

Park View High School Student Council Association Constitution and By-Laws



Park View High School

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ARTICLE I: NAME

The Organization shall be known as the Student Council Association of Park View High School. The Student Council shall consist of a legislative body representing the entire student body and all committees, standing or temporary, which shall be established by the President of this association when such a need arises.

ARTICLE II: PURPOSE

The purpose of the Student Council Association of Park View High School shall be:

- A. To establish closer cooperation between the faculty and student body of Park View High School.
- B. To establish standards of education, school spirit, and honor, 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 the Virginia Student Councils Association.

ARTICLE IV: MEMBERS

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

SECTION 1

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, Historian, Reporter, and Class Officers.

SECTION 2

Any student, in good standing as deemed by the administration, that has not been removed from the Student Council may attend a General Council meeting and participate as a Representative.

SECTION 3

Each Representative may:

- A. Attend the General Council Meetings of the SCA
- B. Have one vote in all legislative matters
- C. Be a member of at least one committee throughout the school year

SECTION 4

Representatives shall not be considered an active member if they have three unexcused absences from either General Council or Committee meetings. A Representative shall be removed from the Student Council by the President for the following reasons: failure to maintain academic eligibility after a probationary period or violation of his/her good citizenship record by suspension.

SECTION 5

The Student Council shall act on any bill presented to it by the President, or any bill which it drafts. The Student Council shall act on the recommendation of the Standing Committees and all other temporary committees appointed by it. Prior to the execution of any bill, the approval of the Faculty Advisor shall be obtained.

ARTICLE V: OFFICER ELECTION AND OFFICERS

SECTION 1

The officers of the Student Council Association shall be: A President, who shall serve in his/her Senior Year; a Vice-President, who shall serve in his/her Junior Year; a secretary, who shall serve in his/her Senior Year; a Treasurer, who shall serve in his/her Junior Year; an Historian, who shall serve in his/her Sophomore year; and a Reporter, who shall be appointed by the Faculty Advisor(s) with input from the outgoing and newly-elected and appointed Officers.

SECTION 2

Any student of Park View High School who has maintained a good citizenship record (e.g. 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: ELECTION PROCEDURES

- A. All students interested in running for office must state their candidacy by submitting application papers to the SCA Advisor(s) in accordance with guidelines published annually before elections.

- B. In the event that an officer's position, with the exception of the President, has no interested candidates, the position will be appointed by the newly elected and appointed officers with Advisor input and approval.
- C. Candidates will be granted at least five days of campaigning, to be followed by an opportunity for candidates to officially address the entire student body.
- D. The election shall begin immediately following the candidates' address to the entire student body.
- E. The method of voting will be the decision of the Advisor(s). The candidate with the plurality of votes shall win the election.
- F. Election of officers shall be held before the end of the second semester of each school year.
- G. Election results shall be announced to the student body and recorded in the minutes of the next General Council Meeting.

SECTION 4: THE PRESIDENT

- A. The President shall preside at the meetings of the Student body and the Student Council. He/She shall be an ex-officio member of all committees of the Student Council but shall exercise a vote on a point at issue before such committees only in the event of a tie.
- B. The President shall exercise one vote on each point at issue in the Student Council.
- C. The President shall appoint special officers and committee chairpersons of the Student Council.
- D. The President shall have no power to pass, veto or retard, in any manner, any action or bill.
- E. The President shall have the power to call special meetings of the Student Council to discuss or vote on important, urgent issues, with the approval of the Faculty Advisor(s).
- F. For the benefit of the President, a Cabinet shall be formed consisting of the SCA Officers, the Committee Chairs, and the Faculty Advisor(s). The purpose of this body is to inform the President on matters he/she may be unable to attend to personally. This body shall have no power of its own unless delegated such by the Student Council.
- G. The President shall have the power to remove Representatives from the Student Council upon notification, by the Secretary, of violations of academic eligibility, attendance, or good citizenship requirements. The President shall have the power to remove Representatives from any Student Council meeting, if they persist in disruptive behavior. Such removal shall be limited to the duration of such meetings.
- H. The President shall provide appropriate information to local newspapers and radio stations.

SECTION 5: THE VICE PRESIDENT

- A. The Vice President shall preside at meetings of the Student Council in the absence of the President, and shall be an ex-officio member of all Student Council committees but shall not exercise a vote on any point at issue before such committees.
- B. The Vice President shall serve as the student liaison to the Parent Teacher Student Association (PTSA) and attend all meetings of said organizations.
- C. The Vice President shall exercise one vote on each point at issue in the Student Council.

- D. The Vice President, when serving in the capacity of President of the Student Council, shall exercise all powers and authority of the office of President and shall be under all restraints of said office.
- E. The Vice President shall function at the discretion of the President.

SECTION 6: THE SECRETARY

- A. The Secretary shall type the agenda for each meeting of the Student Council.
- B. The Secretary shall make reports, in the form of minutes, of all business carried on in the previous meetings of the Student Council and present such minutes for the approval at the next scheduled meeting of the Student Council.
- C. The Secretary shall exercise one vote on each point at issue in the Student Council.
- D. The Secretary shall be in charge of the publishing of bills which are to be voted upon by the Student Council. The Secretary shall publish or arrange to have other publication of the Association published and convey such publication to the point or points of distribution.
- E. The Secretary shall type all necessary correspondence between the Student Council and other organizations within the school, county, state, or nation. The Secretary shall maintain a file on such correspondence which shall be available to all members of the Association.
- F. The Secretary shall maintain an accurate attendance record of Representatives attending Student Council meetings, reasons for absences which shall be reported to him/her, and shall inform the President of violations of academic eligibility, attendance, or good citizenship requirements.

SECTION 7: THE TREASURER

- A. The Treasurer shall communicate a bi-monthly report reflecting expenditures and receipts of the Student Council Association.
- B. The Treasurer shall propose a budget for events and committees.
- C. The Treasurer shall exercise one vote on each point at issue in the Student Council.

SECTION 8: THE HISTORIAN

- A. The Historian shall work in cooperation with the Secretary and/or appropriate Chairperson in furnishing publicity for the Student Council Association and its activities when such is desirable.
- B. The Historian shall maintain a collection of clippings, pictures, videos, and other public communications pertaining to the Student Council Association.
- C. The Historian shall exercise one vote on each point at issue in the Student Council.

SECTION 9: THE REPORTER

- A. The Reporter shall assist in all Student Council activities wherever needed.
- B. The Reporter shall be in charge of updating and keeping the SCA bulletin board current with Student Council activities and events.
- C. The Reporter shall collect information when it is desired by an officer, the Student Council, or a committee chairperson.

- D. The Secretary shall serve as a direct communication link between the Student Council and the school newspaper by submitting a recurring column to the school newspaper.
- E. The Reporter shall exercise one vote on each point at issue in the Student Council.

ARTICLE VI: REMOVAL OF ELECTED AND APPOINTED OFFICERS AND VACANCY

SECTION 1

With the approval of the Administration, any Officer or Committee Chair 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 2: VACANCY IN OFFICE

- A. If any elected or appointed 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 or appointed 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 VII: COMMITTEES OF THE STUDENT COUNCIL ASSOCIATION

- A. All standing or temporary committees which serve the Student Council Association or project thereof shall be composed of members of the Student Body of Park View High School.
- B. Committee Chairs for standing committees will be selected through an application process determined by the SCA Officers and communicated to the student body.
- C. Chairpersons of such standing or temporary committees shall be free to select members of their committee from the Student Body of Park View High School.
- D. All meetings of such standing or temporary committees which serve the Student Council Association or projects thereof shall be maintained as part of the by-laws of the Student Council Association.

ARTICLE VII: FACULTY ADVISOR(S)

SECTION 1

The advisor(s) 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.

SECTION 2

The advisor(s) 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 IX: MEETING OF THE STUDENT COUNCIL ASSOCIATION

SECTION 1: REGULAR MEETINGS

- A. This organization shall meet at least ten times during the school year (five of which may be meeting of the Officers and Committee Chairs). Meeting dates shall be approved by the Faculty Advisor(s).
- B. A quorum of four officers must be present at a Council Meeting to transact business. A plurality vote of the Representatives present is necessary to approve all measures.
- C. Regular meetings of the Student Council shall be conducted according to the following format:
 - a. Call to Order
 - b. Reports of Officers and Committees
 - c. Reading of the Old Minutes
 - d. Old Business
 - e. New Business
 - f. Miscellaneous
 - g. Adjournment
- D. The Faculty Advisor(s) 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 OR CANCELED MEETINGS

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

SECTION 4: OPEN ASSEMBLIES

General Student Body Assemblies shall be called by the President or Faculty Advisor(s) with the approval of the Principal.

SECTION 5: PARLIAMENTARY AUTHORITY

The Parliamentary Authority of all meetings of the Student Council Association shall be Robert's Rules of Order or a modified form of Parliamentary Procedure implemented by the President.

ARTICLE X: LIMITATION OF POWER

Any action taken by the Student Council is subject to the approval of the Principal of Park View High School and Faculty Advisor(s).

ARTICLE XI: AMENDMENT PROCESS

In order to amend this constitution, a proposed amendment must be presented at a General Council Meeting and sit until at least the next General Council Meeting. Amendments shall be approved by a plurality vote of the Representatives present.

ARTICLE XII: DUES

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

ARTICLE XIII: CLASS ELECTIONS

- A. Class elections will be based totally on a volunteer basis. No nomination will be accepted and only volunteers will be accepted as candidates.
- B. A person running for a class office must have a "C" average or better for the previous semester. The Counseling office shall determine whether the candidate has this average.
- C. All students interested in running for office must state their candidacy by submitting application papers in accordance with guidelines published annually before elections.
- D. Candidates will be granted at least five days of campaigning, to be followed by an opportunity for candidates to officially address the entire student body.
- E. The method of voting will be the decision of the appropriate Park View faculty. The candidate with the plurality of votes shall win the election.
- F. If, once elected or appointed, the person loses good citizenship by suspension, drops his/her average below a "C" for two grading periods consecutively, he/she will give up his/her office, except in the case of President. In this case, the Vice President shall take over the duties of the President.
- G. In the event that an officer's position, with the exception of the President, has no interested candidates, the position may be appointed by the newly elected officers with Class Sponsor input and approval.