

New Trier Student Council Constitution

ARTICLE I - PURPOSES AND POWERS

Section 1. Purposes:

1. To formulate and express the opinions, recommendations, and suggestions of the student body to the administration, faculty, and the Board of Education.
2. To find balance between the students' voices and the administration's policies.
3. To achieve school-wide awareness of, and participation in, student-led and extracurricular opportunities unique to current interests.
4. To support activities that benefit students and the community.
5. To promote school spirit and strengthen New Trier's identity.
6. To guarantee the sovereignty and autonomy of all clubs and organizations at New Trier Township High School.
7. To pursue any goals proposed each year by the board.

Section 2. Powers:

1. To regulate the existence of clubs through charters.
2. To budget and supervise the activities fee fund.
3. To originate referenda to determine the opinion of the student body.
4. To define and protect students' rights.
5. To take all steps necessary and proper for carrying out the purposes of Student Council.
6. To update the Constitution annually.

ARTICLE II - OFFICERS

- Section 1.** The officers of Student Council shall be President, Vice-President, Secretary, Treasurer and School Culture Commissioner.
- Section 2.** With the exception of the President, the officers shall have the right to vote in formal and special meetings. The President is responsible for casting a tie-breaking ballot in the event of a tied vote.
- Section 3.** Officers shall meet together with sponsors at least once a week to discuss Student Council issues, agendas, and other relevant topics.
- Section 4.** It shall be encouraged that any officer or group of officers attend one Board of Education meeting every year.
- Section 5.** Newly elected officers will assume their duties in May with the understanding that the former officers will share the duties of office until the end of their term.
- Section 6:** Officers shall be responsible for appointing Student Council board members.
- Section 7.** The officers shall abide by the Extracurricular Code.
- Section 8.** Officers shall perform constituency reports as needed.
- Section 9.** Officers can resign from their position and assume the role of a board member.

ARTICLE III - OFFICER DUTIES

Section 1. The President shall:

1. Call and chair all formal meetings.
2. Call periodic officer meetings as needed.
3. Present project recommendations for the Student Council Board to consider, but cannot make formal motions.
4. Meet periodically with members of the administration to discuss matters of importance.

Section 2. The Vice-President shall:

1. Assume all responsibility of the President when she/he is unable to do so.
2. Direct all Student Council elections. In the event that the Vice President is running in a Student Council election, he/she will forfeit the following powers for the election stated in Article 5 section 4, 8 and 9.
3. Run, organize and attend all advisory forums to give project updates, and organize constituencies as needed. One or the other must be conducted quarterly.
4. Record updates to the Constitution annually
5. Meet periodically with members of the administration to discuss matters of importance.

Section 3. The Secretary shall:

1. Record, publish, and distribute minutes at the request of all Student Council members, other students, club sponsors and faculty.
2. Assume all responsibilities of the Vice-President when he/she is unable to do so.
3. Tally the votes.
4. Meet periodically with members of the administration to discuss matters of importance.

Section 4. The Treasurer shall:

1. Chair the annual Budget Day Committee hearings.
2. Assume all responsibilities of the Secretary when he/she is unable to do so.
3. Appoint students to the Budget Committee.
4. Keep an exact record, in writing, of all Student Council bank accounts and provide a budget report to students, administrators, and faculty who ask for it.
5. Ensure the reimbursement for all Student Council expenditures.
6. Meet periodically with members of the administration to discuss matters of importance.

Section 5. The School Culture Commissioner shall:

1. Organize events related to the promotion of school culture.
2. Assist the Treasurer with the responsibilities of the Secretary when he/she is unable to do so.
3. Plan and direct initiatives to enhance esprit de corps and bolster Trevian pride.
4. Meet regularly with student constituents to seek feedback and ideas related to school culture and the student experience.
5. Meet periodically with members of the administration to discuss matters of importance.

ARTICLE IV - THE DUTIES OF THE STUDENT COUNCIL BOARD

Section 1. The Student Council Board members shall:

1. Serve in at least one group lead by an appointed Executive Director.
2. Inform the student body of issues affecting them whenever a constituency is assigned or forum is conducted.
3. Represent the student body by expressing their opinions to the Student Council officers, the administration, the faculty, and the Board of Education.
4. Report daily to the Student Council office.
5. Attend all meetings unless excursions, illnesses, or emergencies prevent their attendance.
6. Abide by the Extracurricular Code.

ARTICLE V - ELECTIONS

- Section 1.** Sophomores and juniors with at least one completed year of experience prior on Student Council are eligible to run for the positions of President, Vice-President, Secretary, Treasurer and School Culture Commissioner.
- Section 2.** Officer elections shall take place during third quarter.
- Section 3.** Board elections shall begin immediately after the conclusion of officer elections.
- Section 4.** The specific dates of board elections shall be left to the discretion of the vice president. In the event that the Vice-President is running in a Student Council election, he/she will not forfeit this power except for conflicts of interest.
- Section 5.** The officers shall serve a term of two semesters.
- Section 6.** All officer and Board candidates must sign a "campaign rules" form, and complete a petition of fifty eligible voters' signatures.
- Section 7.** The Vice-President shall validate all petitions. In the event that the Vice-President is running in a Student Council election, he/she will forfeit this power.
- Section 8.** The Vice-President shall be responsible for seeing that all ballots correctly cast and are counted accurately. In the event that the Vice-President is running in a Student Council election, he/she will forfeit this power.
- Section 9.** There shall be a special board election for the officers where the total board vote shall equal 25% of the school-wide popular vote.
- Section 10.** In the event that there are more than two candidates for a single officer position, a primary election will be held within Student Council where all voting members except the candidates will cast one vote. The top two vote getters will move on to the general election. In the event of a tie, all tying candidates for first or second place will move on to the general election.

ARTICLE VI - APPOINTMENTS

Section 1. The appointment process for Student Council Board positions is as follows:

1. Only those who were not elected in a Student Council board election may be appointed.
2. The newly elected officers shall interview all interested candidates.
3. Appointments shall be made with the collaboration of newly elected officers and sponsors.
4. At their discretion, officers and sponsors can elect to adapt the appointment process to specific situations.

ARTICLE VII - MEETINGS

Section 1. Proposed clubs will be discussed in special meetings.

Section 2. Formal meetings shall be conducted under the procedures outlined in the current edition of Robert's Rules of Order Newly Revised which should be available to all board members.

Section 3. Formal meetings shall take the form as follows:

1. The President shall chair the meeting and call the meeting to order.
2. In the event of absence or a conflict of interest, the President can defer chairmanship to other officers in the order of: Vice President, Secretary, Treasurer and School Culture Commissioner.
3. Officers shall make weekly officer announcements, which will address officer issues presented by the board, other officers, the administration, and other subjects of relevance.
4. Executive Directors shall make weekly announcements, which will detail progress made on projects within their group and other subjects of relevance.
5. The chair shall open the floor to any old business not settled in previous meetings. Old business is only open to motions.
6. New business shall follow old business, where new motions shall be presented to the board.
7. The current officers shall decide the specific procedures of formal meetings, and communicate them with the rest of the board.
8. The debate shall stop when no further speeches are presented or when a board member moves the previous question.
9. With a 2/3 majority vote, discussion can end and move on to a formal vote.
10. Unless specified by the motion, all main motions shall pass with a majority vote.

Section 4. Special meetings may also be called by the President with the approval of the Vice President, by unanimous consent of the sponsors, or by any four officers. These meetings will follow the rules of formal meetings. The agenda is determined by the person calling for the meeting, and should be clearly expressed if the meeting is approved and called to order.

- Section 5.** Club proposal meetings do not follow the same procedure as formal meetings. The procedure goes as follows:
1. If the Board unanimously agrees to hear a club proposal, the meeting shall be called to order by the Presiding Officer.
 2. The floor is immediately turned over to a designated Board member, who shall make a formal motion to pass the club proposal.
 3. After the motion is made, the floor belongs to the club representative(s), who can use the time at his/her discretion to explain their club or to answer questions from the Board.
 4. At any time, any Board member except the President may make a motion to close debate. In the event of a majority vote, business immediately moves to the next club without a motion to reconsider.
 5. At the discretion of the chair, the club representatives may be asked to leave the room for the vote.
 6. A motion to adjourn can only be made when either all clubs present are discussed and voted on or when time expires.
 7. A meeting may be called any day of the week.
 8. Any club representative conflict of interest with any Student Council member will be resolved by the officers and sponsors.
- Section 6.** Duties of the Chair:
1. The chair is responsible for keeping order in the meeting and ensuring Robert's Rules are followed.
 2. Nobody may speak unless formally recognized by the chair.
 3. The chair has the ability to limit speech and questioning times in order to expedite the meeting and ensure all matters are addressed.
- Section 7.** If a student representative from the club is not available to attend a club's meeting, with the approval of three officers, they may schedule the meeting for another day. If a representative from the club cannot come on any day, the club must submit a form to SC explaining the club's merits and the reason for which no member can attend the meeting. This motion is part of a Friday meeting's "new business" and should be treated in as any other motion.
- Section 8.** A majority of all voting members shall constitute quorum.
- Section 9.** A majority of all voting members present and voting shall be required to pass any main motion. Board members who abstain will function as a non-vote, and they shall be excluded from vote total. Abstentions are *not* counted as "nay" votes.
- Section 10.** Minutes for all meetings shall be made available to the public within a week of their approval. A complete and/or an abridged version must be made easily accessible to constituents, and a complete version must be kept in the archives. This duty shall be carried out by the Secretary.
- Section 11.** A pre-meeting shall be held by the officers in order to discuss the agenda on a day to be determined by the President and sponsors. This should be a consistent meeting day.

ARTICLE VIII - PROJECTS AND EXECUTIVE DIRECTOR GROUPS

- Section 1. The five officers shall appoint Executive Directors for the school year and organize small groups which shall be led by the Executive Directors. This process must be completed before the beginning of the school year.
- Section 2. The Executive Directors shall:
1. Establish a project timeline schedule for all Student Council initiatives assigned to their group and ensure that it's followed.
 2. Report to the officers on their progress when requested.
- Section 3. The number of Executive Directors, small groups, and members within the small groups shall be left up to the discretion of the officers. It shall be highly encouraged that these be determined proportionally using the total number of Board members excluding the Officers.
- Section 4. Officers shall not be a part of the Executive Director groups, nor are they eligible for Executive Director positions. Officers will, however, be responsible for checking in with Executive Directors, discussing matters with their groups and helping advance Student Council initiatives on group work days.
- Section 5. The number of small group work days per week may vary and must be decided on unanimously by the Officers and Sponsors.
- Section 6. Executive Directors have the authority to place any of their group members on certain projects, and they have the ability to deactivate projects if they are not making viable progress.
- Section 7. Executive Directors can only be removed with the unanimous approval of all five Officers, and their replacement must also be voted on by all five Officers with unanimous approval. Small groups may also be revised at any point during the year with the unanimous approval from all five officers.
- Section 8. It shall be mandatory at the end of each Quarter that each Executive Director and Board member fill out the Executive Director System Survey (EDSS) to be administered by the Officers. The EDSS's purpose shall be to collect feedback on the groups, propose changes if need be, and shall be honest and sincere and will only be read by the Officers and Sponsors. It shall be kept completely anonymous, with no names on the forms. It shall be submitted to the Vice-President.

ARTICLE IX - MEMBER ATTENDANCE

- Section 1.** The failure to attend at least 35 minutes of 3rd period results in an unexcused absence.
- Section 2.** An accumulation of three tardies shall constitute an unexcused absence.
- Section 3.** An accumulation of two unexcused absences a quarter will automatically begin the impeachment process to be conducted at a formal meeting.

ARTICLE X - IMPEACHMENT

- Section 1.** Any member can move to impeach another member during a formal meeting.
- Section 2.** The member being impeached will have the opportunity to explain their case.
- Section 3.** If the chair of a meeting is up for impeachment, the next-in-line shall chair the meeting and impeachment proceedings.
- Section 4.** A 2/3 vote of Student Council's voting members against an impeached member will result in his/her removal.
- Section 5.** Impeachable offenses include, but are not limited to:
1. Having an accumulated two unexcused absences in a quarter.
 2. Having misused Student Council resources and facilities in violation of school policies.
 3. Having a violation of the Extracurricular Code.

ARTICLE XI - VACANCIES

- Section 1.** A position becomes vacant as a result of resignation, impeachment, or incapacitation.
- Section 2.** If there is a vacancy in the presidential office, the Vice-President will assume the position of President.
- Section 3.** The procedure for filling a Vice-President, Secretary, Treasurer or School Culture Commissioner vacancy is as follows:
1. The election process shall be run by the officer next in the succession.
 2. All current Student Council Board members are eligible to fill the vacancy.
 3. All interested candidates shall be given the opportunity to speak on their own behalf and shall be open to questioning by the board.
 4. The Board shall hold a mandatory election to nominate the top two candidates.
 5. This shall be a closed ballot election within the board to determine the election winner.
 6. In case of a tie, the sponsors will be the tie breaker.
- Section 4.** In the instance of a Board member's vacancy no replacement will be made.
- Section 5.** The President, Vice President, Secretary, Treasurer and School Culture Commissioner may resign their office while retaining a position as a Board

member.

ARTICLE XII - AMENDMENTS

The Constitution, or any part of it, may only be amended by a $\frac{3}{4}$ majority of all voting members of Student Council.

Passed - June 4, 2019

Addendum passed - September 20, 2019

Rationale for Addendum:

To comply with the 2018-2019 Proposition: It was concluded by the Board and Officers-Elect in 2018-2019 that the Committee System should be replaced for 2019-2020 and beyond due to inefficiency, inconsistency, disproportionate Committee sizes, restricted goals, and inadequate time for work with the old system. The Executive Director System provides adequate and flexible time scheduling for groups, proportionate representation and the ability to work on a wide range of projects and events.