**Cortland Jr.-Sr. High School Student Council Constitution**

**PURPOSE**

The purpose of Student Council is as follows:

* To serve as a liaison between students, the faculty, and the administration
* To provide meaningful contributions toward to overall enhancement of life
* To promote school and community loyalty and leadership
* To promote high ideals of honor, good citizenship, and leadership
* To provide a means for student participation in school government
* To provide a forum for student expression
* To encourage active participation in activities by all segments of the school population
* To promote school spirit, pride, and patriotism

**MEMBERSHIP**

All students grades 9-12 are eligible for membership in Student Council. The requirements for membership include:

* Filling out a petition and application of membership prior to the first year of membership
* Completing 5 hours of community service prior to the first year of membership
* Attending all Council meetings
* Being an active member in your assigned committee
* Following the school’s Code of Conduct
* Maintaining a good citizenship record. Failure to do so may result in consequences, at the discretion of the Executive Committee, Advisor and Administration. Suspension from school constitutes an automatic removal from Student Council.

If these requirements are not being met, a student's membership can be nullified. If membership is nullified, the student will be eligible for membership the following school year. A Student Council Court may be convened at the request of the member to petition for reinstatement or continued membership. Participation in the annual Student Council trip will be contingent upon each student’s participation in the Council throughout the year.

**MEETINGS**

The Student Council meets the first Thursday of every month. Periods for the meeting will rotate each month, periods 1 through 9. If a member must miss a meeting, the member must report the reason for the absence to his/her committee chair prior to the meeting. Committees will also hold separate meetings and attendance is expected. The Executive Committee may hold special meetings separate from whole Council meetings.

**COMMITTEES**

Executive (Advisor, Officers, and Chairs) D.A.S.H. (Drugs, Alcohol, Safety, and Health)

Activities Service

Beautification Spirit and Pride

Communications and Public Relations (C.P.R.) Staff Appreciation

**PRESIDENT**

The President should know the purpose of Student Council, why it exists, what it should accomplish, and how to attain goals. The President will learn the relevant policies of the school and Council. The President needs to possess a good attitude, experienced leadership, school spirit, patience, open-mindness, dedication, and enthusiasm.

The President will:

* Preside over all meetings using correct parliamentary procedure.
* Meet with Advisor on a weekly basis or more when needed. Meet with all committee chairs to

make sure committees are working efficiently. Attend all committee meetings when possible.

* Serve as chairperson of the Executive Committee.
* Delegate responsibilities to other officers. Follow up on all activities and make sure all work is

being done.

* Serve as the liaison to the principal, school board, and superintendent.
* Make monthly meeting agendas with the help of the Advisor.
* Review meeting minutes with the Secretary before each meeting.
* Call the Student Council Court into session if needed.
* Be available to listen to and work with all members of Student Council.
* Develop the direction, goals and objectives of the Council.
* Assign committee membership to each member.
* Evaluate all committees and activities.
* Understand that everyone needs a chance to learn by trial and error.
* Encourage members in a positive manner.
* Express expectations in a clear and precise manner.
* Ensure that decisions are made as a whole group, with each member in participation.

**VICE PRESIDENT**

The Vice President is the official replacement of the President should the President be unable to meet expectations or attend a meeting. The expectations of the President are the same for the expectations of the Vice President.

The Vice President will:

* Assist the President will all his/her duties
* Assist in the preparation of meetings and agendas
* Meet with the Advisor on a weekly basis or more when needed. Meet with all committee chairs to make sure committees are working efficiently. Attend all committee meetings when possible.
* Serve on the Executive Committee.
* Stress harmony within the Council.
* Make self available to all officers, chairs, and members.
* Coordinate the work effort between committees to avoid duplication of effort.
* Encourage general efficiency of the Council.
* Serve as a consultant to committee chairpersons and members.
* Learn to offer solutions and alternatives.
* Be proactive.

**TREASURER**

Essential qualities of the Treasurer are knowledge of bookkeeping and financial policies and procedures, accuracy, dependability, honesty, foresight, and good judgment.

The Treasurer will:

* Maintain a financial record of all Student Council income and expenditures. A financial report will be written and submitted at every general meeting.
* Understand the financial needs of all committees.
* Make financial recommendations for approval or disapproval of activities.
* Review all budget requests from each committee.
* Review money requests from organizations, groups, and clubs.
* Authorize payment for bills.
* Serve on the Executive Committee.
* Stress harmony within the Council.
* Make self available to all officers, chairs, and members.

**SECRETARY**

The historical memory of the Student Council depends on the quality of the Secretary’s performance. The Secretary is an integral part of an efficient and productive Council.

The Secretary will:

* Work with the President and Vice President to develop an agenda for all meetings.
* Type all meeting agendas.
* Take notes and minutes of every general meeting.
* Read all minutes and the general meeting and have previous minutes available at request.
* Track all members’ attendance and participation in Council events.
* Recommend to President and Advisor Most Valuable Members based on participation.
* Answer all correspondence including letters of request, congratulations, regret, apology, thank you

and invitation.

**COMMITTEE CHAIRS**

The seven elected committee chairpeople are responsible for planning, implementing, and evaluating relevant activities for the student body, school community, and/or larger community. Student Council Committees are designed to complete much of the work of Student Council, therefore strong leadership is needed as Chairpeople.

The Committee Chairs will:

* Plan appropriate and engaging activities that meet the objectives of their committee.
* Solicit approval for activities by completing activity request forms, submitting them to the President.
* Upon President and Advisor approval, Committee Chair will submit request to the Executive Principal.
* Implement these approved activities following guidelines that were outlined in the approval process.
* Evaluate the success of each activity.
* Take attendance of your committee at every general meeting.
* Make Student Council Member sign in sheets available at every committee sponsored event for attendance and participation purposes.
* Stress harmony within the Council.
* Make self available to all committee members.
* Encourage general efficiency of the committee.
* Learn to offer solutions and alternatives.
* Be proactive.
* Involve all members in the committee in all aspects of planning, implementation, and evaluation of activities.

**STUDENT COUNCIL MEMBER**

Members have pledged themselves to assume a position of leadership and service to our school. It is a full time, continuous responsibility without vacations, excuses or exceptions. This job carries prestige, trust, respect, honor. It allows members to step out of their comfort zone, work with new and different people, try new things, compromise with others, achieve common goals, and reap the benefits of success, camaraderie, and leadership.

Each Student Council Member will:

* Attend all meetings
* Become actively involved in his/her committee
* Show respect for all members of the Council.
* Build school spirit by actively participating in all Council events.
* Encourage others to express ideas even those contrary to one’s own.
* Officer solutions and ideas instead of criticisms.
* Accept constructive feedback.
* Accept majority rules and supports all decisions even those contrary to one’s own.
* Follow through with responsibilities assigned to him/her and ask for guidance as needed.
* Bring new and creative ideas and solutions to the group.

**COMMITTEE DESCRIPTIONS**

**Executive**

All officers, chairs, and the Advisor are members of the executive committee. The role of this committee is to:

* Learn and use proper rules to conduct effective meetings.
* Communicate and keep other members of the committee informed of decisions, activities, problems, etc.
* Report to the Administration on Student Council happenings.

# **Activities**

The goals of this committee are:

* To ensure the smooth running of various student body activities throughout the year
* Organize, plan, and run each event
* Promote activities that encourage school spirit and Purple Tiger Pride from the student body, faculty,
* and staff.

Possible activities include:

1. Pep Rallies

2. Dances

3. Spirit Fridays

# **Beautification Committee**

The goals of this committee are:

* Enhance the cleanliness and beauty of the school.
* Organize, plan, and run each event
* Promote activities that encourage school spirit and Purple Tiger Pride from the student body, faculty, and staff.

Possible activities include:

1. Bulb and tree planting on the grounds
2. Holiday or activity based display cases
3. Earth Day activities

# **Communications and Public Relations**

The goals of this committee are:

* Communicate with Student Council members, administration, teachers, and student body about Student Council happenings.
* Organize, produce, and distribute communication throughout the school community.

Possible activities include:

1. Maintenance of webpage and other internet communciations
2. coordination of homeroom representatives/homeroom distribution of information
3. Write newspaper articles/create own newsletter

# **Drugs, Alcohol, Safety, and Health (D.A.S.H.)**

The goals of this committee are:

* Coordinate school’s efforts to promote health and safety activities/campaigns
* Represent the student body on different health and safety school committees
* Support the school’s health policies without losing student interest

Possible activities include:

1. Help with awareness campaigns (Safe Summer, Great American Smokeout, World AIDS Day, Red

Ribbon Week, Prom Promise)

1. Coordinate monthly physical activity opportunities for students and staff
2. Organize lunch time health activities

# **Service**

The goals of this committee are:

* encourage charitable giving for our community
* encourage community service opportunities for the Council and student body
* Sponsor charitable events for the school and/or larger community

Possible activities include:

1. Organize annual bloodmobiles
2. Attend the Day of Caring
3. Sponsor clothing or food drives

# **Spirit and Pride**

The goals of this committee are:

* help all students feel welcome in school
* create a climate of respect, care and comfort for all students
* help all students feel successful and resourceful in school

Possible activities include:

1. Welcome new students
2. Mentor new or at-risk students
3. Plan a “mix it up at lunch” day

# **Staff Appreciation**

The goals of this committee are:

* Thank all members of the staff for a job well done
* Honor teachers with recognition on a regular basis
* Honor the non-instructional staff on a regular basis
* Help teachers with jobs when needed

Possible activities include:

1. Sponsoring the Who’s Who of the CHS Staff
2. Provide “goodies” to the teachers throughout the year
3. Hosting Staff Social Events

Sign, detach, and hand in this portion of the Constitution

I understand the contents of the Student Council Constitution. I agree to follow the expectations of the organization. I will fulfill my membership responsibilities.

Write legibly:

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_