



Constitution and Mission

University High School Student Leadership

REVISED 2016-17

Constitution Directory

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Mission Statement

We, as members of University High School Student Leadership, are committed to addressing the interests and concerns of the Student Body to the best of our ability through excellence and integrity, all the while nurturing and developing our leadership skills.

Honor Code

Only through mutual trust and understanding can we, the members of University High School Student Leadership, achieve our full potential and function as a group. By accepting our office, we hereby agree to serve our term with honesty and dignity, and follow the school regulations set by the academic community and uphold the standards set in the University Schools Student Leadership Code of Conduct. We shall speak the truth and trust that others are doing the same. As leaders and role models, we will act with decency and respect the ideas and values of others. Our primary concern is representation, but our ultimate concern is the student.

Membership Requirements

Any member of the UHS Student Body may run and be elected to any Student Council office with the exception of the following:

The office of Student Body President can only be attained through serving one year as President Elect (unless the current President Elect declines his appointment to the office of President at the end of his/her term. In this case, the office is open to direct appointment).

Expelled members as defined on the last page..

Elections

The outgoing Executive Board members are in charge of assisting elections, alongside with sponsor.

To run for the Executive Board:

- Fifty current members of University High School's Student Body must sign a petition.
- A videoed speech must be given addressing the entire UHS Student Body as to the intentions of the candidate should he/she be elected.

To run as a class Officer:

- Twenty-five members of the candidate's graduating class must sign a petition.
- A speech must be given addressing the candidates graduating class as to the intentions of the candidate should he/ she be elected.

Only pre-approving candidates who have secured a place on the ballot may run. No last minute "volunteers" or "pencil-ins" are allowed.

Prior to elections, all candidates must submit an outline of their speech to Student Leadership or class sponsor(s).

Ballots are to be made in advance, distributed during or immediately after the election meeting, and collected by the retiring Executive Board members or Sponsors. The ballots are immediately delivered to the Student Leadership Sponsor(s) to be tallied.

Election results must be posted the day of the election.

In the event of a tie, an election redo will be in order (involving only the tied candidates). No Co-officers may exist.

The candidate with the most votes wins. All voting members count for an equal" one vote. Individuals who will be absent the day of the election may see the Student Leadership Sponsor(s) in advance for an absentee ballot. The ballot will be turned into the Sponsor(s) immediately. The absent student's name will be put on a list to ensure that he/ she does not vote twice.

Unopposed candidates must receive a 51 % vote in their favor to attain office.

Executive Board Elections must take place at least one week prior to the Class Elections. Defeated Executive Board candidates may run in the Class Elections.

Executive Board

Duties

The Executive Board is responsible for the success of Student Leadership as a whole. They reserve the right to and assume responsibility for setting meeting times and agendas, amending the constitution, enforcing the Honor Code, establishing credit requirements and deciding on a system for procedures.

Offices

Student Body President: The Student Body President is the highest-ranking member of Student Leadership. The President reserves the right to amend the duties and roles of the Executive Board at any time requiring only the consent of the member with whom the decision would directly affect. It is the duty of the President to create an agenda with the Executive Board and Sponsor(s), to run all general and Executive Board meetings, and to put the duties of President above all other academic, social, and athletic agendas.

Student Body President-Elect: The Student Body President-Elect will assist and advise the President, and perform other duties as requested or directed by the President; serve as Acting President in the absence or disability of the President, assume all authority conferred upon the office of President, and perform all duties for which the President is responsible until the President can resume duties; succeed to the office of President after one year as President-Elect; succeed to the office of President should the Presidency become vacant during an unfinished term.

Student Body Vice President: The primary objectives for the Student Body Vice President are to support the President at all times and to develop a strong understanding of current Student Leadership engagements. In the absence of the President, the Vice President accepts the full duties and responsibilities of the President.

Student Body Secretary: The Student Body Secretary must take minutes at all Student Leadership and Executive Board meetings. These minutes will need to be distributed to UH faculty via email and to fellow board members within one week of the meeting. In the absence of a Treasurer, the Secretary will also act as the Treasurer.

Student Body Treasurer: The Treasurer is responsible for obtaining financial records from the administration upon request and for making necessary deposits. The Treasurer also accepts the additional duties of Secretary should the Secretary be absent.

Communications Director: The Communications Director is responsible for submitting Student Leadership articles to appropriate publications, maintaining a system to collect and present student concerns, advertising Student Leadership events, and making school wide announcements.

Student Body Historian: The Historian must note the triumphs and failures of their current President and Student Leadership as a whole to help future leaders build upon the strengths and shortcomings of their predecessors. It is the duty of the Historian to document current activities to help Student Leadership in the future. The Historian will work closely with the Secretary to preserve all meeting agendas and notes.

Executive Senator Representatives: Senator Representatives may be either elected or appointed. If elected they must follow the same procedure as all other Executive Board officers. If appointed they must get the approval of their Student Leadership sponsor and Executive Board officers. Once appointed the appointment must be announced at the next combined Executive Board/Class Officer meeting. The appropriate number of representatives is to be mutually agreed upon by both Executive Board officers and their sponsors.

Class Officers and Representatives

Duties

Class Officers and Representatives: Officers and representatives are to follow the agendas created by the Student Leadership Executive Board in addition to their normal duties. All officers are to help with and support all Student Leadership activities and event. The officers (with the help of their class sponsors) are responsible for independently raising funds to put on class activities. Class Officers are also responsible for monitoring and maintaining the class treasury, running class meetings, and communicating between their class and the rest of the school. Specifically, Senior Officers (and senior Executive Board members) are in charge of graduation, senior banquet, senior gift, and class reunions. Junior Officers are in charge of Prom. Sophomore Officers are responsible for Morp. Freshmen Officers are responsible for Breakfast with Santa.

Offices

Class President: The Class President is responsible for the success of the class as a whole with regards to Student Leadership. The President outranks all other members on the class board. The President is to run all class meetings and create an agenda and goals, which reflect the best interests of the class. The President should put the well being of his/her class above all academic, social, and athletic agendas.

Class Vice President: The primary objectives for the Vice President are to support the President at all times and to develop a strong understanding of current class engagements. In the absence of the President, the Vice President accepts the full duties and responsibilities of the President.

Class Secretary: The Secretary must take minutes at all class meetings and keep attendance records. These minutes will need to be distributed to class sponsors and Student Leadership sponsors~ via email or hard copy, and to the Executive Board President within one week of the meeting. In the absence of a Treasurer, the Secretary will also act as the Treasurer.

Class Treasurer: The Treasurer is responsible for obtaining financial records from the administration upon request and for making necessary deposits. The Treasurer also accepts the additional duties of Secretary should the Secretary be absent.

Class Communication Officer: The Communications Officer is responsible for submitting class articles to appropriate publications, maintaining a system to collect and present student concerns, and advertising class events.

Class Representatives: Representatives may be either elected or appointed. If elected they must follow the same procedure as all other class officers. If appointed they must get the approval of their class sponsor and class officers. Once appointed the appointment must be announced at the next class meeting and reported to the Executive Board. The appropriate number of representatives is to be mutually agreed upon by both class officers and their sponsors.

Amendments

Amendments to the Constitution may be initiated, at any time, by Executive Board Members, Student Council Sponsors, or Petition. A petition signed by at least one of the following must be presented to use the petition method:

- 10 Student Leadership Members
- 25 Non-Student Leadership Members

After an amendment has been proposed, all Student Leadership members must have an equal and complete opportunity to present their respective ideas. The entire Student Leadership body will then vote on the amendment through silent ballot. A 75% yes vote or higher, of present Student Leadership members present, is required to pass an amendment, presuming 80% or more of the Student Leadership body is present for voting.

Legislation

Legislation may be initiated at any time by the Executive Board, Sponsors, or by a member of Student Leadership. After someone proposes legislation, it will be put on the agenda for discussion . at the soonest possible time.

***All** Student Leadership members must have an equal and complete opportunity to present their respective ideas during this discussion.

After discussion is completed, the legislation will be voted on by all present at the meeting. A 66% or greater vote is needed to pass the legislation requiring that at least half of the Student Leadership body be present. The Student Leadership President will decide which type of vote is most appropriate.

If no scheduled meeting exists to discuss the legislation at hand and an emergency meeting cannot be called, the Executive Board reserves the right to vote on the legislation themselves. At least four members of the board must be present, with an 80% vote or higher to pass the legislation.

Grounds for Expulsion

1) Poor Attendance:

Definition: The attendance policy (whose thresholds are determined by the current executive board at the beginning of the year) is violated. **(Attendance set and Ratified at 80% of meeting and events 8/31/17)**

Procedure: When a member is "halfway" to being dropped for attendance problems, an attendance warning (sent directly to the member) must be emailed before dismissal can be considered. Should the tardy/absent member continue to lack punctuality (two weeks from the emailing of the letter), the member may be dismissed by the President. If it is the President that is in violation then the Sponsors will handle the dismissal.

2) Behavior that Interferes with Normal Business:

Definition: A Student Council member becomes counterproductive to the Student Leadership Mission or is consistently rash towards a fellow member. Or a member is in violation of school policies that would remove them from good standing.

Procedure: A verbal warning will be given by either the Sponsor or President. A written warning (mailed directly to the member's home) must be sent as an alert that unacceptable behavior continues to exist. If the problem is not completely corrected, the problematic member will be immediately dismissed.

3) Honor Code Violations

Definition: Truth or trust is compromised, or school regulations are violated.

Procedure: If a potential violation in the Honor Code is presented, three options are available. First, the member may resign immediately from Student Leadership. Second, in cases where an officer violates the Student Leadership Code of Conduct, action will be taken by the Sponsor and High School Principal to determine the appropriate consequence. The third option is that he/she may argue his/her case in a private meeting with the Executive Board and Sponsors. This meeting must be held with the approval of the Sponsor and High School Principal. At the conclusion of the meeting, all that are present (including sponsors, the president, and board members) will be able to cast one vote of "stay" or "dismiss." Four or more votes in favor of "dismissal" will count as an impeachment.

Re-Entry to Student Leadership

If a member is expelled, his/her dismissal is final, and he/ she is no longer welcome to attend any Student Leadership meetings for the duration of the year. If the member decides to run for office the following year, he/ she must complete the assignment below:

(1) List eight specific examples of projects or areas of improvement you would like to focus on during your term in Student Leadership. For each, state how you plan to feasibly go about achieving these goals.

(2) Complete an essay explaining your intentions to do the following:

- Work towards realistic and positive goals
- Remain open to the views and opinions of others
- Promise loyalty to your school and fellow Student Leadership members

Sign and date both documents and ask the President Elect to do the same. Return these materials to the Student Leadership sponsor for filing no later than one week before elections are held.

Sponsors

Any respected faculty or community member who is committed to and highly interested in both students and Student Leadership may be an official Student Leadership Sponsor. The Sponsor(s) must serve as advisors to Student Leadership acting as the primary link between the faculty and the Student Leadership body. The Sponsor(s) must be present at all regularly scheduled general and Executive Board meetings to ensure that they are well run.

Because the powers of Student Leadership are delegated through the cooperation of the administration and faculty, the Sponsor(s) reserve the right to veto any measure that Student Leadership may pass.

Cooperation between the Student Leadership Sponsor(s) and the Executive Board is critical. The Sponsor(s) should do their best to act as advisors, and the Executives should do their best to take responsibility for their decisions.

Attendance definition for 2007-2008 Student Leadership as decided on by Executive Board members at the August 27, 2007, meeting

Executive Board meetings must have an 80% attendance rate by its members; excused absences will not count against the 20% absentee rate that is permitted.

Executive Board members will submit, to their sponsors, at the end of each trimester, a written summary of their participation in Student Leadership activities.

Attendance at all other, non Executive Board, Student Leadership meetings sponsored by the Executive Board and school wide Leadership activities, will be attended at 80%; excused absences will not count against the 20% absentee rate allowed.

Appendix A

University Schools Student Leadership Code of Conduct

The purpose of University Schools' student leadership code of conduct is to create a positive, healthy, drug and alcohol-free atmosphere. In keeping with this philosophy, student leadership participants are expected to refrain from the use or possession of alcohol, tobacco, and other regulated and or harmful drugs. Student leaders are expected to avoid environments where alcohol or drug consumption is taking place.

Any student who is having difficulty making decisions in the use or possession of regulated or harmful drugs is urged to seek assistance from the activity sponsor, activities director, advisor, or counselor. University Schools is committed to offering resources to students who are struggling with these and other decisions affecting their lives at school. Any student who in the judgment of the activity sponsor or principal is found to be conducting him/herself in a manner which is not representative of the best interest of University Schools will be suspended or dropped from the activity program.

I recognize and accept the roles and expectations placed upon me by being a student leader at University Schools.

Student -Council Position 2017-18

Max Kolanz -President
Fatima Adame -Vice President
Cely Hernandez- Treasurer
Ethan Knapp- Communications
Mackenzie Hora - Historian
Maya Potter - Secretary

Class Representatives

Aliyah Hernandez- Rep
Tajanae Murphy- Rep
Dallas Brown- Rep
Arsham- Rep
Miguel Ortiz- rep
Abby Arzada -Rep
Kylie Williams -Rep

University High School

Student Leadership

Constitution Revision/Adoption

The following undersigned were present, and approved of the adoption of the revised University High School Student Leadership constitution on May 8, 2015. The adoption of the revisions of the constitution will take effect for the 2015-2016 school year.

President:	<u>Sarah Hewitt</u>	Print Name:	<u>Sarah Hewitt</u>
Vice-President:	<u>Brittany Hoffner</u>	Print Name:	<u>Brittany Hoffner</u>
Secretary:	<u>Cotton Johnson</u>	Print Name:	<u>Cotton Johnson</u>
Treasurer:	<u>Chloe M. Rastatter</u>	Print Name:	<u>Chloe Rastatter</u>
Historian:	<u>Annette Dinnbeck</u>	Print Name:	<u>Annette Dinnbeck</u>
Comm. Director:	<u>Alexis Hoecher</u>	Print Name:	<u>Alexis Hoecher</u>
Executive Rep:	<u>Tristan Johnson</u>	Print Name:	<u>Tristan Johnson</u>
Sponsor:	<u>Tray Rivas</u>	Print Name:	<u>Tray Rivas</u>