

*The Lakes Community High School  
Student Government  
Constitution*



*Adopted May 1, 2007*

## **Article I: Name**

The name of this organization shall be the Lakes Community High School (LCHS) Student Government.

## **Article II: Mission**

As the LCHS Student Government, we strive to facilitate the path of communication between students and administration, to improve the school environment, and to ensure that all students have a memorable high school experience.

## **Article III: Membership**

Membership in the LCHS Student Government shall consist of all Student Council members and all class officers.

## **Article IV: Executive Board**

Section 1. The Executive Board shall meet at least once a month to conduct the business of the LCHS Student Government. The Executive Board shall consist of the Student Council President, Senior Class President, Junior Class President, Sophomore Class President, Freshman Class President, and their respective Advisor(s).

Section 2. All members of the Executive Board shall be elected for a one year term.

Section 3. No member shall hold more than one position on the Executive Board.

Section 4. In the event that an Executive Board member is unable to complete a term, the Executive Board shall appoint a qualified individual to fill the vacancy.

A. Announcement of such a vacancy shall be made to all members by the Student Council President.

B. Appointment by the Executive Board to the vacated office shall be made no later than the second meeting following the vacancy.

## **Article V: Committees**

Section 1. The Executive Board shall have the power to establish *ad hoc* committees when deemed necessary.

## **Article VI: Qualifications of Student Council Officers**

Section 1. To be considered for office, a student must be a sophomore, junior, or senior for their elected term and must have been an active Student Council member for at least six (6) months prior to elections. During the term of office, the officer must be a regularly enrolled student at LCHS and must maintain a B average.

Section 2. To be eligible for any office, candidates must submit an application and two (2) teacher recommendations.

## **Article VII: Qualifications of Class Officers**

- Section 1. To be considered for office, a student must be a member of the class they are elected to represent. During the term of office, the officer must be a regularly enrolled student at LCHS and must maintain a B average.
- Section 2. To be eligible for any office, candidates must submit an application. Candidates for Senior, Junior, and Sophomore class officers must submit two (2) teacher recommendations. Candidates for Freshman class officers must submit one (1) teacher recommendation.

## **Article VIII: Election of Student Council and Class Officers**

- Section 1. Officers shall be elected at the end of the school year prior to their term and shall serve from the time of their election until the election of their successors. In case a candidate does not receive a majority of all votes cast, the names of the two candidates receiving the highest number of votes shall be placed on a second ballot and shall be voted on immediately.
- A. Freshmen officers shall be elected in the fall of their freshman year.
- Section 2. The credentials of the officer candidates shall be checked by the Advisor(s). The rules for campaign procedures shall be determined by the Executive Board.

## **Article IX: Duties and Role Descriptions of Student Council Officers**

- Section 1. The Student Council Executive Board shall meet at least once a week, as determined by Advisor(s). The Board shall consist of the President, Vice-President of Membership, Vice-President of Public Relations, Vice-President of Special Events, Vice-President of Fundraising, Vice-President of Eagle Spirit, and the Advisor(s).
- Section 2. The President must be a senior and is elected by the entire student body. He/she performs the following duties:
- attend all Student Government Executive Board meetings and related activities.
  - attend all Executive Board meetings, Council meetings, and related activities.
  - create agenda for Council meetings.
  - turn in agenda to Advisor by 4<sup>th</sup> hour the day of the meeting.
  - preside over Council meetings.
  - oversee all Vice-Presidents' activities and committees.
  - make reports to Advisors on progress of committees.
- Section 3. The Vice-President of Membership must be a junior or senior and is elected by Student Council members. He/she performs the following duties:
- attend all Executive Board meetings, Council meetings, and related activities.
  - take minutes for each meeting.
  - type and post minutes for access by all members.
  - report on minutes for the previous meeting.
  - maintain Council attendance records.
  - maintain membership and points system records.
  - communicate with members via email regarding upcoming meetings and activities.
  - preside over Council meetings in President's absence.
  - assist President as necessary.
  - oversee committees as necessary.

Section 4. The Vice-President of Public Relations must be a junior or senior and is elected by Student Council members. He/she performs the following duties:

- attend all Executive Board meetings, Council meetings, and related activities.
- oversee Public Relations Committee which advertises for upcoming meetings and events via signs, posters, emails, announcements, TV announcements, etc.; creates/maintains website for Council; communicates with community via local newspapers and local businesses.

Section 5. The Vice-President of Special Events must be a junior or senior and is elected by Student Council members. He/she performs the following duties:

- attend all Executive Board meetings, Council meetings, and related activities.
- oversee Special Events' Committees which include Homecoming (comprised of Parade, Coronation, Dance, and Decoration Committees), Teacher Appreciation Week, and Spring Food Drive Committees.

Section 6. The Vice-President of Fundraising must be a junior or senior and is elected by Student Council members. He/she performs the following duties:

- attend all Executive Board meetings, Council meetings, and related activities.
- oversee Fundraising Committee which obtains rewards/prizes from local businesses for give-aways, organizes fall spirit fundraiser, designs and sells annual t-shirt/hoodie.

Section 7. The Vice-President of Eagle Spirit must be a junior or senior and is elected by Student Council members. He/she performs the following duties:

- attend all Executive Board meetings, Council meetings, and related activities.
- oversee Eagle Spirit Committee which organizes pep rallies (including Homecoming, Sports, and Winter Pep Rallies), organizes spirit weeks (including Homecoming and Celebration Weeks), organizes Homecoming Door and Hallway Decorating Contests, raises school's awareness and involvement in all extra-curricular activities.

### **Article X: Duties and Role Descriptions of Class Officers**

Section 1. Each Class Executive Board shall meet at least twice a month, as determined by the Advisor(s). The Board shall consist of the President, Vice-President, Secretary, Treasurer, Public Relations Officer, Member-At-Large, and Advisor(s).

Section 2. The President performs the following duties:

- attend all Student Government Executive Board meetings and related activities.
- attend all Class Executive Board meetings and related activities.
- preside over Executive Board meetings.
- oversee all related activities.

Section 3. The Vice-President performs the following duties:

- attend all Class Executive Board meetings and related activities.
- preside over Executive Board meetings in President's absence.
- assist President as necessary.
- oversee related activities as necessary.

Section 4. The Secretary performs the following duties:

- attend all Class Executive Board meetings and related activities.
- take minutes for each meeting.
- type and post minutes for access by all members.
- report on minutes for the previous meeting.

Section 5. The Treasurer performs the following duties:

- attend all Class Executive Board meetings and related activities.
- obtain rewards/prizes from local businesses for give-aways and special events.

Section 6. The Public Relations Officer performs the following duties:

- attend all Class Executive Board meetings and related activities.
- create advertisements for upcoming special events.
- communicate with community via local newspapers and local businesses.

Section 7. The Member-At-Large performs the following duties:

- attend all Class Executive Board meetings and related activities.
- assist other Executive Board members as needed.

#### **Article XI: Removal of Student Council and Class Officers**

Section 1. In the event that an officer is not fulfilling his/her duties, another officer must voice a concern to the Advisor(s). At that point, the Advisor(s) will call a special meeting to address the issue.

Section 2. At the special meeting, the only order of business shall be the impeachment of the officer under complaint. The Advisor(s) shall present the complaint and explain the reasons for impeachment. The officer under scrutiny shall have an opportunity for rebuttal. Discussion may follow.

Section 3. A vote on impeachment must be held at that meeting. Each officer shall have one vote. The officer will be removed from office in the event that at least two-thirds (2/3) of the Board members vote for impeachment.

#### **Article XII: Amendments**

Section 1. The Constitution Committee shall meet at least once in the month of January each school year to revisit this Constitution and to consider possible amendments.

- A. The Constitution Committee shall be comprised of at least one (1) officer from each class and at least two (2) Student Council officers. Members shall be appointed by their respective Advisor(s).

Adopted – May 1, 2007