**Santa Fe High School Student Council Constitution**

Adopted August of 2018

**Article I (Name)**

The name of this organization is the Student Council of Santa Fe High School.

**Article II (Purpose)**

In order to better represent the interests of the student body of Santa Fe High School, to develop

good citizenship within the student body, to provide purposeful direction for school activities, to

assist in the management of student concerns, and to explicitly describe the processes by which

the Student Governments shall conduct their business, affairs, and elections, we the Student

Government of Santa Fe High School, as a service organization under the direction of the

advisor(s) and the Principal or his/her designee, do hereby establish and ordain this Constitution.

**Article III (Members)**

(1) Each grade level will have student representatives.

(2) Any member may be asked to resign if he/she misses three (3) meetings without

presenting approved excuses before the meeting. Any disorderly conduct within a

meeting or otherwise, will subject the member to possible disciplinary action. All

members will abide by all SFISD policies and the Student Code of Conduct as outlined in

the Santa Fe High School Student Handbook. Any member assigned to Alternative

School or Emergency Removal from campus will be permanently removed from the

Council.

**Article IV (Officers and Representatives)**

(1) The elected officers shall be: President, Vice-President, Secretary, Publicist,

Parliamentarian. (Executive Board)

(2) The elected officers will serve as leaders for special committees such as: DASH (Drugs

Alcohol Safety and Health), Energy and Environment, Pride and Patriotism, Community

Service, and Teacher Appreciation.

(3) Each member of the Santa Fe Student Council will be an ACTIVE member in one or

more of the committees and will attend the meetings for that committee as designated by

the committee chair.

(4) The election method(s) for these positions will be determined and or updated by the

Principal and Student Council sponsor/advisor as necessary.

(5) All officers are subject to the same disciplinary and attendance requirements as the

council body.

**Article V (Duties of Executive Officers)**

(1) The President shall: develop the agenda and preside at all council meetings; preside at all

Executive meetings; call special meetings with permission of the sponsor/administration;

be responsible for coordinating the interviewing, selection and functioning of committee

chairpersons with the approval of the sponsor; assume total responsibility for the carrying

out of council projects and activities so as to assure a balance of projects necessary to be

an Outstanding Student Council; be responsible for the completion of all state reports;

represent the student body at school district and civic events and other meetings.

(2) The Vice-President shall: assist the President in all areas of council operation; represent

the student body at school district and civic events and other meetings as requested by the

president; preside over the meetings in the president’s absence; and coordinate council

and the work of the committees.

(3) The Secretary shall: take minutes of all meetings and prepare those minutes for

distribution to council members; prepare the president’s agenda for meetings; read

minutes aloud at each meeting; and handle council correspondence; keep council files

exact and up to date; send, receive, and answer all outside correspondence for the

council; sign purchase orders; and represent the student body at school district and civic

events and other meetings as requested by the president.

(4) The Parliamentarian shall: be the authority on parliamentary procedure for the

government; and arrange an orientation on the procedure to all government members;

interpret the constitution and rules-of-order; develop and maintain all point sheets; keep

detailed records of council members and their points; notify members when they are on

probation and/or if they are dismissed due to failure to meet point opportunities.

(5) The Publicist shall: take pictures of all student council events and activities; handle

publicity of all council activities; and the distribution of this information to the media,

administration, and staff; maintain the history of the council through the compilation of a

scrapbook that documents the council activities for that calendar year.

**Article VI (Duties of Committee Heads)**

(1.) All committee heads shall: complete point sheet forms prior to the scheduled council

meeting; complete state report forms for their projects; maintain detailed records of their

projects and activities; be present at all workdays for their projects and create written

reports of their workdays for the sponsor; maintain the wall calendar; schedule closet

workdays; sit with and advise their committee members at all meetings; see to it that

their committee fulfills the duties for which they were established.

(2.) The DASH committee shall: compile and submit the DASH state report; coordinate

projects concerning drug and alcohol abuse awareness and other health and safety issues.

(3.) The Pride and Patriotism committee shall: compile and submit the Pride & Patriotism

state report; coordinate projects to promote pride in the school, community, state, &

nation and heighten multi-cultural awareness.

(4.) The Energy and Environment (NEED) Committee shall: compile and submit the Energy

and Environment state report and project; coordinate projects to inform the student body

of energy and environment issues.

(5.) The Community Service Committee shall: compile and submit all information necessary

to the President for state reports; organize and produce projects that focus on school

beautification and preservation.

**Article VII (Meetings)**

(1.) The Student Government Council shall meet at least once every month.

(2.) Special meetings can be called by the President, Advisor, or the Principal.

(3.) All meetings must have an agenda and regularly scheduled meetings will have point

sheets.

(4.) Each member of the council is a voting member. In order to conduct official business

and/or vote, a quorum of two-thirds must be present, including at least two executive

officers.

**Article IX (Executive Committee)**

(1.) All members of the Executive Committee must be in the Student Council Leadership

class. No exceptions will be made.

(2.) The Executive Committee shall: complete point sheet forms prior to the scheduled

council meeting and plan an agenda; complete state report forms.

(3.) Special meetings of the committee may be called by the President, Advisor, or Principal.

Article X (Amendments)

(1.) This constitution can be amended by a 2/3 majority vote of the council and final approval

by the Principal and/or Sponsor. The amendment must be in writing and distributed to all

members two weeks prior to the amendment voting.

**Article XI (Dues)**

(1.) Student Council dues are not mandatory, but recommended. Members that pay dues will have discounted items and have priority for any type of district meetings that may occur. Dues are allocated to but not limited to supplies, decorations, shirts, and transportation costs.

**Article XII (Points)**

(1.) Student Council members must meet a minimum number of points per month in order to

maintain active membership. If said points are not met, members will be put on a month

long probationary period to make up the previous month’s points as well as compiling the

current month’s points. If unable to meet the expectations, the members will be dismissed

from the council. The member will not be allowed to participate in any in-school events

or activities while on probation.

**Article XIII (Shirts)**

(1.) Student Council members must purchase a Student Council shirt. These can be purchased directly from the advisor. Shirts are needed in order to wear to Student Council district and state events, among other opportunities throughout the year. The price for the shirt is $20. If a member is in need of help to obtain a shirt, they must speak to the advisor.

**Acknowledgement**

I, (Printed Name) have received and acknowledged the constitution for the Santa Fe High School Student Council. I understand that I am responsible for my own actions and am expected to abide by the rules and regulations established in this document.

By signing this, I promise to maintain a passing grade in all of my classes. If I fail to stay above passing, I understand that I can be removed from Student Council.

I agree to follow all guidelines in the Santa Fe High School Student Handbook and the rules set forth by my Student Council advisor.

Most importantly, I promise to help maintain a happy and spirited environment at Santa Fe High School.

