

John Champe High School

Student Council Association Constitution

Article I: Name

This Organization shall be known as the Student Council Association (SCA) of John Champe High School.

Article II: Purpose

The purpose of the Student Council Association of John Champe High School shall be:

- a. To establish close cooperation between the faculty and student body of John Champe High School.
- b. To establish standards of education, school spirit, and honor, each based on school pride.
- c. To provide democratic school government through representation and participation of the student body in school affairs.
- d. To promote the general welfare of the school and community.

Article III: Affiliation

The Student Council Association shall hold affiliation with the Virginia Association of Secondary School Principals and its Division of Student Leadership Services affiliating itself with both the National and Virginia Association of Student Councils.

Article IV: Members

The Student Council is a legislative body representing every person enrolled in the current student body of John Champe High School.

Section 1: Executive Officers

The student body shall be represented by elected and appointed Representatives in the Student Council which shall be composed of the following: Student Council Association Officers (President, Vice-President, Secretary, Treasurer, and Historian/Parliamentarian) and Executive Board.

Section 2: Executive Board Representatives

The Executive Board Representatives shall be between 5 and 15 members, with at least one representative from each grade.

Section 3: General Student Body

All members of the John Champe High School student body may attend council and committee meetings without voting powers.

Section 4: Removal from SCA

Representatives shall be removed from office if they have three unexcused absences from either General Council or Committee meetings. After each unexcused absence, the

representative shall be notified by the President. (Please see Bylaw: Part 7 for a definition of excused absences)

Article V: Duties

Section 1: President

- a. The President shall preside at the meetings of the SCA.
- b. He/she shall exercise one vote on each point before the SCA.
- c. In the event of a tie vote on a point at issue before such committees, the President shall cast the deciding vote.
- d. The President shall appoint the special committee heads of the SCA not designated by this constitution with approval of teacher advisor.
- e. The President shall have the power to call special meetings of the SCA, with the approval of the faculty advisor.
- f. The President shall have no power to veto or retard in any manner action on a bill.

Section 2: The Vice President

- a. The Vice President shall preside at meetings of the SCA in the absence of the president.
- b. The Vice President shall exercise one vote on each point before the SCA.
- c. The Vice President, when serving in the capacity of the president of the SCA shall exercise all powers and authority of the office of president and shall be under all restraints of said office.
- g. The Vice President shall serve as the liaison to the PTSO.
- d. The Vice President shall function in any capacity as directed by the president.

Section 3: The Secretary

- a. The Secretary shall write the agenda for each meeting of the Student Council.
- b. The Secretary shall make reports, in the form of minutes, for all business carried on for the previous meetings of the SCA and shall present such minutes for approval at the next scheduled meeting of the SCA.
- c. The Secretary shall exercise one vote on each point at issue before the SCA.
- d. The Secretary shall be in charge of publishing bills that are to be voted upon by the SCA. The Secretary shall publish or arrange to have others publish any documents of the SCA and shall convey said documents to the point or points of distributions.
- e. The Secretary shall prepare all necessary correspondence between the SCA and other organizations within the school, county, state, or nation. The Secretary shall maintain a file of such correspondence, which will be available to all members of the SCA.
- f. The Secretary shall function in any capacity as directed by the president.

Section 4: The Treasurer

- a. The Treasurer shall maintain complete and accurate records of expenditures and receipts of the SCA and shall prepare an accounting of business transactions of the SCA at least monthly.
- b. The Treasurer shall work with the officers and the faculty advisor to prepare yearly, nine weeks, and individual activity budgets.
- c. The Treasurer, with cooperation from the faculty advisor and school bookkeeper, shall maintain a file of receipts, records of expenditures and treasurers reports of the SCA.
- d. The Treasurer shall exercise one vote on each point before the SCA.
- e. The Treasurer shall function in any capacity as directed by the president.

Section 5: The Historian/Parliamentarian

- a. The Historian/Parliamentarian shall maintain an accurate attendance record of Officers and members of the Executive Board, reasons for absences which shall be reported to him/her, and shall inform the President and faculty advisor of violations of academic eligibility, attendance, or good citizenship requirements.
- b. The Historian/Parliamentarian shall serve as a consultant to the president about parliamentary procedure and shall ensure that parliamentary laws be followed at all meetings of the SCA.
- c. The Historian/Parliamentarian shall exercise one vote on each point before for the SCA.
- d. The Historian/Parliamentarian shall serve as a direct communication link with the school newspaper by submitting a column for each edition, upon review by the faculty advisor.
- e. The Historian/Parliamentarian shall work with the Secretary to report business and upcoming events by the form of newsletters for John Champe Faculty and Representatives to post in classrooms.
- f. The Historian shall maintain a scrapbook of clippings, pictures, and other public communications pertaining to the Student Council Association.
- g. The Historian shall clear with the Faculty Advisor all news items relevant to the Student Council or its projects prior to submitting such to the school newspaper and/or public media.
- h. The Historian/Parliamentarian shall function in any capacity as directed by the president.

Section 6: Executive Board Members

- a. Executive Board Members serve for a one year term.
- b. At the conclusion of each year, if the board members wish to return, they may re-apply.

- c. All board members will participate in a one year course that provides an introduction of a broad range of concepts, theories, and practices important for a basic understanding of leadership.
- d. By participating in the Leadership Class you are also becoming a member of the Student Council Association Executive Board.
- e. Members will plan and participate in SCA events, attend SCA monthly meetings, and any other duties as assigned by the SCA advisor.

Article VI: Qualifications

Section 1: Good Citizenship

- a. In order to qualify for the position of Officer or Executive Board Member, a student must maintain a good citizenship record (no suspensions) during the school year of his/her running for office. If a Representative or Officer is suspended from school during his/her term in office, he/she will face impeachment proceedings.
- b. All members of the SCA are to abide by all school rules for student conduct; they are to conduct themselves at all times in a manner that brings credit to themselves as students and as representatives of John Champe High School.
- c. Any Officer or member of the Executive Board Member who becomes involved in a situation which is detrimental to the SCA and/or school can expect disciplinary action in accordance with school rules for behavior of students and deemed appropriate by the faculty advisor and the administration.
- d. Any Officer or member of the Executive Board who uses or possesses tobacco, drugs, or alcohol during their elected term will be removed from office by the administration.

Section 2: Academic Eligibility

Any student of John Champe High School who has maintained a good citizenship record (having never been suspended) during the semester of his/her election to office, and an overall scholastic average of 2.5 or above for the proceeding semester shall be eligible to run for an office in the Student Council Association.

Section 3: Class Membership Requirements

- a. A President shall serve in his/her Senior Year.
- b. A Vice-President shall serve in his/her Junior or Sophomore Year.
- c. A Secretary shall serve in his/her Senior or Junior Year.
- d. A Treasurer shall serve in his/her Junior or Sophomore Year.
- e. A Historian shall serve in his/her Sophomore year.

Section 4: Opening Year Class Membership Requirements (2012-2013)

- a. A President shall serve in his/her Junior Year.
- b. A Vice-President shall serve in his/her Junior or Sophomore Year.
- c. A Secretary shall serve in his/her Junior or Sophomore Year.

- d. A Treasurer shall serve in his/her Junior or Sophomore Year.
- e. A Historian shall serve in his/her Freshman year.

Article VII: Officer Elections

Section 1: Election Procedures

- a. Students must initially signify in writing their desire to run for an office to the Student Council Association Advisor.
- b. Candidates will be granted at least five days of campaigning which is to be followed by an assembly in which the candidates will be given the opportunity to officially address the entire student body.
- c. The election shall take place in homeroom or a designated class immediately following the assembly.
- d. The election will be in the form of a secret ballot and voting will occur in individual Advisory Periods (homerooms) or a designated class.
- e. Election of officers shall be held before the end of the second semester of each school year. The candidate receiving a plurality of the votes cast for each office shall fill said office.
 - a. During the opening year at John Champe High School the election will be held during the first month of school.
- f. A committee of the Faculty Advisor, SCA President, and SCA Secretary shall oversee the counting of ballots.
- g. At the conclusion of the count of the results of such elections, results shall be announced to the student body and recorded in the minutes of the next Student Council Meeting.
- h. Candidates may not run for more than one elected office for a given school year.

Section 2: Re-election

Officers are eligible for re-election provided they meet the Class Membership Requirements and gain more votes than any other candidate.

Section 3: Terms of Office

Terms of Office shall last the entirety of the school year for which each person is appointed.

Section 4: Vacancy in Office

- a. If any elected officer fails to report to school by the completion of the first three weeks of school, then the Student Council shall automatically declare his/her office vacant.
- b. Any vacancy resulting from an elected officer failing to report to school by the completion of the first three weeks of school, resignation, or removal from office, shall be filled by a special election authorized by the Student Council. Candidates for such special elections shall be obtained from the same grade level as the said officer.
- c. Requirements and procedures for such special elections shall be the same as those for a regular election except for the specific semester in which it is to be held.

Article VIII: Removal from Office

With the approval of the Administration, any elected officer of the Student Council Association may be removed from office for the following conditions: failure to perform his/her duties, failure to raise his/her scholastic average to a 2.5 after a probationary period of one marking period, violation of his/her good citizenship record by any action which results in suspension, or a display of any action which would reflect in a detrimental manner upon the office, organization or student body.

Section 1: Causes for impeachment

Any elected member of the SCA may be removed from office for the following conditions: failure to perform his/her duties, failure to maintain academic eligibility, violation of the training rules, failure to maintain good citizenship, or a display of any action which would reflect in a detrimental manner upon the office, organization or student body.

Section 2: Impeachment Proceedings

- a. For an elected member to be impeached, the SCA shall compose and pass by two-thirds vote, the specific Articles of Impeachment.
- b. An Impeachment Committee shall be convened by the faculty advisor and the principal. Membership of the committee will be: two faculty members appointed by the principal, two students appointed by the SCA Representatives, one administrator appointed by the principal, and the faculty advisor of the SCA in a non-voting capacity.
- c. The Impeachment Committee must meet within two weeks of the Articles of Impeachment at which time the impeached member may make a presentation to the committee and/or submit his/her resignation.
- d. A two-thirds vote of the Impeachment Committee is required for the removal of the impeached member.
- e. The removed member shall be ineligible to be a SCA Representative or hold any other office in the SCA.

Section 3: Vacancy Due to Impeachment

Any vacancy due to impeachment shall be filled by a special election authorized by the SCA.

Article IX: Meetings

Section 1: General Assembly SCA Meetings

- a. This organization shall meet at least once a month during the school year. Meeting dates shall be approved by the Principal and/or Faculty Advisor.
- b. A quorum of at least two-thirds of the Council must be present in order to transact business. A majority vote of the Council present is necessary to approve all measures.

- c. Regular meetings of the SCA shall be conducted according to the following format: call to order, roll call, reading of the minutes, reports of officers and committees, old business, new business, miscellaneous, adjournment.
- d. The Faculty Advisor or a designated substitute must be present at all meetings.

Section 2: Special Meetings

Special meetings of the Student Council may be called by the President, Faculty Advisor, or the Principal.

Section 3: Postponed/Cancelled Meetings

Meetings which have been postponed or canceled may be rescheduled by the President with the Advisor's approval.

Section 4: Parliamentary Procedures

Parliamentary authority of all meetings of the SGA shall be Robert's Rules of Order (call to order, roll call, reading of the minutes, reports of officers and committees, old business, new business, miscellaneous, adjournment).

Article X: Committees

Section 1: Standing Committees

- a. Standing Committees will be created by the Executive Officers and the Executive Board for each school year.
- a. The President, with advice from the Executive Officers and Board, will name a chairperson of these committees. Current members of the Executive Board may not be named as the temporary committee chairperson.
- b. The committee chairperson will set a meeting schedule, to which all committee members are expected to attend.
- c. The chairperson of the committee may be required to present reports during General Assembly meetings and/or Executive Board meetings.
- d. Membership in a standing committee will be by open invitation from the President for a specified amount of time. All council members will be given an opportunity to join a standing committee. The faculty advisor, with advice from the Executive Board, may make decisions about the number of members a standing committee may have, and may appoint council members to these committees, as needed.
- e. The responsibilities and duties of these committees will be well-defined by the President when the committee is created.
- f. The committee can be renewed for the following year by a vote from the General Assembly.

Section 2: Temporary Committees

- a. Temporary Committees will be created by the President as needed.

- b. The President, with advice from the Executive Officers and Board, will name a chairperson of these committees. Current members of the Executive Board may not be named as the temporary committee chairperson.
- c. The committee chairperson will set a meeting schedule, to which all committee members are expected to attend.
- d. The chairperson of the committee may be required to present reports during General Assembly meetings and/or Executive Board meetings.
- e. Membership in a temporary committee will be by open invitation from the President for a specified amount of time. All council members will be given an opportunity to join a temporary committee. The faculty advisor, with advice from the Executive Board, may make decisions about the number of members a temporary committee may have, and may appoint council members to these committees, as needed.
- f. The responsibilities and duties of these committees will be well-defined by the President when the committee is created.
- g. These committees will be dissolved when their task is completed.

Article XI: Limitations of Power

Any action taken by the SCA is subject to the approval of the faculty advisor and the principal.

Article XII: SCA Advisor

The advisor shall be a member of the faculty and an ex-officio member of all committees, shall advise the Council in any way deemed necessary, and shall assist the Council in any way possible. The advisor shall be chosen from the faculty on the basis of requirements established by the School Board of Loudoun County. The number of advisors will be determined by the Principal.

Article XIII: Dues

The John Champe High School Student Council Association shall pay its dues to the National and State Association as prescribed by the Division of Student Leadership Service of the Association of Secondary School Principals.

Article XIV: Amendment Procedure

The proposed amendment shall be submitted in writing to the SCA by a Representative or member of the Executive Board. If the amendment is passed by a two-thirds vote of the SCA, it shall be forwarded to the student body for consideration. If the amendment is passes by a two-thirds vote of the student body, it shall be made part of the constitution.

Article XV: Ratification

This constitution shall be ratified by the principal, faculty advisor, and the five inaugural officers.

John Champe High School

Student Council Association By-laws

Part 1: Quorum

In all meetings where voting occurs, three-fourths of eligible voting members of that body must be in attendance.

Part 2: Executive Officers and Board Meetings

Regular meetings of the Executive Officers and Board shall be held at least three times a month during the academic year, to be determined by the Advisor. Special meetings may be scheduled by the President at the discretion of the Advisor.

Part 3: General Assembly Meetings (Executive Officers and Board)

Regular mandatory meetings of the General Assembly shall be held at least once a month during the academic year, to be determined by the Advisor and the Executive Officers and Board.

Part 4: Special Meetings

Special meetings may be scheduled by the President at the discretion of the Advisor.

Part 5: Meeting Agenda

Regular meetings of the GA shall be conducted according to the following agenda:

- a. Call to order
- b. Committee Reports
- c. Old Business
- d. New Business
- e. Announcements
- f. Adjournment

Part 6: Members of SCA

Each Representative and The Executive Council shall:

- a. Attend the General Meetings of the Student Council.
- b. Have one vote in all legislative matters.
- c. Be a member of at least one committee throughout the school year.
- d. Report all Student Council information to his/her assigned homeroom or class.
- e. Alternates may attend General Council Meetings with voting powers only when attending in the capacity of a substitute for the regular representative.

Part 7: Absences

- a. Officers, representatives, and alternate representatives shall only acquire 3 unexcused absences from committee meetings and GA meetings during a single term.
 - a. Excused absences shall be: Illness, injury or family emergency.

- b. The faculty advisors have the right to require a doctor or parent note to accompany any excuse from a meeting of the GA or committee meetings.

Part 7: Rules of Order

All meetings of the Executive Board and the General Assembly shall be run according to the parliamentary procedure of Robert's Rules of Order.

Part 8: Voting

In all General Assembly and Executive Board votes, each member will have one vote. The presiding officer of the meeting does not vote, except in the case of a tie. In all votes not relating to the Constitution, a simple majority vote is required. In all votes relating to the Constitution, a three-fourths majority is required.

Part 9: Authorized Communication

No member of the council is authorized to speak on behalf of the SCA without the consent of the Advisor. This includes, but is not limited to:

- a. Committing the SCA to sponsoring, planning, or implementing events or activities,
- b. Committing the SCA to financial obligations (including fundraising),
- c. Committing the use/donation of SCA materials to others.