council Events
5. Shall post minutes to website within three days of a meeting

Section Twelve:

*Faculty Relations Chair*

1. Shall organize Teacher Appreciation projects (examples-teacher breakfast’s, holiday gifts, goodie bags, chaperone thank-yous, etc)
2. Shall organize Appreciation projects for OTHER staff (ex. Bus drivers, custodians, clerical, etc.)
3. Shall organize pre-planning & post-planning service hours
4. Shall plan appreciation activities for Teacher Appreciation Week
5. Shall represent student council at faculty meetings as needed.

Section Thirteen:

*Duties of the Cluster Outreach Program Coordinator*

1. Shall be a peer leader for the year they serve office, if possible.
2. Shall attend Executive Board meetings set by the president.
3. Shall assist cluster schools in creating and maintaining a student leadership program that will feed into MVHS’s Student Council.
4. Shall plan (at least) one event each semester involving another school, or organization outside of MVHS’s student body
5. Shall encourage and focus on the unity of student leaders.
6. Shall prepare an officer report to read at the monthly general member meeting which will be submitted to the President at the officer meeting a week prior.

Section Fourteen:

*Duties of the Conference Coordinator*

1. Shall be a rising junior or senior who has served as an officer of Student Council for one full year.
2. Shall attend Executive Board meetings set by the president.
3. Shall have attended multiple leadership seminars, workshops, or conferences, including at least one year attendance to one of the following: GASC, SASC, NASC, LEAD, Leadership Summit, or other approved student council leadership conference
4. Shall facilitate in coordinating attendance to local, state and national conferences
5. Shall coordinate all awards submissions for conferences
6. Shall plan and execute fundraising activities to help members earn money to attend conferences
7. When the need for speaker(s) at school events arises, the Outreach Program Coordinator shall find and recruit these speakers
8. Shall prepare an officer report to read at the monthly general member meeting which will be submitted to the President at the officer meeting a week prior.

Section Fifteen

*Project Chairs*

The project chairs help facilitate projects throughout the year.

1. Shall be a rising sophomore, junior or senior who has served in Student Council for one full year.
2. Shall attend Executive Board meetings set by the president.
3. Shall prepare agendas and run workday/ planning meetings
4. Shall prepare project planning documents (pre-planning, budget, evaluation, etc.)
5. Shall update the bulletin board when assigned
6. Assign project members responsibilities
7. Shall prepare an officer report to read at the monthly general member meeting which will be submitted to the President at the officer meeting a week prior.

Section Sixteen:

*Freshmen Liaisons\**

1. Shall be appointed during the fall
2. Shall represent the interests of the freshman class
3. Shall assist other executive board members as needed

Section Seventeen:

*Duties of General Members*

1. Shall be a respected member of the student body.
2. Shall regularly attend all council meetings.
3. Shall represent the student body by voice at Student Council meetings.
4. Shall be an ambassador for MVHS in the school, community, and county.
5. Shall meet point requirements for attendance at meetings and events each semester.
6. Shall perform any special duties as assigned by the President or Executive Board.

*\*These positions are appointed.*

**Article Five- Dismissal from Office**

**Section One:**

An officer or representative shall be removed from office for repeated absences, failure to carry out his/her duties as an officer or representative, failure to receive required points, or for other actions, which are detrimental to the welfare and best interest of the school.

**Section Two:**

All Council members of the Student Council will sign an agreement to maintain the needed amount of points as well as meet the expectations of the Council. All Executive Board members will sign a Contract. If for any reason, the duties stated within the body of any of these documents are not fulfilled, the member will go before the Judicial Committee as outlined in Article Six.

**Section Three:**

If an officer resigns or is removed from office, an existing officer will be moved up at the discretion of the Executive Board with approval from the Advisor and Administration from within the council. If an officer resigns or is removed from office, the Student Council may be empowered by the Advisor and Administration to fill the vacancy by simple majority vote except in the case of the President, in which the Vice President shall become President. If a representative resigns or is removed from office, the position will go unfilled for the remainder of the school year.

**Article Six- Judicial Review**

**Section One:**

The Judicial Committee will consist of all Executive Board Members. In the event that any member of the general council engages in any activities that are outside the guidelines set forth by the Oath of Office, a Judicial Committee meeting will be held. The Vice President will notify the member being called before the judicial committee. The Advisor will sit in on the meeting and all judicial hearings will be kept confidential. Failure to attend an assigned judicial meeting will result in the removal of the member from the Student Council.

\*If the member being called before the judicial committee is an Executive Board member, he/she will not be allowed to serve as part of the Judicial Committee.

**Section Two:**

The decisions of the Judicial Committee are to be fair and impartial. Judicial hearings are to be concerned only with the incident that is being discussed. Only background material that relates directly to the incident can be introduced at the hearing. Previous Judicial reviews may be entered into the record of any member who appears before the council. The Judicial Committee has the authority to remove a member from the council or from the Executive Board with a unanimous decision once all evidence is weighed in the matter being discussed before the committee.

**Section Three:**

Judicial committee reviews are closed sessions. Only the Vice President or an appointed Executive Officer will keep notes on judicial hearings. Members who serve on the hearing should take this as a revered trust and refrain from discussing comments or outcomes with anyone during and after the hearing. Anyone suspected of revealing information from a judiciary hearing shall be sent to a judicial review hearing.

**Article Seven-Eligibility and Elections**

Section One

In order to be considered a general member of Student Council, students must meet the criteria listed in Article Two. To apply to be part of the MVHS Student Council students need to complete a general member application and pay their dues by the deadline as set in the Student Council information packet for that school year. Dues are non- refundable for any reason. In order to maintain eligibility for the year students must remain in good academic and disciplinary standing as well as meet the minimum point requirements as set forth by the executive board for that school year.

Section Two:

The Student Body President must be a rising junior or senior that has at least one year of Executive Board experience. The student MUST be enrolled in classes on the MVHS campus for periods 4-7 or receive prior approval of schedule before running for office. NO Student will be allowed to run if they do not have classes on campus during the year.

Section Three:

In order to run for an elected position on the Executive Board of Student Council, students must meet the criteria listed in Article Two. In addition, to be on the ballot for an executive position, students must complete the officer application packet and campaign to be elected by the student body. The students will receive scores for four components of the election process. The student body vote makes up 25% of the total score, the student council vote makes up 25%, the officer application packet makes up 25%, and the teacher recommendations make up 25%. The student with the highest scores will be selected for Executive Board. Individual positions will be assigned based on interviews following elections.

\**the offices of President and Vice President will run together on the same ticket.*

Section Four:

In order to apply for an appointed position on the Executive Board of Student Council, students must meet the criteria listed in Article Two. In order to be considered for an appointed position students must complete the officer application packet, take part in an interview with the advisors and current sitting student body president, and get one letter of recommendation that addressed their skills for the position.