

Sacred Heart-Griffin Student Council Constitution

updated April, 2008

Article I: Preamble

With the signing of this Constitution, we declare this to be the official document of the Sacred Heart-Griffin Student Council. It is the duty of all members of this council to embody the values and principles of Sacred Heart-Griffin High School: Academic Excellence in a Community of Faith.

Article II: Purpose

The purpose of the Sacred Heart-Griffin Student Council is to represent the interests of the student body and represent Sacred Heart-Griffin to the community.

Article III: Name

The name of this organization shall be the "Sacred Heart-Griffin Student Council": hereinafter referred to as the "Student Council."

Article IV: Executive Board

The Executive Board shall be composed of the following officers:

- A. President
- B. Vice-President (2)
- C. Secretary
- D. President of the Senior Class Council
- E. President of the Junior Class Council
- F. President of the Sophomore Class Council
- G. President of the Freshman Class Council

The Principal, Assistant Principal, and moderator(s) shall also be members of the Executive Board.

Article V: Other Members

Class Officers

- shall adhere to all rules contained herein in addition to any specific rules designated by class moderators.

Article VI: Description of Duties

Section 1: Executive Board

President:

- give various speeches to faculty, alumni, students, incoming freshman as well as other groups where required
- conduct Pep Assemblies
- organize fundraisers and benefits
- welcome incoming freshman at Freshman Orientation
- contribute new creative ideas
- communicate with the Principal and Assistant Principal regarding concerns or ideas of the student body
- Prepare weekly meeting agenda to be given to the moderator the day prior to the meeting

Vice Presidents:

- communicate with the Assistant Principal about happenings in Student Council on a weekly basis
- organize the Blood Drive (Fall, Winter, and Spring)
- assume the role of President in times of absence
- serve as President of the Spirit Club
- organize spirit games and events
- develop games for pep assemblies
- organize all ticket sales
- organize shifts for cafeteria duty

Secretary:

- type the weekly agenda
- maintain a notebook of weekly minutes and distribute a copy to the moderator and administration
- coordinate Student of the Month
- prepare and distribute homecoming court ballots and other surveys as necessary
- write and submit announcements

All Officers:

- attend all meetings
- plan Homecoming activities
- plan MORP
- usher all productions in the auditorium (Fall Play, Christmas Show, Spring Musical, etc.)
- work at the Mostaccioli Dinner's Kiddie Corner
- help coordinate the Blood Drive
- update electronic scroll bar in the Commons
- organize dances
- organize fundraisers
- help in the lunch room
- represent Sacred Heart-Griffin

Article VII: Meetings

A. Executive Board

- all members of the Executive Board are expected to attend
- meetings will be held twice a month at a designated time and place as decided by the moderator(s)
- meetings also held as needed

B. Full Council

- time and date of meetings to be determined by student council moderator(s)
- all members of the Student Council are expected to attend

Article VIII: Meeting Procedures

- A. meetings will begin with a prayer
- B. meetings will follow the agenda
- C. proper rules and procedures shall be observed

Article IX: Amendments to the Constitution

- A. an amendment to the Constitution may be presented by any member of the Executive Board
- B. discussion will occur regarding the amendment and a vote will be taken
- C. the amendment will pass with a majority vote of the Executive Board

Article X: Requirements to Run for Office

- candidates are required to have a 2.6 Cumulative Grade Point Average
- candidates must have been a student at Sacred Heart-Griffin for at least two semesters
- candidates are required to have the approval of the faculty and administration
- candidates are required to turn in an Application Form
- candidates are required to obtain Letters of Recommendation from two academic teachers who have had the candidate as a student
- candidates are required to have a least one year experience on Class Council or other leadership experience [to be approved by the Student Council moderator(s)]
- All forms must be turned in to the moderator by the specified dates. Forms turned in late will be considered null and void and the candidate will be ineligible to run for office.
- Student Council president must be a junior or senior. The remaining officers may be Seniors, Juniors, or Sophomores.

Article XI: Elections

- A. The faculty moderator(s) shall coordinate the elections for Executive Board positions at the end of the spring semester. Each candidate shall make a speech presented to the student body.

Voting shall take place following the speeches. All students enrolled at Sacred Heart-Griffin at the time of the election (9th -11th grade) shall be eligible to vote.

- B. In the event of a tie, a run-off election shall be held within one school day.
- C. In the event that a recount is requested, the request must be filed with the Executive Board within 24 hours of the election. The person requesting the recount must state in writing the reason for the recount. The Executive Board will determine if a recount is necessary. If a recount is deemed necessary, it shall occur as soon as possible.

Article XII: Transition of New Officers

The election winners shall hold the title of their office with the word “elect” added to it (i.e., President-elect). They shall hold this title until they are sworn in officially the Monday following prom.

Article XIII: Impeachment

Section 1 - Reasons for initiating impeachment proceedings:

- A. Failure to attend three meetings with legitimate reasons for the absence. Legitimate reasons shall be determined by the Executive Board.
- B. Failure to complete assigned tasks in a timely manner or taking an active role in the Sacred Heart-Griffin Student Council.

Section 2 - Any member may bring articles of impeachment against another member:

Any member may bring articles of impeachment against another member. These articles must be written out and presented to the entire Executive Board. The Executive Board will determine the merit of the charges. If the Board concludes that the charges are valid, the officer that is charged will be given the opportunity to answer to the charges. After all the information is heard, the Executive Board will vote on removal of the officer by secret ballot.

Section 3 - When removal from office occurs:

- A. The removed officer will immediately step down. In the case of the removal of the President, the 1st Vice-President shall assume the office of President. The 2nd Vice-President shall assume the office of the 1st Vice-President. The vacancy in the 2nd Vice-President’s position shall be filled by a special session of the Board.
- B. The vacancy shall be announced and all potential candidates shall be determined eligible by the Board (eligible according to Article X).
- C. All potential candidates will be interviewed by the Executive Board.

- D. The Executive Board will vote for the candidates. The candidate receiving the majority of the votes will become the new officer and serve out the remainder of the term.
- E. Vacancy in the other executive offices will be handled in the same manner. There will not be “moving up” for vacancies in any position except the President and the 1st Vice-President.
- F. The same procedures will be used in case of resignation.

Article XIV: Attendance

- A. Attendance is required at all Executive Board meetings.
- B. If a member is unable to attend a meeting, a written explanation needs to be given to the class moderator(s) prior to the meeting.
- C. The moderator (s) will determine if the reason is valid.
- D. Failure to attend meetings
 - If two meetings are missed without a valid reason, the officer will receive warning notification.
 - If a third meeting is missed, the officer will be suspended from the Executive Board and impeachment proceedings initiated.

Article XV: Ratification

This document shall become the official Constitution upon the unanimous approval of the Executive Board.

Ratified
Mrs. Tracy Taft, Moderator
Sr. Margaret Joanne Grueter, Principal