

STUDENT COUNCIL of CLEMENTS HIGH SCHOOL CONSTITUTION

last amended January 2024

Article I - Name and Affiliation

- 1) The name of this organization is the Student Council of Clements High School.
- 2) The Student Council of Clements High School will maintain membership in the Texas Association of Student Councils (TASC) and in TASC District 713.

Article II - Purpose

The purpose of the Student Council shall be to provide opportunities for student experience in leadership; to develop and promote good citizenship in the student body; to provide purposeful direction for school activities that promote scholarship, leadership, human relations, character education, and cultural values; to assist in school affairs and activities; to assist in the management of school clubs and organizations; and to assist in the management of student concerns. Student Council is a service organization under the direction of the sponsor(s) and the principal or their designee.

Article III – Membership

Membership shall be governed by the

FORT BEND ISD STUDENT COUNCIL PROCEDURES AND GUIDELINES.

- 1) The council shall consist of the sponsor(s); the following executive officers: president, vice-president, secretary, outreach delegate, campus liaison, and historian; any TASC District 713 or State Officers or an Ex-Officio (see Article VII, section 1.h); four class officers from each class: president, vice-president, secretary, class outreach delegate; up to 14 elected representatives from each class; and an appropriate number of work-on members (see section 3).
- 2) Any newcomer to Clements High School (a student who was not enrolled the year before) may have the opportunity to join Student Council as a work-on (see section 3) at the sponsor's/sponsors' discretion.
- 3) Work-on members are given probationary-member status (they are not allowed to vote or to travel with the Student Council) for a school term grading period (formerly 9-weeks). Work-on members must accumulate the required number of points and submit them in a timely manner and by the designated due date/time, participate in required Student Council activities, and demonstrate satisfactory attendance during the probationary period. Upon successful completion of the probationary period, they receive full membership privileges for the remainder of the year, provided they continue to fulfill all requirements of a Student Council member. If all requirements for the first school term are not satisfied, the probationary (work-on) member will be removed from Student Council at the end of the first school term.

Article IV – Elections

- 1) The election for senior, junior, and sophomore class representatives, class officers, and executive officers shall occur in the spring semester of each year (prior to the new school year). The election for the freshman class representatives shall occur in the fall semester of the following school year.
- 2) For executive officers **only**, selection is determined by:
 - i) 30% interview with current executives and sponsor(s);
 - ii) 20% experience/involvement in Student Council;
 - iii) 50% voting from student body
- 3) All potential candidates must complete and return the application packet and must meet eligibility requirements to run for office.

- 4) To be eligible to run for executive officer, students must either have been a class officer in the past **OR** meet all the following requirements:
 - i) meet all requirements for class officer (see section 4),
 - ii) must be able to be in the leadership class (provided we have three lunches) or be willing to be in the leadership class (provided we have two lunches), and
 - iii) have the Student Council sponsor(s) endorse their candidacy. One reason a sponsor might decline to endorse a candidacy could be negative teacher recommendations for the candidate.
 - a. When running for historian, candidates must provide samples of their work (e.g., a portfolio) as proof of their artistic ability in digital media. The historian candidate must also be able to display their creative abilities via digital media in the interview process.
 - iv) must be able to attend at least one full planned day of Homecoming decoration hours per week; during the week of Homecoming the minimum of two scheduled days
 - v) must attend ALL setup hours on the day of Homecoming
 - vi) President and Vice President candidates must have been a class officer for at least one full academic school year of their prior years in Student Council
- 5) To be eligible to run for class officer, students must meet the following requirements:
 - i) meet all requirements for class representative (see section 5),
 - ii) be a current Student Council member in good standing as of the end of the third grading period (except for freshmen officers).
- 6) To be eligible to run for class representative, students must meet the following requirements:
 - i) not violate any stipulations in the Student Council Code of Conduct and
 - ii) fulfill UIL academic/conduct requirements.
- 7) Once elected, the 18 freshman class representatives along with all freshman work-on members will elect their class officers: president, vice-president, secretary, and class outreach delegate. The candidates themselves must be among the 18 elected class representatives.
- 8) Sophomore, junior, and senior class officers for the following year are elected in the spring by the members of that class in the current year's student council.
- 9) The election of class representatives occurs after the election of class officers.
- 10) Candidates who are not elected class representatives will automatically become work-on members after the election. They will complete a probationary period during which they may not vote or travel with the council (see article III, section 3).
- 11) If Clements Student Council decides to run for a TASC District 713 or State officer position, the student representative will be selected at the sponsor's/sponsors' discretion. The process by which Student Council members may apply for such a candidate position will also be determined at the sponsor's/sponsors' discretion.
- 12) No member of the Student Council may hold more than one officer position, unless with the sponsor's/sponsors' approval.
- 13) If an officer is removed from office, the sponsor(s) and executive board shall appoint a replacement, and a majority vote of confidence by their student council class shall be held to confirm the appointment.

Article V - Hours and Attendance Requirements

- 1) All Student Council members, including class officers, must accumulate a designated number of points from Student Council sanctioned activities each school grading period. The point requirement for each grading period term shall be decided by the executive board, and prior to the activity, the executive board shall announce each activity's point value. Point opportunities may include but are not limited to:
 - a. bringing items for drives (as announced)
 - b. attending Student Council sanctioned events
 - c. working on Student Council projects during lunch

- d. other activities as assigned by committees
- 2) All Student Council members must attend at least one-half of a general meeting for it to count as an attended meeting. Members will not gain credit for attending a general meeting if they are more than 5 minutes late past the start time. If the member needs to leave early, they must notify the Student Council sponsor(s) and class secretary ahead of time. If unable to attend a meeting, members must submit a written letter of excuse to a sponsor between 72 hours before to 24 hours after the missed meeting. Members may have no more than one unexcused absence and no more than two absences of any kind (excused or unexcused) per semester. When special circumstances are involved, whether an absence is excused is determined by the sponsor(s) and/or majority executive vote.
- 3) All Student Council members, including class officers, must submit points no later than 2 weeks after the event to their respective officer (class or executive) who will record the points on the point spreadsheet.
- 4) Any Student Council member who does not meet point and attendance requirements (*including* the Homecoming dance and clean-up afterward) during a grading period term shall be placed on probation for the following grading period. To return to good standing, a member on probation must complete an additional number of points as assigned by the executive board and otherwise fulfill all usual membership requirements during the probationary period.
- 5) Any officer placed on probation shall be relieved of their office for the remainder of the school year. They may remain in the Student Council as class representatives.
- 6) Representatives on probation and work-on members during their probationary period who do not complete the usually required points and the additional assigned points and submit them in a timely manner, do not participate in all required Student Council activities (including Homecoming), or do not maintain satisfactory attendance will be removed from Student Council at the end of the grading period term.
- 7) As an example for the student body, all executive and class officers must adhere to school rules, including dress code.

Article VI - Executive Board

- 1) The Student Council executive board shall consist of the executive officers and any TASC District 713 or TASC state officers or any Ex-Officio member (see Article VII, section 1.h).
- 2) The executive board shall meet prior to each scheduled Student Council meeting to prepare an agenda and presentation for the meeting.
- 3) All executive officers are expected to enroll (schedule permitting) or participate in the elective-credited leadership class (if offered).
- 4) The following responsibilities are expected during Homecoming preparations:
 - i) At least one executive officer will take notes of what is completed at each scheduled Homecoming decoration hours to be discussed in the student council period the following day before the next scheduled Homecoming decoration hours.
 - ii) At the end of each school week, executive officers will plan the following week's agenda for Homecoming decoration hours.
 - iii) Executive officers must track supply levels for Homecoming decorations in order to inform the sponsor(s) of what needs to be re-ordered in a timely manner.

Article VII - Officer Duties

- 1) The executive officers and their duties are as follows:
 - a. The **executive president** shall, along with the executive board, create the general meeting agenda; preside over all executive officer and class officer meetings and general Student Council meetings; appoint representatives to committees. The president will formally start and end each scheduled council meeting. **The executive president may not hold the position of president in another school**

club or organization, but they may hold another senior leadership position in another school club or organization pending approval from the Student Council sponsor(s).

- b. The **executive vice-president** shall: assist the president in all areas of Student Council operation; preside at meetings in the president's absence; coordinate Clements High School's participation in the Good Sportsmanship League ceremony before each football game.
- c. The **executive secretary** shall: input attendance for each class the following day after a scheduled meeting; create and organize each term's points sheet; communicate with the sponsor(s) which members have surpassed permitted absences and/or did not meet point requirements; post the meeting slides in the Student Council Facebook within 24 hours after the meeting.
- d. The **executive outreach delegate** shall: oversee class outreach delegates regarding class committees such as DASH, E&E, etc.
- e. The **campus liaison** shall: be the authority on parliamentary procedure for the Student Council; coordinate with fine arts/sports programs on-campus in order to record points opportunities; share point opportunities weekly via the Student Council Facebook page.
- f. The **historian** shall: oversee and/or create t-shirt designs; handle all Student Council publicity (e.g., creating Student Council Facebook page, maintaining the Student Council Instagram and TikTok).
- g. The **district/state officer representative** shall, in addition to fulfilling the district/state-related duties: assist the rest of the executive board with any meetings and projects in any way the executive board and sponsor(s) see fit; share oversight of the Outstanding Student Council report with all members of the executive board.
- h. The **ex-officio** shall be invoked only in years when there is no District 713 or State officer representing Clements High School. The candidate will be chosen by the Student Council sponsor(s) from eligible applicants and voted in by the incoming and outgoing executive boards and must have held a previous officer (executive or class) position and lost in the most recent officer election. The ex-officio shall serve as an advisor to the president and sponsor(s) as well as fill in for an executive officer in the case of their absence; shall help to implement state- and district-level projects into the Student Council; shall oversee the proper execution of state reports; must keep a log of all monthly class projects.
- i. Each executive officer will be assigned by the sponsor(s) to oversee a class or one of the following additional committees: Bigs and Littles, Good Sportsmanship League, and No Place for Hate (see section 8).
All executive officers must also keep any proposals, agendas, or rosters relating to their committee. The executive officer with neat and orderly penmanship abilities will update the monthly calendar on the Student Council bulletin board with Student Council events, points opportunities, holidays, etc.

2) The class officers and their duties are as follows:

- a. The **class president** shall: along with the rest of the class officers, create the general class meeting agenda; preside over all class officer meetings and class meetings; lead the class committee; delegate duties; assume total responsibility for the carrying out of committee projects and activities.
- b. The **class vice-president** shall: fulfill the duties of the president when he/she is absent, perform duties assigned by the president, perform duties when other officers are absent, and oversee class projects.
- c. The **class secretary** shall: maintain correspondence and attendance records, keep class activity calendar, and be responsible for all sign-up sheets for all class related events
- d. The **class outreach delegate** shall: be responsible for photo documentation of class activities/events for historian use. The class outreach delegate must be a part of student council committees (e.g., No Place for Hate, Good Sportsmanship League) and head start class projects.

3) Any officer, representative, or work-on who does not fully complete their duties as listed in this constitution and/or commits major disciplinary infractions can be immediately removed at the

sponsor's/sponsors' or principal's discretion, regardless of infraction. Written documentation of infraction(s) from the sponsor(s) and prior communication will occur before this action is taken.

Article VIII - Committees

- 1) Permanent committees in the Student Council shall be Energy and Environment, DASH (Drugs, Alcohol, Safety, and Health), Pride and Patriotism, and Faculty Appreciation.
- 2) Each class shall be assigned a permanent committee to lead with the sponsor's/sponsors' approval.
- 3) Subdivisions of committees may be created with the sponsor's/sponsors' approval.
- 4) Executive officers shall oversee all committees and class officers shall be appointed to run the respective committees. With the approval of the sponsor(s) and executive board, non-officers may be appointed to lead committees or their subdivisions.
- 5) Each permanent committee shall produce at least one project per month, unless otherwise directed by the sponsor(s).
- 6) Additional committees may be created and members chosen by the executive board with the sponsor's/sponsors' approval. Currently, additional committees include: Bigs and Littles, Good Sportsmanship League, and No Place for Hate.

Article IX - Meetings

- 1) The Student Council shall meet at least once every two weeks.
- 2) Special meetings may be called by the president, sponsor(s), principal, or by written request of two-thirds of the class and executive officers. The purpose of a called meeting shall be stated in the request. At least two days' notice is required for any called meeting.
- 3) All elected representatives in good standing may vote. A work-on member who has become a full member in good standing may also vote.
- 4) At least two-thirds of the voting members must be present for voting to occur.

Article X - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Student Council in all cases in which they are applicable and in which they are consistent with this constitution and the bylaws.

Article XI - Student Council Letters

To become eligible for a letter, a member must:

- 1) fulfill all the requirements contained in Article V,
- 2) have been in good standing for two consecutive semesters,
- 3) maintain a 90% attendance rate at all general meetings,
- 4) maintain a 90% attendance rate at all assigned committee meetings, and
- 5) have no disciplinary actions (ISS or higher).

Article XII - Annual Awards

- 1) Each senior class representative and senior class officer in good standing by April 1 shall be presented with an award at the annual end-of-year banquet.
- 2) Other end-of-year awards may be presented at the end-of-year banquet as determined by the executive board, in consultation with the sponsor(s).

Article XIII - Amendments

A two-thirds approval of the Student Council and final approval of the principal are required to amend this constitution. Each amendment must be submitted in writing and distributed to all members approximately two weeks prior to the vote on the amendment.