STUDENT COUNCIL CONSTITUTION AND BY-LAWS

Plainview High School

1501 Quincy St.

Plainview, Hale County, Texas 79072

# Preamble

We, the students of Plainview High School, in order to establish and maintain a high degree of citizenship, to understand and to cooperate with our school administration, to have the feeling of loyalty to each other and to our school, do organize ourselves to operate under the following constitution.

# Article I –Name

The name of this organization shall be the Student Council of Plainview High School. The Student Council Advisor shall hereinafter be called the “advisor.”

# Article II – Purpose

**Section I –** The purpose of this organization shall be:

1. To promote activities for the betterment of the school, community, state, and nation;
2. To bring about closer cooperation between the faculty and the student body;
3. To cooperate with the administration in addressing problems concerning the school and the student body;
4. To promote a desire for good citizenship in each individual student of Plainview High School;
5. To create and maintain school spirit and loyalty;
6. To provide a forum for student expression;
7. To develop leadership skills in its members.

**Section II –** The Executive Council shall consist of the following members:

1. President
2. 1st Vice – President
3. Secretary
4. Treasurer
5. Reporter
6. Parliamentarian
7. Historian

**Section III –** The Representative body of the council shall consist of any Plainview High School student who meets the qualifications in Section IV under this article.

**Section IV -** Qualifications

1. Prospective members shall:
   1. Complete a petition and written application process.
   2. Are required to meet with a committee of the senior council members who have served for four years, current officers and the council advisors for a face-to-face interview.
   3. Have a passing grade in all courses the previous semester and the six weeks grading period immediately preceding the application process based on UIL eligibility rules.
   4. Membership shall be for a period of one year beginning at the end of the spring semester.
   5. Exhibit an exemplary behavior and conduct.
   6. Have no more than one assignment to ISS in the current school year NOR been assigned to AE, SURGE, or JJAEP at any time during the current school year.
2. Current member shall:
   1. Maintain a passing grade for each six weeks grading period in all classes based on UIL eligibility rules.
   2. Successfully participate in the nomination and election process.
   3. Have no more than one assignment to ISS in the current school year NOR been assigned to AE, SURGE, or JJAEP at any time during the current school year.
   4. If any mandatory event is missed by a member, they have until the end of the 3 week grading period to make up the hours. Failure to do so will result in a zero for that assignment.
   5. Exhibit exemplary behavior and conduct – students breaking the PHS Student Code of Conduct (including cheating) will be placed on probation for period of six weeks.
   6. A committee of advisors and officers will regularly meet to discuss the standing of any student council member and take the necessary actions.
   7. Attend a mandatory meeting after the selection process with a parent or guardian.
   8. Have no more than 3 unexcused absences from class per semester.
   9. Must attend all out of school mandatory activities.
   10. Must be a member in good standing (see amendments)
3. Nomination and Election Process:
   1. Members in good standing will be re-invited the following academic year to participate in Student Council.

# Article III – Powers and Limitations

**Section I -** Any authority the Council exercises shall have been granted by the principal, whose power it is to grant and/or rescind privilege and authority at his/her discretion.

**Section II –** The Council shall report its activities to the Principal on a regular basis. The Council shall obtain approval from the Principal or other designated member of the Administration prior to the implementation of any major project.

# Article IV – Executive Board

**Section I** – the Executive Board of the Council shall consist of the following members:

1. Council Officers:
   1. President
   2. 1st Vice-President
   3. Secretary
   4. Treasurer
   5. Report
   6. Parliamentarian
   7. Historian

## Article V – Election and Appointments

**Section I –** Executive Council officers shall be elected no later than the third Friday of May. Each voter, by secret ballot, may record one vote for each appropriate Student council Office.

**Section II –** The members of the Executive Council shall be elected in the following manner:

1. Have a passing grade for each six weeks grading period in all classes based on UIL eligibility rules.
2. Are elected by the student body.
3. Must have approval of the principal’s office before the election.
4. Campaigning is limited to making a videotaped speech that will be shown to the student body prior to voting – length of speech will be predetermined by the advisors.
5. Any council member on probation at the time of executive officer elections will not be allowed to run for office.
6. To run for student council office, a student must be an incoming junior or senior who has served in a student council the year of the elections.

The final election results will be reviewed and certified by the administration and advisor prior to the announcement of the results. Tenure in office shall begin on the first Monday following elections and shall last until the end of the following school year. Where there is an overlap in tenures the council shall come to a majority agreement.

# Article VI – Meetings

### Section I – The Executive Council shall meet as deemed necessary by advisors.

### Section II – The Council shall meet at regularly schedule times.

# Article VII – Responsibilities

**Section I –** The Council shall be responsible for the following:

1. Serving as host to assemblies by administrative request;
2. Planning activities for enrichment of the student body;
3. Planning and coordinating activities involving homecoming;
4. Hosting social activities for new students and faculty;
5. Planning and implementing community service project;
6. Addressing specific tasks as assigned by administrators;
7. Promoting school unity;
8. Promoting the pursuit of academic achievement, and;

**Section II –** The responsibilities of all Executive Council officers shall include but not be limited

to the following:

1. Assisting other officers in the preparation of agendas and in other areas of responsibility as needed;
2. Voicing opinions at executive meetings;
3. Encouraging communication throughout the school – to stress harmony in the Council;
4. Participating in planning of Council goals and objectives;
5. Participating in nomination and invitation of Council members;
6. Becoming knowledgeable of the Council’s Constitution and By-Laws and of basic parliamentary procedure; and
7. Attending state and district workshop as well as local programs for leadership and development.

**Section III –** The responsibilities of the President shall include but not be limited to:

1. Representation of the student body at school, district and community events and meetings;
2. Coordination of the selection and functioning of committee chairpersons;
3. Supervision of the functioning of the elected student council officers;
4. Development of the agenda for and presiding over respective Student Council meetings;
5. Other duties as assigned by the principal and/or advisor.

**Section IV –** The responsibilities of the Vice-President shall include:

1. Assumption of the responsibilities of the President in his absence, or if the president becomes unable to fulfill his duties;
2. Serving as program chairperson for assemblies, conferences, and meetings;
3. Coordination of the work of all committee chairpersons;
4. Other duties as assigned by the principal and/or the advisor.

**Section V –** Responsibilities of the Secretaries shall include but not be limited to:

1. Recording of the Council meeting minutes in concise, clear sentences including accurate records of actions on all motions, appropriations and other business;
2. Public posting of Council meetings in a timely manner, and distribution of them to key people as necessary;
3. Presentation of incoming mail and letters in a timely manner, and distribution of them to key people as necessary;
4. Correspondence on all Council matters; and
5. Filing of the Student Council Constitution and By-Laws with T.A.S.C. and the Plainview High School Administration;
6. Other duties as assigned by the principal and/or the advisor.

**Section VI –** Responsibilities of the Treasurers shall include but not be limited to:

1. Keeping a ledger of the financial records of all Council income and expenditures;
2. Providing the Council with accurate financial reports at monthly meetings;
3. Use of a receipt system for all monies received from students, and depositing said monies according to P.I.S.D. and PHS policies;
4. Knowing and following the procedures used by the school for bookkeeping, purchasing, and payment of all Council bills;
5. Working with committees in the preparation of budgets; and
6. Other duties as assigned by the principal and/or advisor.

**Section VII –** Responsibilities of the Reporter shall include but not be limited to:

1. Having a quick and accurate method of taking attendance at Council activities;
2. Filing copies of minutes, programs, documents, and all important papers logically for availability of future Councils;
3. Report all news that concerns the student body to the school newspaper and to local newspapers;

**Section VIII** – Responsibilities of the Parliamentarian

1. Provide advice on questions of parliamentary procedure.

2. Make the Council members aware of good parliamentary practices.

3.Other duties as assigned by the principal and/or advisor.

**Section IX** – Responsibilities of the Historian

1. Gather materials in preparation for the Student Council Scrapbook.

2. Be responsible for the completion of the scrapbook. Preparations for entry of the Council scrapbook in the annual T.A.S.C. state competitions

3. Maintain a file of materials about activities of the school.

4. Make sure pictures are taken of all activities.

5. Coordinate work on other historical presentations (i.e., slide shows, video).

# Article VIII – Standing Committees

**Section I –** The standing committees shall include but not be limited to:

1. Community and School Service
2. Drug, Alcohol, Safety and Health (DASH)
3. Energy and Environment
4. Pride and Patriotism

**Section II** – There will also be class representatives and committees for each grade level. Responsibilities of the class representatives include but are not limited to:

1. Organizing fundraisers for the freshman, sophomore, junior, senior class to pay for senior gift, donations for project graduation and donations for GenTx.
2. Report on progress of fundraisers and financial status
3. Encourage spirit and pride within their class
4. Represent ideas given from their classmates

# Article IX – Removal from the Student Council

**Section I -** A student may be removed from the Student Council or Executive Office at the advisor’s discretion for one or more of the following reasons:

1. Failure or inability to fulfill the duties of office as prescribed by this constitution;
2. Violation of the Plainview High School, Plainview ISD, or Council Code of Conduct (The Student Council Code of Conduct shall appear in both the Election Packet and the Student Handbook)
3. Accumulation of more than 4 unexcused absences per semester from Student Council activities and meetings or failure to meet point requirements; An absence is 20 minutes or later to a class.
4. If a member has 4 tardies member will be placed on probation. Upon 5th tardy student will be removed from the Council.
5. Withdrawal from school;
6. Failure to maintain membership requirements as stated in Article II, section IV;
7. Disciplinary action taken by the school administration;
8. Any other reason that may be listed in the Council Code of Conduct;
9. Any other reason as decided by the advisor and/or the principal.
10. Failure to correct probationary issues.
11. Receiving probation more than once in a school year.

**Section II –** A student and their parents shall be notified in writing of removal from office, and the reasons for removal from office. No prior notices or warnings are required.

**Section III –** A student must have completed two years in Student Council prior to running for office before he/she can run for an office.

**Section IV** – A student may appeal by letter to the Principal, their removal from Student Council positions within ten (10) calendar days of receipt of the removal letter.

**Section V** – A student put on probation any time during the year applying for Student Council the next year has to re-interview.

# Article X – Ratification

This constitution shall be ratified by a three-fourths majority vote of the existing Student Council Executive Officers and by the principal and advisor.

# Article IX – Amendments

Proposed amendments must be furnished to the Executive Board in writing. A two-thirds majority vote of the Executive Board shall be required to place the amendment on the next Student Council meeting agenda. The proposed amendment shall be published at least one meeting prior to a ratification vote and ratified by a three-fourths majority voted of the membership present in a regular session. The signature of the principal and advisor shall complete ratification.

Member in good standing; to have “member in good standing” status, one must

* Attend class regularly
* Attend all mandatory events
* Have the appropriate number of community service hours per six weeks

Failure to meet these conditions may result in probation or lack in participation in counsel trips and/or elections.

**Social Media:**

Student Council members are high-profile representatives of the Plainview Independent School District, and their behavior is subject to scrutiny by their peers, the campus, community, and the media. The actions of a single Student Council member can reflect positively or negatively not only on the individual Student Council member, but also on his/her other Student Council members, PHS, and the entire school district. Therefore, student members are expected to represent themselves and PISD with honor, dignity and integrity at all times –including when interacting on social networking websites and in other online environments. The popularity of social networking websites (e.g., Facebook, Twitter, Vine, YouTube, Instagram, BlogSpot, Snapchat, etc.) has grown tremendously during the last few years. These websites can serve as valuable communication tools when used appropriately. The use of social media, however, has the potential to cause problems for both the Student Council and the school environment. Almost anything a student member posts on a social networking site may be viewed by others, and both the media and the general public are more likely to view the profiles of student members than the profiles of other students.

**This amendment is a Networking Guideline to:**

1. Provide recommendations and suggestions for student members to help them use social media in a safe and responsible manner.

2. Outline important rules that student members must follow when using social media.

Important Suggestions & Recommendations Regarding Social Networking Sites

Some students mistakenly believe social networking websites have a veil of privacy about them and assume their profiles are viewed only by a close circle of friends and fellow students. To the contrary, the content on most of these sites is accessible by anyone in the public unless security and privacy features are used. The public nature of these websites has created personal safety and personal welfare concerns. For example, student members have been stalked or sexually harassed and assaulted as a result of their Facebook profiles. Student members also should be aware that potential employers and graduate school admissions officers now regularly screen applicants by conducting “Google” searches of an applicant’s name and by reviewing the applicant’s social networking profiles. Students are being passed over for interviews and denied admission to universities based on the content of their profiles. Student members should be very careful about what personal information they share on the internet. For their own security, protection and welfare and that of fellow members and friends, Student Council strongly recommends and advises student members to:

• Keep phone numbers, physical addresses, birthdates, current whereabouts, travel plans and other personal information strictly confidential. This information should not be contained in a student members’ personal online profile.

• Limit the access of others to e-mail addresses and screen carefully those whom a student member may accept as “friends” on a social networking site.

• Use whatever security and privacy features are available to restrict the ability of others view a student-member’s site or to post pictures, messages and other content on a student-athlete’s site.

• If an individual contacts a student-athlete via a social networking site and the nature of the contact makes the student member concerned for his or her safety or uncomfortable in any way, the student member should immediately contact a parent, a coach, or a campus administrator.

Rules Regarding Social Networking Sites

Participation in Student Council is a privilege and not a right. As a condition of being a student member in PHS, student member must abide by the following rules related to the use of the internet and social networking sites:

1. Any postings or communications via social networking websites which disrupt either the educational environments or which advocates the violation of any school policy would be unacceptable.

2. Student members may not post online any pictures, information or other content that might cause embarrassment to themselves, fellow student, teams, coaches, PHS or PISD (examples: obscene images or language, nudity, pictures at parties with alcohol, references to drugs, sex, or illegal activities).

3. Student members may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual, PHS student, faculty or staff member, or entity (examples: derogatory comments regarding another school; taunting comments aimed at another school). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

4. Student members may not post any content online that would constitute a violation of the PISD Student Code of Conduct.

5. Student members may not post any information that is sensitive or personal in nature or is proprietary to the PHS or PISD which is not public information.

6. Student members are required to abide by all laws related to the use of the internet (including state and federal privacy laws such as FERPA and HIPPA), and student members are personally liable for any violations of those laws.

Student members in PISD are required to abide by rules set forth in these guidelines. The failure to do so will be considered a violation of the Student Council Constitution and/or the PISD student code of conduct. The violation may result in disciplinary action by Student Council and the campus:

**1st Offense** - Warning and parent meeting with the Student Council Advisors. Consequences will be determined based on the severity of the infraction and may include probation or dismissal from the Student Council or Student Council activities.

**2nd Offense** – Parent meeting with Student Council Advisors and an assistant principal. Consequences will be determined based on the severity of the infraction and may include probation or dismissal from the Student Council or Student Council activities.

**3rd Offense** – Parent meeting with the Student Council Advisors, an assistant principal, and the PHS Principal. Consequences will be determined based on the severity of the infraction and may include probation or dismissal from the Student Council or Student Council activities.

**Time Spent in Class**

Student Council members are required to be in class from 7:15am to 7:55am or until released by sponsors. Student Council members are in class and may not leave class early to deal with other classes or disciplinary issues. Students have TCB time and Tuesdays through Thursdays before school to take care of any grades, homework, or disciplinary issues. These are not to be done during Student Council class time. Leaving class without permission will result in a discipline referral in Skyward to the appropriate vice principle. Other action, probation or dismissal from Student Council, may be needed depending on the action taken by the vice principle.