

Campbell High School
Student Council Bylaws

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CAMPBELL HIGH SCHOOL
STUDENT GOVERNMENT BYLAWS

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INTRODUCTION

These bylaws are intended to guide the conduct of the various bodies of student self-government at Campbell High School. They are organized into four parts.

Part One contains the provisions that are common to the two principal groups of student office-holders: the members of Student Council and the officers of the classes. Together, they constitute the "Student Government" and from time to time they might meet as a single body.

Part Two contains the provisions that are unique to the Student Council, which generally acts as a school-wide student forum. Part Three contains those provisions that are unique to Class Officers, who are primarily concerned with the affairs of their individual classes. For the sake of clarity, some paragraph headings are repeated in each of those two parts even though they simply refer the reader back to the common provisions in Part One.

Part Four describes how the bylaws will come into existence, how they will be interpreted, and how they can be changed.

These bylaws should be continuously reviewed in the light of new experience in order to ensure that they always meet the needs of Campbell High School.

**PART ONE:
STUDENT GOVERNMENT**

ARTICLE I: NAME

This organization shall be known as the Campbell High School Student Government. The Student Government shall comprise all Student Council members and all class officers.

ARTICLE II: PURPOSE OF STUDENT GOVERNMENT

The purposes of Student Government are as follows:

- A. To enable students to participate meaningfully in the operation of their school;
- B. To teach students the principles of representative democracy in order to make them more effective citizens and participants in our local, state and national governments;
- C. To encourage leadership qualities;
- D. To foster a strong community spirit within the school;
- E. To establish close cooperation among the students, faculty and staff of Campbell High School;
- F. To enhance the organization and efficacy of other student-led activities;
- G. To make official recommendations to the administration and other policymaking bodies;
- H. To explore ways for the school to contribute to our local, state and national Communities; and
- I. To promote the general welfare of the school and greater community.

ARTICLE III: MEMBERS' DUTIES

All members of Student Government must:

- A. Sign a contract and job description with their appropriate advisor, agreeing to the duties described in this Article and elsewhere in these Bylaws, as well as others which may be appropriate to the position;
- B. Attend the general sessions of the Student Government;
- C. Exercise one (1) vote before the Student Government;
- D. Represent the general interests of the students who are their constituency;
- E. Maintain eligibility for co-curricular activities as required by the CHS Handbook;
- F. Perform such other reasonable duties as circumstances may require to achieve the purposes of the student government.

ARTICLE IV: ELECTIONS

A. Nominations

Any student meeting the eligibility requirements for co-curricular activities as stated in the CHS student handbook may place his or her name in nomination for student council representative, class officer, and student representative to the school board by taking the following steps:

- 1. Present to the Student Council Advisor or Class Advisor a nomination packet;
- 2. Attend an orientation meeting with the Student Council advisor.
- 3. Speak to an assembly of students to outline his or her qualifications and positions on important issues.

B. Running for Multiple Offices

Students may run for no more than two offices during the same election. One of those positions must be for a class office, the other must be for Student Council. If a student wins both races, the student must choose between them. The second place candidate for that position will fill non-chosen position, but only if that candidate received 25% or more of the votes cast. Otherwise, a special election will be held for the non-chosen position.

C. Campaigns

Candidates must follow the guidelines for speeches and posters provided in the nomination packet.

D. Ballots and Tallying

1. The ballot design and the tallying methods will be the ones traditionally used at CHS, which are called the Sequential Runoff method for class officers and the Point System for student council. The sequential runoff method will allow students to rank order the candidates from first choice to last choice and the outcome of the election will be based on this preferential ballot. The point system used in the election of student council positions gives students a number of votes based on the number of positions open. Students have the opportunity to split their votes between two or more candidates.

2. All tally sheets will be available to candidates after the election from the Student Council Advisor.

E. Term

1. All student officials will be elected for one-year terms.

F. Annual Election Schedule

1. Elections for sophomore, junior, and senior class officers will take place during the month of May. Successful candidates will assume office immediately.

2. Elections for freshmen class officers and all members of the Student Council will take place during the month of September. Successful candidates will assume office immediately.

ARTICLE V.: REMOVAL, DUE PROCESS, PROBATION AND REPLACEMENT OF MEMBERS

A. Reasons for Removal

1. Failure to maintain the academic standards required by the CHS Handbook for co-curricular activities; or
2. Three unexcused absences from scheduled meetings, including committee meetings and events. An excused absence is defined as an excused absence from school, an excused tardy, or a mandatory meeting with a teacher as evidenced by a note from the teacher. Members are encouraged to schedule other personal and school activities appropriately so as not to miss Student Government meetings; or
3. Three instances of tardiness without presenting reasonable excuses, or leaving a meeting before the scheduled dismissal time, shall count as one unexcused

absence; or

4. Behavior that is not in keeping with the standards of responsibility and leadership expected of Student Government members, including but not limited to any behavior which results in an out-of-school suspension, and any action which displays or promotes intolerance toward others' opinions or personal qualities is grounds for dismissal or probation.

B. Due Process:

1. The following steps shall be taken and ensure due process is given to a student government member:

- a. A hearing would be held with the student government member, the class advisor(s), the Student Council Advisor and a member of the administration.
- b. An advisor would present the reason for the removal or probation of the member of the student government.
- c. The student government member would be given an opportunity to present his/her information about the charge/s
- d. The advisors and the administration would meet in private to discuss the situation and would recommend one of the following: no action, warning, probation or dismissal from the student government.
- e. The member of the student government would be informed in writing of the decision no later than three school days after the hearing.

C. Probation:

1. A member of the student government may be placed on probation as the result of a student government hearing. Once the probationary period is completed the member of the student government is welcomed back in good standing.

D. Replacement

1. A vacancy occurring for any reason shall be filled by holding an election as promptly as practicable. If a the vacancy occurs during the second semester and a majority of the class officers of the affected class vote to leave the position vacant, the postion will remain vacant.
2. A member removed for unacceptable behavior as provided under Article
 4. A removed member cannot run for office again for six months.
 3. When a Class President or Student Council President leaves office for any reason, the Vice-President shall perform the duties of the President until a new election is held.
 4. When any office becomes vacant, incumbent officers may run for the newly open position only after resigning their current position.
 5. If a class officer or student council officer is removed from office for any reason after the conclusion of the first semester, the mandate for a speedy election of a new officer will be made optional and the decision will be dependant upon the consent of at least the majority of the presiding officers and the class advisor or the student council advisor.

ARTICLE VI: MEETINGS

- A. Notices of future meetings shall be posted on the appropriate class or Student Council bulletin board at least three school days before the scheduled meeting. Agendas shall be posted at least 24 hours before the scheduled meeting.
- B. All meetings shall be conducted in a manner that is fair to all participants.
- C. Attendance by more than half of the members of a body shall constitute a quorum at all meetings. No decisions may be made in the absence of a quorum. Decisions require a majority vote of the members present and voting.
- D. A Student Government meeting comprising all class officers and all Student Council members may be called at the request of a majority of all class officers, or a majority of Council members, or at the request of the Student Council Advisor. These meetings shall be chaired by the president of the Student Council and of the classes in equal rotation.
- E. Minutes of all meetings will be distributed within five school days of the meeting.
- F. Visitors at Student Government Meetings
 - 1. Student Council and Student Government meetings will generally be open to all students and staff. Visitors may neither vote nor enter into discussions unless recognized by the chair.
 - 2. Student Council and Student Government each may declare closed meetings under limited circumstances, but only with the approval of a majority of the members present and of the Advisor. Guidelines for nonpublic student government meetings would meet the same criteria for non-public sessions of a school board in New Hampshire.

ARTICLE VII. COMMITTEES

- A. The Student Government, Student Council, or officers of a class may create standing committees as needed. From time to time as issues and events require, the appropriate Advisor and presiding officer may name an ad hoc committee to investigate and deliberate on a specific issue. Committee members and chairs will be appointed by the presiding officer. Committee chairs must be prepared to report on their committee's area of responsibility at subsequent meetings.

PART TWO: STUDENT COUNCIL

ARTICLE I: NAME

This organization shall be known as the Campbell High School Student Council.

ARTICLE II: PURPOSE OF STUDENT COUNCIL

In addition to the purposes of Student Government as stated above, the purposes of the student council shall be:

- A. To establish goals for the Student Council annually;
- B. To provide a forum in which matters of importance to the school community may be addressed; and
- C. To authorize and coordinate fundraising activities in an equitable and prudent manner by issuing reasonable rules, which may be amended from time to time.

ARTICLE III: MEMBERS' DUTIES

In addition to the duties of all members of the Student Government as stated above, the duties of Student Council members shall be as follows:

- A. To bring before the Council any matter which is of substantial concern to members or their constituents;
- B. To support the school-wide observance of, and respect for, all decisions of the Council regardless of the member's original position on the issue;
- C. To otherwise contribute to the successful functioning of the Council;
- D. Participate in Student Council and Student Government meetings;
- E. Act as examples of character and leadership; and
- F. Generally pursue the best interests of the CHS student body.

ARTICLE IV: MEMBERSHIP OF THE COUNCIL

In addition to the election provisions for all Student Government candidates as stated above, the following provisions apply to Student Council elections.

- A. Three members shall be elected to the Student Council from each class.
- B. The Vice President of each class, by virtue of holding that office, shall be a member of the Student Council.
- C. One member shall be elected at large from among the then current freshman, Sophomore, junior and senior classes. This member will be elected in the fall along with other members of the student council. The same voting process of the student council will apply to this member.
- D. Should a member of the student body hold an office with the New Hampshire Association of Student Councils (NHASC) or its Region, he or she will be entitled to full membership on the Student Council and hold full voting privileges.
- E. The two student representatives to the Litchfield School Board will also serve as voting members on the Campbell High School Student Council.
- F. If a student who was not selected in a Student Council election wishes to do so, he or she may become an Honorary Member on the Campbell High School Student Council. A student seeking this position will attend a meeting with the elected Student Council in which he or she will be interviewed with questions composed by the Student Council.

The Student Council will then vote on whether or not to accept this person using a silent ballot method. He or she must be voted in by no less than 2/3 of the Student Council. If voted in, this person will have full membership in the Student Council and be able to run for any Student Council officer position. This person must be selected at any point before December 1 of the current school year to serve the remainder of that year. The Student Council may select a maximum of four members in this manner.

ARTICLE V: REMOVAL AND REPLACEMENT OF MEMBERS

The provisions of PART ONE, ARTICLE V, apply to Council members.

ARTICLE VI: ELECTION OF STUDENT COUNCIL OFFICERS

- A. The officers of the Student Council shall be: President, Vice President, Treasurer, and Secretary. All terms are for one year.
- B. Nominations for Student Council officers shall take place at the first general meeting following the election of new representatives in the fall.
- C. At the second meeting following the elections, each candidate will be allowed to make a short presentation. A secret ballot vote for officers will then be held.
- D. Election shall be by majority vote of the members present and voting.

ARTICLE VII: STUDENT COUNCIL OFFICERS' DUTIES

- A. The President shall:
 - 1. Preside over Student Council meetings;
 - 2. Ensure the execution of these bylaws;
 - 3. Call meetings of the Student Council and of the Executive Board (consisting of the Student Council officers and Advisor) with the Advisor's approval;
 - 4. Prepare meeting agendas with the advice of the executive board;
 - 5. Appoint special committees at the direction of the Student Council;
 - 6. Appoint chairpersons of all committees; and
 - 7. Participate in State and Regional Student Council activities
- B. The Vice President shall:
 - 1. Assume all duties of the President in case of his or her absence or removal from office; and
 - 2. Perform all other duties assigned by the President or Student Council.
- C. The Treasurer shall:
 - 1. Attend to all financial matters and act upon all appropriations and expenditures which the student council has approved;
 - 2. Prepare and maintain an estimated budget and record of financial transactions; and
 - 3. Submit a full financial report to the Student Council at each general meeting.
- D. The Secretary shall:
 - 1. Prepare copies of the agenda for the Student Council, Advisor, and the administration;
 - 2. Post agenda on the Council bulletin board 24 hours in advance;
 - 3. Take attendance and record the minutes of all meetings;

4. Prepare a copy of the minutes of each meeting for the Advisor's approval;
5. Post minutes on the Council bulletin board within five school days of the meeting, along with the date for the next meeting;
6. Keep photographs and records of all events sponsored by the Student Council.
7. Notify members once they have accumulated two unexcused absences; and
8. Maintain communications with members of the NHASC Regional Student Councils.

ARTICLE VIII: MEETINGS

In addition to the provisions regarding meetings as stated above, the following apply to Student Council meetings:

- A. There shall be an Executive Board, consisting of the Student Council Officers and the Student Council Advisor.
- B. The Executive Board shall prepare the agenda for each meeting, and carry out any other duties assigned to it by the Student Council.
- C. The Student Council shall meet on a regular basis and the frequency and times of these meetings are to be determined by the Executive Board.
- D. The last Student Council meetings of the year will facilitate transition by addressing matters such as goal setting, and other plans for the coming year, in addition to conducting regular business.
- E. The Student Council may meet during the summer, as recommended by the Administration, the Student Council Advisor and as required by the needs of the student body.

ARTICLE IX: COMMITTEES

See PART ONE, ARTICLE VII.

PART THREE: CLASS OFFICERS

ARTICLE I: TITLES

- A. The officers of each class shall be a President, Vice President, Secretary and Treasurer.

ARTICLE II: PURPOSE OF CLASS OFFICERS

- A. Officers shall:
 1. Perform the duties specific to each position outlined in ARTICLE III;
 2. Organize class activities such as dances, outings, assemblies, fundraisers, etc.;
 3. Help organize and participate in school-wide activities as representatives of the class;
 4. Participate in full Student Government meetings as needed;
 5. Act as examples of character and leadership; and
 6. Generally pursue the best interests of their class in school matters.

ARTICLE III: DUTIES

- A. The President of each class shall:

1. Preside over class officer meetings;
2. Ensure the execution of these bylaws;
3. Call meetings of the class officers;
4. Prepare meeting agendas with the advice of other officers and Advisor;
5. Appoint special committees and their chairpersons;

B. The Vice President of each class shall:

1. Assume all duties of the President in case of his or her absence or removal from office;
2. Serve as a voting member of the Student Council representing the class; and
3. Perform all other duties assigned by the President.

C. The Treasurer of each class shall:

1. Attend to all financial matters and act upon all appropriations and expenditures which the class officers have approved;
2. Prepare and maintain an estimated budget and record of financial transactions; and
3. Submit a full financial report to the class officers at each general meeting.

D. The Secretary shall:

1. Prepare copies of the officers' meeting agenda for the Advisor and the administration;
2. Post the agenda on the class bulletin board 24 hours in advance;
3. Take attendance and record the minutes of all meetings;
4. Prepare a copy of the minutes of each meeting for the Advisor's approval;
5. Post minutes on the class bulletin board within five school days of the meeting, along with the date for the next meeting;
6. Keep photographs and records of all events sponsored by the class.
7. Notify members once they have accumulated two unexcused absences; and
8. Maintain communications with the officers of other classes.

ARTICLE IV: ELECTIONS

The provisions of PART ONE, ARTICLE IV, apply to class officers.

ARTICLE V: REMOVAL AND REPLACEMENT

The provisions of PART ONE, ARTICLE V, apply to class officers

ARTICLE VI: MEETINGS

A. The provisions of PART ONE, ARTICLE VI, with the exception of Par. B, apply to class officer meetings.

B. Class officer meetings should be conducted informally, in keeping with the subject of the meeting and the number of persons attending.

ARTICLE VII: COMMITTEES

The provisions of PART ONE, ARTICLE VII, apply to class officers.

**PART FOUR:
ADMINISTRATION OF BYLAWS**

ARTICLE I: ADOPTION

A. These bylaws shall become effective immediately following their approval by the administration and by the affirmative vote of two-thirds of the Student Government members at a general meeting held for this purpose.

ARTICLE II: INTERPRETATION

A. These bylaws may not be interpreted in any way which conflicts with federal, state or local laws or regulations, or with established policies of the Litchfield School Board.

ARTICLE III: AUTHORITY OF SCHOOL PRINCIPAL

A. The Principal may veto any action of any entity of Student Government. Such vetoes must be accompanied by a written explanation. The entity of Student Government, by a majority vote of the members present, may request review of the Principal's decision by the Superintendent or the School Board.

ARTICLE IV. AMENDMENT

A. Amendments to these bylaws may be submitted to the Executive Board of the Student Council in writing by members of the Student Government, student body, faculty, staff, or administration. For adoption, proposed amendments to Parts One, Three, and/or Four must be approved by two thirds of the members of the Student Government holding office at the time of the vote. Proposed amendments to Part Two of these bylaws must be approved by two thirds of the members of the Student Council holding office at the time of the vote.