

Monroe High School Student Government
Constitution
1 High School Drive
Monroe, NC 28112

Article I

Name

The name of this organization shall be the Monroe High School Student Government.

Article II

Objectives

The purposes of the student government shall be to:

Section One: Maintain a continuous communication channel from students to both faculty and administration, as well as, among the students within the school.

Section Two: Offer a yearlong co-curricular program of social functions and community involvement projects for students.

Section Three: Be actively involved in local, district, state, regional, and national student council activities.

Section Four: Offer students opportunities for leadership development, encouraging them to accept duties and responsibilities of good citizenship.

Section Five: Set an example for the rest of the student body.

Section Six: Create an atmosphere of school spirit and pride for all co-curricular activities and athletic teams

Article III

Representatives

Section One: One gains the right to run for student council representative by being approved under the following procedures

- A. Submit a completed application by the set deadline.
- B. Have an academic average of at least 2.5.
- C. Be approved by the administration of Monroe High School

Section Two: Representatives are expected to uphold their responsibilities as set forth in the Constitution. Failure to uphold these duties will result in disciplinary action according to Article VI which includes the student council “point system,” member agreement form, and attendance policy form.

Section Three: Once a member has been dismissed from the student government for disciplinary reasons, he or she loses the right of being readmitted or reapplying in the future. Students dismissed by the “point system,” may return upon a probationary period determined by the advisor.

Section Four: Officers and representatives must reapply every year for membership on the student government.

Article IV

Officers and Representatives

Section One: The elected officers shall be president, vice president, second vice president, executive secretary, chief communications officer, co-freshman class presidents, co-sophomore class presidents, co-junior class presidents, and co-senior class presidents. If a vacancy occurs, then the student council will chose a student council representative from that class to fill the vacancy by majority vote with a quorum present.

Section Two: Each class shall have no less than (10) representatives as members of the student council.

Section Three: All elected officers and representatives must be selected according to the election rules established in the constitution and election guidelines.

Article V

Duties of Officers of the Student Council, Class Officers, and Class Representatives

Section One: The President shall:

- A. preside at officer meetings and deliver a president's report at the weekly council meeting
- B. make announcements over the P.A. system
- C. carry out major council business
- D. work with the advisor in making short-term and long-range plans and decisions
- E. represent the student body at designated school and community functions
- F. supervise the functioning of all elected student council officers
- G. be a rising senior
- H. serve as an Ex-officio member of all committees
- I. ensure that co-class presidents carry out their duties and meet expectations
- J. send out occasional emails to encourage the council
- K. serve on Union County Superintendent's Board of student leaders
- L. facilitate all student government weekly meetings
- M. assist with school assemblies, PTSO, and Open House
- N. organize and plan Freshman Orientation and "New to Monroe High School" sessions
- O. plan and attend all homecoming events
- P. the president must be on time, attend all events/meetings, and remain for the entirety of meetings/events.

Section Two: The Vice President shall:

- A. preside at the regular council meetings, and assist the president in all duties
- B. take the place of the president in his or her absence
- C. be a rising senior
- D. carry out major council business
- E. ensure that the executive officers carry out their duties and expectations
- F. revise the agenda as needed for the regular meeting as written from the executive secretary and hand a hard copy to the advisor before the regular meeting
- G. serve as an ex-officio member in all committee meetings
- H. send out occasional emails to encourage the council
- I. attend monthly school site base meetings to report student life activities
- J. assist president with student council weekly meetings
- K. organize and plan Freshman Orientation and "New to Monroe High School" sessions.
- L. plan and attend all homecoming events
- M. the vice president must be on time, attend all events/meetings, and remain for the entirety of meetings/events.

Section Three: The Second Vice President shall:

- A. assist the president and vice president in all duties
- B. coordinate the design and printing of club t-shirts
- C. be a rising junior
- D. carry out major council business
- E. serve as an ex-officio member in all committee meetings
- F. send out occasional emails to encourage the council
- G. organize and plan Freshman Orientation and “New to Monroe High School” sessions.
- H. plan and attend all homecoming events

Section Four: The Executive Secretary shall:

- A. call the roll at each meeting or activity
- B. keep up with thank you notes, birthdays, and other correspondences
- C. maintain a file that contains all Student Council papers, records, and correspondences
- D. prepare and distribute agendas for the officer and regular council meetings
- E. publish the student council meeting minutes on the following meeting’s agenda
- F. be a rising junior or senior
- G. carry out major council business
- H. send out weekly attendance emails to tardy or absent council members
- I. set monetary goals for each donation drive for the council
- J. maintain and keep in good order the student council office
- K. maintain the MHS Student Council “Point System.”
- L. collaborate with class presidents on attendance of class meetings.
- N. organize and plan Freshman Orientation and “New to Monroe High School” sessions.
- O. plan and attend all homecoming events

Section Five: The Chief Communications Officer shall:

- A. is responsible for ensuring that all student council events are documented with photographs and video
- B. be a rising sophomore, junior, or senior
- C. carry out major council business
- D. maintain a student council scrapbook to be presented to the council at the end of the year
- E. send out a weekly email to the entire student council with announcements no later than 6:00 pm on Sunday night of each week
- F. construct, and maintain a document which includes all email addresses, home phone numbers, cell phone numbers, addresses, and birthdays of each student council member
- G. collaborate with class presidents and all student body officers
- H. organize and plan Freshman Orientation and “New to Sun Valley High School” sessions.
- I. plan and attend all homecoming events

Section Six: The Co-Class Presidents shall:

- A. be full voting officers and members of the student council
- B. be a member of the class in which he or she wants to represent
- C. meet before or after school once a week for at least ninety minutes with their class committee or assigned committee. Class presidents may designate times approval of the advisor
- D. meet once a week with student body officers at the weekly officer meeting
- E. keep attendance records of all class meetings and class events, and post minutes of class meetings in the designated area on the student council information board.
- F. communicate with class members on a weekly basis by email
- G. capture highlights of all class events in coordination with the Chief Communications Officer
- H. collaborate with the Chief Communications officer on creating student council scrapbook

1. The Senior Class Co-Presidents shall:

- a. preside over the Senior Class Committee
- b. follow the instruction of the Student Council Advisor
- c. represent the senior class at designated school related and community functions
- d. supervise the functioning of all elected senior class student council members
- e. carry out major council business
- f. send out an email update to senior class members each week
- g. create an agenda and minutes for each committee meeting
- h. organize and plan Freshman Orientation and “New to Monroe High School” sessions.
- j. plan and attend all homecoming events

2. The Junior Class Co-Presidents shall:

- a. preside at all junior class committee meetings
- b. follow the instruction of the Student Council Advisor
- c. represent the junior class at designated school related and community functions
- d. supervise the functioning of all elected junior class student council members
- e. carry out major council business
- f. send out an email update to junior class members each week
- g. create an agenda and minutes for each committee meeting

3. The Sophomore and Freshman Class Co-Presidents shall:

- a. preside at all Sophomore or Freshman class committee meetings
- b. follow the instruction of the Student Council advisor
- c. work with the student council officers in making plans and decisions

- d. represent the Sophomore or Freshman class at designated school related and community functions
- e. supervise the functioning of all elected Sophomore or Freshman class student council members
- f. carry out major council business
- g. send a weekly email update to freshmen and sophomore class members
- h. create an agenda and minutes for each committee meeting

Section Nine: The Representative shall:

- A. inform students and teachers of council activities
- B. voice suggestions and opinions as presented to the members by the student body and/or faculty
- C. carry out duties as assigned to complete projects decided on by the council
- D. attend and participate in all student council functions
- E. be a freshman, rising sophomore, junior, or senior
- F. attending and assisting with class events and service projects
- H. assess student interest and provide feedback at student council and class meetings
- I. inform students of all student council and class events
- J. attend all weekly meetings of the student council on Thursday afternoons at 3:15 pm and all class committee meetings once a week after school for ninety minutes.

Article VI

Responsibilities and Disciplinary Procedures

Section One: Responsibilities of all members

- A. Student Government members are expected to obey all rules and regulations set forth in the Monroe High School Student Handbook and Union County Public Schools Student Handbook.
- B. Student Government members are expected to support all Council sponsored functions, projects, and activities
- C. Student Government officers and members are expected to be at all Council activities.
- D. Student Government members are expected to display respectable conduct that will uphold the honor of the Student Council and comply with its objectives while on and off campus.
- E. Student Government members are expected to follow and abide by the Member Agreement Form (Appendix A), the Attendance Policy Agreement Form (Appendix B), and The MHS Student Council “Point System (Appendix C).”
- F. Student Government members shall support and participate in other school-related activities
- G. Student Government members shall understand that human relations are important to the smooth operation of the council. Student Government

members are expected to show good character at all times and cooperate with one another in order to fulfill this objective.

- H. Student Government members should never attempt to undermine the decisions of the Student Government, the Student Government Advisors, or the work of anyone associated with the student council. Disagreements are to be handled in the council and not aired outside the council, unless with an administrator or parent.
- I. Student Government officers and members must comply and follow all instructions of the advisor.
- J. Student Government members must demonstrate excellent behavior in all aspects of student life, including in the class room and at any time while representing Monroe High School. This behavior must be acceptable to the advisor at all times. The advisor reserves the right to take disciplinary action within UCPS policy at any time he or she feels a member's behavior does not meet expected student council leadership qualities.

Section Two: Policy of Participation

- A. Student Government members are expected to participate in all activities the council sponsors.
- B. Participation will be checked to ensure that the representatives are meeting their required responsibilities of the "point system."

Section Three: Disciplinary Procedures

- A. Disciplinary procedures are outlined in the Member Agreement form, the MHS Student Council "Point System," and the Attendance Policy Agreement form.
- B. All disciplinary actions and dismissals will be received by written communication. Students will be warned when their MHS Student Council "point system," values are not at an acceptable level. If the situation is not rectified, then the student may be dismissed by the advisor and administration, and will be notified in person and in writing.

Article VII

Elections

Section One: All students who wish to be a member, an officer of the Student Government or a class president must follow the following procedures:

- A. Submit an application by the required deadline.
- B. Meet the minimum requirements for the position that he or she is running.
- C. Follow the campaign rules given by the advisor.
- D. Must attend the candidate meeting and/or meetings.
- E. Officers must present a speech to the student body, and may be asked to complete an interview process.
- F. Must sign and have proper parent signatures on the MHS Student Government Constitution, the member agreement form, the attendance policy form, the

“point system,” form and the application. All portions of the application must be filled out, initialed, and signed properly.

- G. Any failure to comply with the above stated rules may result in a candidate’s removal from the ballot.

Section Two: Students will vote electronically during lunches. All ballots must be checked and certified by the principal.

Section Three: All officers of the student council shall win by majority vote (50% plus one). **The Vice-President shall be the candidate who receives the second highest vote total in the presidential election.**

Section Four: Elections for the next year must be held no later than May 1st unless otherwise stated by the advisor or administration. Special elections can be called as needed by the advisor and officers. Freshman elections may be held at feeder middle schools in conjunction with our elections, late in the Spring Semester, or in September of the following school year.

Section Five: All officers are voting members of the student council. Each officer has one vote, each class officer has one vote, and each representative has one vote.

Bylaws

1. Committees

- a. Standing Committees shall be formed at the beginning of each year. Standing committees include: Freshman Committee, Sophomore Committee, Junior Committee, and Senior Committee
- b. Special Committees shall be formed as needed.
- c. Class Committees consist of the members of each class and will follow the instructions of the Student Government Advisors.
- d. Committee Chairpersons are the co-presidents of each class.
- e. Committees shall plan and implement their assigned duties according to Student Government resolutions voted on by the Council
- f. The student body officers will assign each class committee a set of duties for each semester during the summer of the election year.
- g. A group committee system may be implemented and executive and class officers will serve as the chairs for each committee

2. Meetings will be held every Thursday afternoon beginning at 3:15 pm and ending no earlier or later than 4:30 pm, for the whole council. All regular meetings are to be conducted in the advisors classroom unless otherwise stated and must last for the entirety of the allotted time. All class committees or group committees must meet at least once a week after school. Class committees or group committee chairs will chose a meeting day at the beginning of the fall semester after elections.

3. Two-thirds of the whole Student Council's membership must be present to constitute a quorum.
4. Two-thirds of the quorum's vote is required to amend and ratify the constitution.
5. This constitution may be amended at the advisors discretion if deemed necessary.
6. All formal meetings will use three forms of parliamentary procedure: The meeting must be called to order by the ringing of the bell no less than more than two minutes after the appointed meeting start time by the vice president at all meetings. After the bell rings, then the president must state, "The meeting is now called to order," and all members must raise their hand, be recognized by the Vice President, and then stand while he or she speaks. All members must be silent when another member is addressing the council. The last item on the agenda shall be new business, and new business is the time for members, not officers, to bring forth new ideas and concerns. Officers voice their concerns and new business only in the officer meetings and must place all new business on the agenda at least one day in advance.
7. Doing homework is not acceptable during any type of student council officer meetings, regular meetings, and events. All school rules are in effect during meetings, and cell phones should be turned off and put away during meetings. No one should eat during a meeting, unless we are serving hospitality food items. No one is to leave a meeting early unless permission from the advisor is granted.
9. The Student Government President and/or advisors reserve the right to appoint any student to the Student Government or a Student Government Standing or Special Committee as he or she wishes. The Officers must approve all appointments by simple majority vote. The president must seek the approval of the advisor before making a special appointment. The nominee must meet all requirements to serve on the council and must pay dues. Furthermore, this person has to be removed from the council by the established constitutional procedures.
10. The Student Government Advisor(s) reserves the right to dismiss anyone he or she feels is not capable of performing his or her duties. One's service is a privilege, not a right.
11. The Student Government Advisor(s) reserves the right to control access to the student council ballot if he or she feels one is not capable of performing adequately in a particular office. For freshmen, sophomores, and juniors this means that ballot access can be denied to those who do not work hard and prove themselves the previous year; especially if one wants to run for an officer position.

12. Everyone has a role on the student government. This student government is facilitated by the advisor and/or advisors. Student Government members must comply with the directions of the advisor(s), and when there is a disagreement, negotiate differences in a proper and ethical manner. All conflicts need to be resolved in officer meetings or outside the regular meeting time. **The officers are the student leaders, and the government's success and organization is based on how hard the officers work and lead by example.**
13. Officer and Advisors should keep the lines of communications open at all times and never enter a meeting not in full agreement on how to proceed.
14. Parent involvement and volunteerism is encouraged, but parents should not facilitate the student council.
15. Transfer students in good standing with a Student Council or Student Government organization at their previous school shall be offered membership in the Monroe High School student government upon officer and advisor review or his or her credentials. This transfer student may not be an officer unless appointed during a vacancy.
16. To enhance good communication all executive officers must meet with the advisors after school on a regular basis. Please communicate in person each day.
17. All government members are expected to follow the Member Agreement Form, The Attendance Policy Agreement form, and the MHS Student Council "Point System"

ELECTION COPY, SIGN AND RETURN THE LAST PAGE

Monroe High School Student Council

Constitution

5211 Old Charlotte Highway

Monroe, NC 28110

I have read and understand the Monroe High Student Council Constitution.

STUDENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____

DATE: _____