

# **G.R.A.C.E. STUDENT COUNCIL CONSTITUTION**

## **ARTICLE I – NAME**

This Constitution is in place to outline and guide the Student Council of G.R.A.C.E., which shall be called the G.R.A.C.E. Student Council.

## **ARTICLE II – PURPOSE, AUTHORITY, AND NON-DISCRIMINATION**

### **Section 1: Purpose**

The purpose of the G.R.A.C.E. Student Council is to:

- A. Represent the student body of G.R.A.C.E.
- B. Voice the concerns of the students
- C. Unify the student body through social activities and community service opportunities
- D. Promote leadership and responsibility in the student body

### **Section 2: Authority**

The authority of the G.R.A.C.E. Student Council is derived from the students of G.R.A.C.E. and collectively recognized by the G.R.A.C.E. board.

### **Section 3: Non-discrimination**

The G.R.A.C.E. Student Council will not restrict membership and/or activity by reason of color, disability, or gender.

## **ARTICLE III – VOTING**

### **Section 1: Voting Rights**

All members except for those on probation (Article V), are given one vote each. All persons holding elected positions within the Council can be impeached (see Article X), and therefore lose their voting rights. In such an instance, a general election will be held at a full council meeting to occupy that position. Appropriate voting procedure (Article III, Section 2) will take place.

**Section 2:** In order to conduct any formal vote, there must be quorum of at least three-quarters of the voting members present. If a quorum is not present, the vote shall be tabled to the first order of business of the next meeting where a quorum is present.

**Section 3:** In the event of a tie, the president may cast one vote to break the tie. This decision shall stand.

## **ARTICLE IV – ELECTIONS**

### **Section 1: Candidacy**

A. The council shall consist of one president, one vice-president, one secretary, and one treasurer. Any senior high student who is a member of the Student Council is eligible to submit an application.

### **Section 2: Elections**

- A. Elections for Officers and Representatives shall take place annually in the spring semester.  
B. The Executive board will appoint a senior member to organize the election. This member is not exempt from serving on a standing committee.  
C. During spring elections, the President, Vice-President, Secretary, and Treasurer shall be elected by the Student Council using proper voting procedure.

### **Section 3: Term of Office**

- A. The term of office for Officers shall begin at the Orientation of G.R.A.C.E. but the incoming officers shall work with the previous officers from when they were elected until they officially begin their term.  
B. The term of office for all Officers shall end when their successors' term of office begins.

## **ARTICLE V – OFFICERS AND RESPONSIBILITIES OF MEMBERS**

**Section 1:** The elected officers shall be president, vice president, secretary, and treasurer. These officers shall serve on the executive committee. The heads of the standing committees shall be chosen as outlined in Article VIII.

**Section 2:** All elected officers must be selected according to the election rules established in these bylaws.

**Section 3:** The President shall:

- a. Serve as the head of the executive board
- b. Be responsible for scheduling and running all meetings of the both the full council and the executive board
- c. Represent the G.R.A.C.E. student body when appropriate
- d. Set agenda and maintain parliamentary procedure for Student Council meetings
- e. Oversee all other executive board members, to insure their duties are being fulfilled
- f. When necessary, initiate voting on council matters
- g. Fulfill the requirements of a member with exception to serving on a committee

**Section 4:** The Vice President shall:

- a. Be responsible for upholding the Council's Constitution and Bylaws
- b. Evaluate all Student Council proceedings, events, and activities, to ensure they are in-line with these above mentioned documents
- c. During general meetings, the Vice President will be responsible for taking general notes on the board and insuring the meeting is running smoothly, and effectively, and that all present members are sufficiently engaged
- d. Oversee the recruitment of new students to participate in Student Council
- e. Be in charge of looking after committees
- f. Fulfill the requirements of a member with exception to serving on a committee

**Section 5:** The Secretary shall:

- a. Record official minutes for both general and Executive Board Meetings
- b. Report on the previous meeting's minutes at each meeting before submitting them as official record
- c. Fulfill the requirements of a member with exception to serving on a committee
- d. Make minutes available to student body through bulletin boards, websites, and any other appropriate means of communication
- e. Forward minutes of Student Council meetings to members efficiently and methodically.
- f. Choose a member to take attendance at every Student Council meeting and report all absences.

**Section 6:** The Treasurer shall:

- a. Be responsible for reporting at each general meeting as well as each Executive Board meeting the status of the council budget. This information shall include profits, expenditures, and available revenue.
- b. Advise the council on any matters potentially involving fundraising or the use of council funds.
- c. Fulfill the requirements of a member with exception to serving on a committee.
- d. Manage Student Council funds and bank account.
- e. Create a budget at the beginning of the school year and revise it as necessary throughout the year.
- f. Present budget status at the beginning of every Student Council meeting as noted in the agenda.
- g. Become ex officio adviser of the Fundraising Committee.

**Section 7:** Each Student Council member shall:

- a. Attend 2/3 of Student Council meetings as a voting member. If the member cannot attend due to extenuating circumstances, they must talk to the Student Council advisor and/or the Executive Board.
- b. Represent his or her views at Student Council meetings.
- c. Assist the officers at student council functions when appropriate.
- d. Participate in at least one and no more than two standing committees.
- e. Record 7 hours of service on their service log, two of which shall be served in relation to G.R.A.C.E. Although if an exemption from these two hours as GRACE is requested, an exception form is available to be submitted with the signature of the petitioner's parent.

**Section 8:** If a Student Council member receives one demerit at G.R.A.C.E., they shall be placed on probation for three months while G.R.A.C.E. is in session. If the student receives two demerits, they shall be removed from the Student Council.

## **ARTICLE VI – MEETINGS**

The President is responsible for planning out a flexible calendar at the beginning of each semester. The frequency of meetings is to be determined by the Executive Board as necessary based upon upcoming events, elections, or issues. Each Council member will be given a semesterly schedule and expected to follow it. There should be at least one general council meeting per month. Additional council meetings will be determined by the Executive Board. It is expected that all members of the Executive Board meet on a regular basis to discuss council happenings and plan for upcoming general meetings. They also must insure that the Student Council, at a minimum, takes on one project or objective per month.

**Section 1:** The Student Council shall meet for business every third Friday of each month, unless the council decides to forgo the schedule for a particular week.

**Section 2:** Additional meetings may be called by the president, the Executive Committee, the Student Council advisor, or by written request of ten members. The purpose of the meeting shall be stated in the proposal. Adequate notice is required for a special meeting.

**Section 3:** All Student Council meetings are open to any teachers and/or administration member of G.R.A.C.E., and students of G.R.A.C.E. with permission.

**Section 4:** Meetings shall be run by rules of parliamentary procedure as contained in Robert's Rules of Order, Newly Revised, in all cases of which they are applicable and of which they are not inconsistent with any special rule of order the Student Council may accept.

**Section 5:** Each meeting shall be run in the following manner:

- a. The minutes from the previous meeting shall be presented by the secretary and then approved or amended by the Student Council.
- b. The treasurer's report from the previous meeting shall be presented by the treasurer and then approved or amended by the Student Council.
- c. The president shall have prepared an agenda in collaboration with the Executive Committee by the week prior to each full Student Council meeting. This agenda shall be presented at the beginning of each meeting.
- d. Any previously tabled votes shall be held.
- e. Each specific committee presenting at the meeting shall distribute its handout and present for approximately three minutes. There shall be a short period for questions and discussion concerning the presentation. The chair shall then make a motion to vote on any important issues. A majority vote shall be necessary to pass each motion.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

**Section 1:** The elected officers are the voting members of the Executive Committee. The advisor is a non-voting member.

**Section 2:** The Executive Committee shall meet at least one week prior to the regularly-scheduled Student Council meeting and evaluate the proposed agenda presented by the President.

**Section 3:** The Executive Committee shall be subject to the orders of the representative body of the Student Council, and none of its acts shall conflict with action taken by the council.

**Section 4:** Special meetings of the Executive Committee may be called by the president, advisor or upon written request of any three executive members. At least one day's notice is preferred for a special meeting.

**Section 5:** The Executive Committee shall carry out all duties assigned to it in these bylaws and by the Student Council.

## ARTICLE VIII – COMMITTEES

**Section 1:** The Student Council shall maintain five standing committees.

**Section 2:** Upon election to the Student Council, every member shall select a preference of committees and be assigned, with regards to their preference, by advisors and executives to the respected committee. Members shall serve on at least one committee.

**Section 3:** The executive board shall be responsible for choosing the heads of standing committees. In order to be eligible for the position of chair, the representative must be a freshmen, sophomore, junior or senior in high school. No member may be a chair of two standing committees. If a member is elected chair of two standing committees, he or she must resign as chair from one of the committees and a new chair shall be elected.

**Section 4:** Each standing committee shall be responsible for meeting on its own in order to conduct committee business. The committee is responsible for preparing an oral presentation, which may be accompanied by a supplementary handout, for its assigned full Student Council meeting. The presentation must answer the following questions: What projects are being planned? How will they be executed?

**Section 5:** The five standing committees shall include the following:

**a. Social Committee:** The Activities Committee shall be responsible for reporting progress to the vice-president and during a full Student Council meeting. This committee is responsible for organizing dances, or other activities for the enjoyment of the student body. This committee shall aim to organize at least one social activity per semester for the student body. The Social Committee chair, the Student Council executive board, and Student Council advisor must confirm all plans before their presentation to the full Student Council.

**b. Community Service Committee:** The Community Service Committee shall be responsible for reporting progress to the vice-president and during a full Student Council meeting. This committee is responsible for the Student Council table and for providing community service opportunities for the entire student body. This committee shall aim to provide at least one community service opportunity per semester for the student body. This committee is responsible for all volunteer efforts. The Community Service Committee chair, Student Council executive board, and Student Council advisor must confirm all plans before their presentation to the full student council.

**c. Communications Committee:** The Communications Committee shall be responsible for reporting progress to the vice-president and during a full Student Council meeting. This committee shall be responsible for developing and maintaining the Student Council newspaper, the Student Council bulletin board and is in charge of e-mails and announcements. The

Communications Committee chair, Student Council executive board, and Student Council advisor must confirm all plans before their presentation to the full student council.

**d. Fundraising Committee:** The Fundraising Committee shall be responsible for reporting progress to the vice-president and during a full Student Council meeting. The Fundraising Committee shall be responsible for organizing fundraisers for the Student Council. The Fundraiser Committee chair, Student Council executive board, and Student Council advisor must confirm all plans before their presentation to the full student council. The Student Council treasurer shall be assigned ex officio advisor of this committee.

**e. Academic Committee**

The Academic Committee shall be responsible for reporting progress to the vice-president and during a full Student Council meeting. This committee is responsible for organizing at least one academic event for the entire student body per semester. The Academic Committee chair, student council executive board, and Student Council advisor must confirm all plans before their presentation to the full student council.

**Section 7:** In the event that a temporary concern or responsibility arises that is not within the immediate jurisdiction of any standing committee, the president or Student Council advisor shall create an ad hoc committee. Members of this committee shall consist of volunteers from the student council. If necessary, the president or Student Council advisor shall designate a provisional head of the committee.

**ARTICLE IX – IMPEACHMENT, RESIGNATION, AND REPLACEMENT**

**Section 1: Impeachment**

A. Any elected or appointed member of Student Council may be impeached for malfeasance, gross incompetence, or for failing to fulfill the duties of their position.

B. The procedure for impeachment and removal from office shall be as follows:

i. The Student Council shall have the power to impeach a member of Student Council by approving a written statement of charges by a majority vote.

ii. The impeached member shall be supplied with the written statement of charges as soon as possible after the vote.

iii. At the next regularly scheduled Student Council meeting, there shall be an impeachment trial with the Representative Body serving as the jury. The advisor will oversee this process.

iv. After a full hearing of the charges, a two-thirds vote of the Representative Body shall be necessary to vacate the office of the impeached member; impeached members shall have no vote in the removal proceedings.

**Section 2: Resignation**

- A. A member of Student Council may resign from his or her position at any time by submitting a written letter of resignation.
- B. Any member of Student Council whose enrollment at G.R.A.C.E. has ended, shall be considered to have resigned from his or her position.

**Section 3: Replacement**

- A. A Presidential vacancy shall be filled by the Vice President, who shall then appoint a replacement Vice-President with the majority approval of the Student Council body.
- B. A vacancy in the office of Vice-President shall be temporarily filled by the President, who shall then appoint a replacement Vice-President with the majority approval of the Student Council Body.
- C. A vacancy in the office of Secretary or Treasurer shall be filled by appointment of the president with the majority approval of the Student Council Body.

**ARTICLE X – PROCESS FOR RATIFYING AND AMENDING THE CONSTITUTION**

**Section 1: Process for Ratification of the Student Council Constitution**

- A. In order for this Constitution to be ratified, a meeting must be held among all Council officers and three fourths of all members excluding those on probation. Prior to being voted on, the Constitution must have received unanimous approval from the officers and advisor. A vote will be held to ratify it and a three-fourths approval of the Council is required.
- B. This Constitution shall take effect upon its ratification.
- C. The ratification of this Constitution shall relinquish all previous Constitutions of the G.R.A.C.E. Student Council.

**Section 2: Proposal of Amendments**

- A. Amendments to the Student Council Constitution may be proposed using any of the following methods:
  - i. By a written petition of 25% percent of the members, submitted to the officers
  - ii. By a written petition of twenty-five members, submitted to the officers.
  - iii. By a three-fourths vote of the student council.

**Section 3: Provisions for Amending the Student Council Constitution**

If the Council believes that the Student Council Constitution needs to be amended, then the following procedure must be followed:

1. A meeting of three-fourths council must be held where the problem must be addressed and a solution suggested.
2. The council will discuss the change and vote on amending at the meeting following approval by the Advisor.
3. Three-fourths vote is required (following correct voting Procedure from Article 3) to make the change.

4. The Secretary is responsible for making changes to the official copy of the Constitution, once amendments have been accepted by the Council.