

# Ben Davis High School Student Council Constitution

## Preamble:

We the Students of Ben Davis High School, in order to:

- Foster positive communication among the students and the faculty of Ben Davis,
- Promote leadership skills, responsibility and good citizenship,
- Encourage and maintain student involvement in school activities to strengthen school spirit,
- Establish a democratic forum to explore and exercise student rights in a responsible manner
- Collaborate with parent groups, student clubs, and community organizations on service and spirit activities,

Do hereby establish and declare this the official Constitution of the Ben Davis High school Student Council.

## Articles:

### *Article I: Membership and Attendance*

- Section 1: Membership Requirements
  - To become a member of student council, students must:
    - Complete an application and submit for review in front of the Student Council Cabinet
    - Pay dues of \$15.00, which will cover the cost of the student council tee-shirt
    - Adhere to the meeting attendance policy (see below)
    - Attend 75% of student council sponsored events
- Section 2: Attendance Policy
  - To meet attendance standards for the Ben Davis Student Council, a member will:
    - Be in attendance at all meetings
    - If unable to attend a meeting, complete an absence form in advance of a meeting and turn in to advisor or officer stating reason for missing meeting. If missing due to illness, complete absence form upon returning to school.
    - After 2 unexcused absences, be notified in writing of warning and face a hearing in front of the cabinet regarding absences to determine membership status.

### *Article 2: Officer Elections, Roles and Responsibilities*

- Section 1: Officer Qualifications
  - To run for officer, students shall
    - Have been a member of student council for at least one year
    - Participate in leadership training program
    - Give a speech to the members of student council stating their qualifications and goals for student council
  - To become an officer, students shall
    - File a letter of intent with the advisor and current Student Council cabinet
    - Be elected by the current members of student council.
- Section 2: The Cabinet
  - The Cabinet of the Ben Davis Student Council shall include the President, Vice-President, and Secretary.
- Section 3: The Officers' Roles and Responsibilities
  - The President shall:
    - Preside over meetings
    - Prepare agenda for meeting at pre-meeting planning session with advisor and cabinet
    - Create handout and ppt slide that outlines meeting agenda; copy meeting agenda
    - Manage and supervise other officers and committees
      - Set quarterly goal forms and monitor completion

- The Vice-President shall:
  - Publicize meetings via ppt slide and announcement submitted to advisor at least 3 days before meeting.
  - Attend pre-meeting planning session to prepare publicity
  - Advertise student council events
    - Complete press release including event, time, place, and promotional details and submit to Spotlight, keyhole, BDTV, WBDG, and web designer for student council.
    - Create ppt slide advertisement for events and submit to advisor 1 week before events
    - Update student council board in Cafeteria weekly with information on meetings and events
  - Create and maintain tri-fold display about student council and its mission to use at open houses
  - Fill in for President by presiding over meetings in his/her absence
- The Secretary shall:
  - Take detailed notes at all meetings, type notes, and submit to officers and sponsor within 2 days of meeting via email.
  - Maintain student council roster with contact information for all members
  - Keep track of attendance and submit notices to sponsor for students in violation of attendance policy
  - Create and maintain a form for students to notify sponsor of upcoming absence
  - Communicate minutes from meeting to absent members within 2 days of meeting (via email and posted in cafeteria)
- The Historian shall:
  - Take photographs of Student Council Events
  - Maintain the Student Council records and scrapbook.
- Section 4: Officer and Member Impeachment
  - Members and Officers may face an impeachment hearing before the Cabinet and Advisor for the following causes and be removed with a majority vote.
    - Unexcused Absences
    - Failure to meet responsibilities
  - Members and Officers facing impeachment have the right to testify before the Cabinet and Advisor.

### *Article 3: Committees*

- Section 1: Standing Committees
  - The following committees will be in existence at all times and will have an appointed committee chair that meets with the Cabinet to set goals and report progress.
    - Spirit Committee: Focuses on Homecoming and other spirit activities
    - Blood Drive Committee: Focuses on promoting blood drive and recruiting entertainment
    - Service/Community Outreach Committee: Focuses on collaborating with other school clubs and the community on Fund Raising events such as Relay for Life and United Way.
    - Fundraising Committee: Focuses on fundraising activities for Student Council
  - Temporary committees may be created by proposal and majority vote within meetings.

### *Article 4: Meetings*

- Regular Meetings will be held on Thursdays in the room of the Advisor
- President, Vice-President, and Secretary will have pre-planning meetings on Wednesdays in the room of the Advisor.
- Weekly meetings may be temporarily suspended by majority vote.