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

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

1. Develop democratic ideals and teach respect for law and order;
2. Maintain the highest standards of cooperation, loyalty, and school spirit;
3. Promote acceptance of all people at school;
4. Maintain positive communication and relationships with faculty and administration;
5. Act as a liaison of student opinion;
6. Stimulate interests in all worthwhile school activities;
7. 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, an Executive Board, Senate Representatives and House Representatives. The residing principal of Mountain View High School prevails over the entire Student Council.

**Section Two:**

Executive Board

The Executive Board consists of, but is not limited to, a President, Vice President, and Secretary. 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 consist of primarily elected positions with appointed positions as needed. These students will be part of the Senate.

**Section Three:**

Senate Representatives

Senate Representatives will be elected representatives of each class. Every applicant and member of the Senate must be a student in good standing with the administration, meet academic eligibility, and be able and willing to perform tasks of the organization. There shall be a maximum of 10 elected representatives of every class, excluding Executive Board members. *Should the school hold a state or region position, those students would be members of the Senate but would not count in the maximum of 10 per grade level.*

**Section Three:**

House Representatives

Any student of Mountain View High School is invited to join the House of Representatives. This body informs the Senate as the voice of the students and serves as support personnel for Student Council events. Members in good standing at the end of the year will be invited to continue in future years.

**Article Three-Attendance**

**Section One:**

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.

**Section Two:**

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

**Section Three:**

House attendance will be based on points earned by attending two meetings a semester and supporting no more than two major events per semester.

**Section Four:**

Lettering is only open to students in the Senate. Senators that remain in good-standing (i.e. have not been on probation) during the course of the council year can earn a letter.

Senior cords will be given based on the following criteria:

1. Served as a Senator for at least 2 years
2. Earned a letter during their 12th grade year
3. **One** of the following:
   1. Attended a conference
   2. Served as project chair
   3. Served on Executive Board

\*Cord Applications will be given at least a month prior to banquet and MUST BE completed by the printed deadline on the application.

**Article Four- Positions**

**Section One:**

Every position in the Student Council described in Article Two shall possess 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, Senate meetings, and House meetings
4. Handle all financial duties of Student Council
5. Manage points tally sheets for Executive Board and Senate
6. Promote and facilitate annual elections for the Senate
7. Hold president accountable to the duties and obligations of the office by giving monthly feedback.

**Section Three:**

*Duties of the Executive Board*

1. Attend ALL meetings (Executive Board, Senate, & House)
2. Oversee all events in which Student Council will participate
3. Set a yearly council calendar at the beginning of each year
4. Assist in taking attendance at all meetings and events
5. Manage the Executive Board email account on a regular basis
6. Plan and run Student Council retreats and workshops
7. Participate in Executive Turnover and Retreats
8. Arrange for pictures to be taken at all council events
9. Prepare banquet slide show
10. Review and recommend amendments to the constitution
11. Promote and facilitate annual elections for the Senate
12. Serve as Judicial Committee to investigate and make decisions concerning the discharge or demotion of a member
13. All other duties as assigned by advisors

**Section Four**

*Duties of the President*

1. Set the agenda for and preside at all Executive Board, Senate, and House meetings.
2. Represent the Student Council at public functions associated with the school
3. Work with the advisor and Executive Board at a predetermined time each week.
4. Hold Executive Board members accountable to the duties and obligations of their offices by providing monthly feedback for each officer.
5. Keep an open line of communication between the administration and the Student Council.
6. Communicate with the Senate and House representatives via Remind 101.
7. Shall **NOT** serve as the president of any other MVHS extra-curricular groups in order to eliminate time conflicts with Student Council.
8. Coordinate to take the leadership class (if possible)
9. Be available at all times for whatever is needed.

**Section Five**

*Duties of the Vice President*

1. Shall be prepared and willing to assume the duties and responsibilities of the president.
2. Prepare a bi-monthly newsletter for all council members (Senators & Representatives)
3. Maintain social media accounts for council
4. Educate student council members on council policies and procedures
5. Manage project chairs
6. Act as time keeper and Sargent at Arms at all Executive Board and Senate Meetings.
7. Shall organize and track points for all House Representatives.

**Section Six**

*Duties of the Secretary*

1. Take minutes at all meetings (Executive, Senate and House)
2. Share minutes with appropriate members within 48 hours of a meeting.
3. Submit minutes for all meetings for publication on the website within three days of approval.
4. Write thank-you notes on behalf of the Student Council within five school days of an event.
5. Provide all Student Council members with the most recent version of the constitution and other official documents.

**Section Seven:**

*Duties of Senators*

1. Attend all Senate and House meetings.
2. Vote on project selection for each quarter.
3. Participate in project planning, workdays, and events of Student Council
4. Serve as an ambassador for MVHS at all times.
5. Perform any special duties as assigned by the President or Executive Board.

**Section Seven:**

*Duties of House Representatives*

1. Attend all House meetings.
2. Represent the student body by voice at House meetings.
3. Participate in major events as set by the Executive Board each semester.
4. Be an ambassador for MVHS at all times.

**Section Seven:**

*Duties of Project Chair*

\****Project chairs must be Senators. Each project must have a project chairs and the term is the length of the project. This is not a position on the Executive Board.***

1. Prepare agendas and run workday/ planning meetings
2. Prepare project planning documents (pre-planning, budget, evaluation, etc.)
3. Assign project members responsibilities
4. Meet with assigned project advisor at various project checkpoints.

**Article Five- Dismissal from Office**

**Section One:**

An officer, senator, or house representative may 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 members of the Executive Board and Senate will sign a contract to maintain the needed amount of points as well as meet the expectations of the Council. 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 from Executive Board or is removed from office, the Senate 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 both President and Vice President resign, any current Senator may apply for the open position, which will be appointed by the administration and advisor(s). If a Senator resigns or is removed from office, the position will may go to a member of the House of Representatives (in that grade level) or remain unfilled for the remainder of the school year. The Executive Board will choose the replacement student based points within the House. Representatives of the House that resign or are removed will not be replaced.

**Article Six- Judicial Review**

**Section One:**

The Judicial Committee will consist of two advisors, the President, Vice President, and Secretary. In the event that any member of Student Council engages in any activities that are outside the guidelines set forth by the Constitution, a Judicial Committee meeting will be held. The advisor(s) will notify the member being called before the judicial committee. **All judicial hearings will be kept confidential**. Failure to attend an assigned judicial meeting will result in the removal of the member from office.

\*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 and will be replaced on the Judicial Committee by the Senator that has the most points at that time.

**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 committee. The Judicial Committee has the authority to remove a member from the Senate or from the Executive Board with a majority decision once all evidence is weighed in the matter being discussed before the committee.

**Section Three:**

Judicial committee hearings are closed sessions. Only the Secretary 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 before, during and after the hearing. Anyone suspected of revealing information from a judiciary hearing shall be sent to a judicial review hearing and potentially be removed from office.

**Article Seven-Eligibility and Elections**

**Section One:**

1. In order to run for a position on the Senate, students must meet the criteria listed in Article Two, Section Three. In addition, students will have to complete candidate questionnaire and collect teacher recommendations. Students will campaign to be elected by the student body. The students will receive scores for all three components of the election process (election, questionnaire, and teacher recommendations). The student body vote makes up 50% of the total score. The questionnaire makes up 25%, and the teacher recommendations make up 25%. The ten students with the highest scores per grade level will be elected to the Senate.
2. Elected students must pay their dues by the deadline as set in the Student Council information packet for that school year or risk removal from the council. 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.

**Section Two:**

The Student Body President must have at least one year of Senate experience. The student MUST be enrolled in classes on the MVHS campus for periods 4-7 or receive prior approval of their 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 a position on the Executive Board of Student Council, students must meet the criteria listed in Article Two, Section Two. In addition, to being on the ballot for an executive position, students must complete the Senate 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 Senate vote makes up 25%, the officer interview makes up 25%, and the teacher recommendations make up 25%. The student with the highest score for each office will be elected to the Executive Board.

**Section Four:**

In the event that an elected position is not filled, it will be appointed by the Student Council President and Advisors.

New Student Council Calendar

Elections- Nov. 5th-Election Meeting/ Nov. 14th-Election Approval/Campaign Meeting

Teacher Recs due on Nov 30

Campaigning-Week after thanksgiving

Election-Dec. 5th

Dec. 11-1st Council Meeting

1st Quarter- Dec, Jan, Feb

2nd Quarter-March, April, May

3rd Quarter-June, July, August (1st Day)

4th Quarter-September, October, November (Homecoming/Trunk or Treat)