

Portland High School Student Council Constitution

PREAMBLE

The goals of our Student Council are to keep the students informed of issues that are their concern by representing the general student body to school administration; to encourage student participation and provide a venue for individual and group input, concerns, and viewpoints; to provide social and educational programs and activities that enhance the student experience at Portland High School; to coordinate student activities and resources in a manner that is most efficient and in the greatest interests of the student body; and to serve as the chief representative body for students at Portland High School.

The Student Council is an elected group whose primary function is to represent the interests of the diverse student body at Portland High School. We do hereby establish this Constitution and hold it as our governing by-laws.

ARTICLE I: MEMBERSHIP

Section A: General Membership

1. **All students of Portland High School form the General Membership** and have the rights to run for election, access the minutes of Student Council proceedings, and participate in Student Council meetings at Student Council's discretion with approval of the Student Council Advisor(s).

Section B: Active Membership

1. **Each class shall elect five delegates from their representative classes to the Active Membership.** The President of each class shall also serve as an Active Member for each representative class yielding six Active Members for each of the four classes. The Portland School Board Representative, as elected by the General Membership, will serve as an Active Member for the duration of their term. In addition to these twenty five Active Members, four additional Language Minority delegates may serve as Active Members to represent the language minority population within Portland High School. Active Members have the right to participate in meetings, both General and board. Active Members must attend all meetings called by the Student Council President or Student Council Advisor(s).

ARTICLE II: ELECTIONS

1. Elections for the Active Membership for rising Sophomores, Juniors, and Seniors shall take place in the fourth quarter of the school year prior to their terms on the Council, and shall be held as Ranked Choice Voting.
2. The current Freshman class shall elect five representatives, in addition to the class President, to the Active Membership during Freshman class elections during the first or second quarter of the school year, following the same procedure as upperclassmen. The same eligibility and penalty rules apply as for the other Active Members.
3. The Language Minority Delegates may be chosen from the General Membership at large by whatever process, appointed or elected, is deemed appropriate by Student Council, the Student Council Advisor(s), and the Administration.
4. The Active Membership shall elect a President, Vice-President, Secretary, Treasurer, and Parliamentarian for terms of one year. The officers shall be chosen without regard to class. Any officer can be removed from office by a vote of no confidence by two-thirds of the Active Membership with the approval of the Student Council Advisor(s) and the Administration.
5. Student Council officers must obtain a majority (fifty percent plus one) of votes of the Active Membership; in the event of a tie, the vote is retaken. In the event of multiple candidates and the failure to obtain a majority, the top two vote receivers shall compete in a runoff election.
6. No officer or member of Student Council may publicly support any candidate for office in any class; violation of this may result in the termination of their position and the disqualification of the candidate upon review of the Student Council Advisor(s) and administration.

ARTICLE III: POWERS AND FUNCTIONS

Section A: Powers

1. To investigate and report on matters referred to it by the faculty and administration.
2. To take appropriate actions in all matters brought to it by any member.

3. To appoint Student Council representatives to committees in the school.
4. To run elections of class officers of the Senior, Junior, Sophomore, and Freshman classes.
5. To organize and oversee any events referred to it by the faculty and administration.

Section B: Limitations

1. The resolutions passed by Student Council are subject to veto by the Principal. In the case of a veto, the resolution is returned to Student Council with a written explanation. In no case can a veto be overridden.

Section C: Loss of Active Membership

1. Violation of rules established by Portland High School by any Active Member shall result in disciplinary action, including but not limited to, loss of his/her position on Student Council, and he/she shall not be allowed to list "Student Council" as an activity on any official document (e.g., college transcript).
2. If any Active Member has more than three unexcused absences and/or nine tardies (three tardies equals one absence) for meetings or other required activities by the Student Council Advisor(s) he/she shall be removed from Student Council.
3. Any student that has lost his/her position may be re-elected to Student Council the following year(s).
4. In the case that an officer of Student Council is unable to serve (for academic or other reasons):
 - a. President: The Vice-President shall assume the duties of the President and a new Vice President shall be elected from the Active Membership.
 - b. Vice-President, Secretary, Treasurer, and Parliamentarian: The Active Membership shall elect from its members a permanent officer to fill the vacancy.

Section D: Officers of the Board

1. The officers of Student Council are required to attend all meetings, activities, and conventions, and must serve as responsible representatives of the General Membership.

2. The duties of the officers are as follows:
 - a. The President of Student Council shall:
 - i. Call, arrange, and preside at all meetings of Student Council, General, regular, or board.
 - ii. Act as an official student representative of Portland High School.
 - iii. Appoint chairpersons of committees.
 - iv. Serve as chairperson of class elections (but not class elections committee).
 - b. The Vice-President of Student Council shall:
 - i. Act for the President in his/her absence.
 - ii. Act as an official student representative of Portland High School.
 - iii. Assume the duties of the President in the case the President becomes unable to serve.
 - c. The Secretary of Student Council shall:
 - i. Keep the minutes of all Student Council meetings.
 - ii. Publish a record of these minutes and distribute a copy to all Active Members within five days following the meeting.
 - iii. Compile an agenda or program for all Student Council meetings, regular or board.
 - iv. Keep a permanent record of all meetings.
 - v. Receive written reports from the working committees and from the Treasurer at every regular meeting and include these reports in the permanent record.
 - vi. Submit a copy of the minutes of each regular meeting to the Advisor(s) prior to the next meeting.
 - vii. Take roll call at all regular and board meetings.
 - d. The Treasurer of Student Council shall:
 - i. Conduct all financial business of Student Council.
 - ii. Submit a written report to the Secretary at each meeting.
 - iii. Keep accurate and permanent records of financial accounts.
 - iv. Disburse funds as directed by the President and Active Membership.
 - v. Serve as the chairperson of the Fundraising Committee.
 - e. The Parliamentarian of Student Council shall:
 - i. Advise offers on parliamentary procedure.
 - ii. Conduct any elections and voting done at regular meetings.

Section E: Class Officers

1. The president of each class shall serve as a member of Student Council, subject to all the same rules and standards of all Active Members.
2. The officers of Student Council may not run for class officers, and vice-versa.

Section F: Qualifications for Members of the Active Membership

1. To be eligible for election to Active Membership the candidate must:
 - a. Be passing all classes as of the last ranking period or at the time of check by the Student Council Advisor(s) and administration.
 - b. Cannot be serving as the current School Board Representative.

Section G: Advisors

1. Student Council shall have a minimum of one and a maximum of six teacher advisors. The principal, assistant principals, and athletic director shall be welcome at all meetings and shall serve as associate advisors.

ARTICLE IV: MEETINGS

Section A: Regular Meetings

1. Student Council shall hold at least two regular meetings for Active Members per month. The meetings shall be organized by the President, and shall consist of:
 - a. Call to order
 - b. Roll call
 - c. Minutes of the previous meeting (when appropriate)
 - d. Financial report (when appropriate)
 - e. Committee reports
 - f. Tabled business
 - g. New business
 - h. Adjournment

Section B: Board Meetings

1. If necessary, the officers shall meet with the Student Council Advisor(s), concerned committee chairpersons, and Active Members. The function of these meetings shall be:
 - a. To prepare for the regular meetings.
 - b. To solve an urgent problem.

2. No voting or other important decisions shall take place at these meetings.

Section C: Committee Meetings

1. Student Council Committees formed by the Active Membership shall meet as necessary to fulfill their respective purposes. Committee meetings shall be scheduled by the committee chairperson with the approval of the Student Council Advisor(s).

Section D: Voting

1. All voting shall be done at regular meetings. Each officer and Active Member has one vote. A quorum shall exist when three officers and two-thirds of the Active Membership are present. All votes are equal. A majority of fifty percent plus one is required to pass or defeat a proposal. In the event of a tie, the vote shall be retaken until the majority wins.

ARTICLE V: RULES OF ORDER

1. All meetings shall follow proper parliamentary procedures in accordance with Robert's Rules of Order (subject to modification by the demands of the operation).
2. Amendments to this Constitution must be proposed by an Active Member, approved by the principal and the Student Council Advisor(s), and passed by a two-thirds majority of the quorum.