

# School of the Arts Student Council Constitution and By-Laws

## **Preamble and Mission**

We the students of the School of the Arts, in order to bring students together, to improve student life, and to represent student interests before the student body, the school staff, and the Rochester community, do ordain and establish this Constitution and By-Laws of the School of the Arts Student Council (SC).

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## **Article I. Board**

### **Section 1.01 Board Members**

The student body elects three representatives for each grade level/cohort (7-12). To serve a one year term, with elections taking place the first week of October. Board members would serve for a one year term from October through September. (with the exception of graduating seniors)

### **Section 1.02 Honor Code**

- (a) Student Council (SC) Candidates, Members, and Officers are to be held to the student code of conduct expectations and the highest standards of student behavior. All students involved in SC activities serve as representatives of the student body as well as the entire school community. It is the expectation that Officers, Members, and Candidates serve as positive ambassadors for School of the Arts.
- (b) In the event of any allegation(s) of deviation from the code of conduct or improper conduct, SC Advisors will investigate allegations and consult with necessary parties. These parties include, but are not limited to School Staff, School Administration and ROC Restorative.
- (c) SC Advisors have the right to consult with school administration to determine student eligibility to remain as a candidate or active member of Student Council.

## **Article II. Officers**

The Student Council board will elect five officers (elected as described in Article III) with the assistance of faculty Student Council Advisors. President, Vice-President, Secretary, Treasurer and Communications Officer will be students in grades 9 - 12. Middle School Chairpersons will be students in grades 7 - 8.

### **Section 2.01 President**

The president's responsibilities include setting the agenda for Student Council meetings, running Student Council meetings, and acting as the primary spokesperson for the Student Council.

### **Section 2.02 Vice-President**

The vice-president's responsibilities include substituting for the president in case of absence, and assisting the president in carrying out their responsibilities.

**Section 2.03 Treasurer**

The treasurer's responsibilities include handling Student Council monies, monitoring and reporting on the status of the Student Council bank account, and coordinating fundraising efforts.

**Section 2.04 Secretary**

The secretary's responsibilities include recording minutes of Student Council meetings, taking attendance at SC meetings, and arranging (with the Student Council Advisors) for distribution of minutes.

**Section 2.05 Communications Officer**

The Communications Officer's responsibilities include heading up the communications committee, which will involve coordinating communication with SOTA Stream News, serving as liaison for different groups of students to communicate with Student Council, updating the school community about upcoming events, using different media outlets to communicate with the wider school community.

**Section 2.06 Middle School Chairpersons (2)**

Responsibilities include representing middle school interests and voices, heading up Middle School specific events, serving as middle school liaison to communications committee, and assisting other officers as needed. Chairpersons are voted upon by middle school board members.

**Section 2.07 Student Council Advisors**

The Student Council advisors are SOTA faculty members whose responsibilities include providing advice to the Student Council officers and board members, providing input at Student Council meetings, and facilitating communication with school faculty and staff.

**Article III. Election of Officers****Section 3.01 Board Election**

Student Council will conduct elections in October of every year to select board members for the current school year. SGA Advisors will oversee the election process.

**Section 3.02 Candidate Eligibility**

- (a) Student Council board candidates must have a minimum GPA of 2.5, minimum attendance of 85% from the previous school year
- (b) Candidates must obtain at least one recommendation from SOTA staff member.
- (c) Candidates must agree to and sign "candidate code of conduct and board member expectation" If student is found to be in violation of code of conduct they would be disqualified from the election

**Section 3.03 Election procedures**

- (a) Student Council Board candidates must attend an informational meeting about election rules (unless special arrangements are made with the current SC Secretary). This meeting must take place at least 3 days prior to the start of campaigning.
- (b) The Student Council advisors will set dates for campaigning. Campaigning will last for no more than one week. The final day of campaigning should include a public candidates' forum for students to hear the various candidates.
- (c) Voting will be conducted by members of the election committee on the one or two days following the campaign period. The three candidates at each grade level with the most votes will earn a spot on the Student Council Board.
- (d) The student from each grade level with the 4th highest number of votes would become the "Alternate", meaning that should another council member from their grade level no longer be able to serve on the council, they would be invited to step in.

## **Article IV. Meetings and Attendance**

### **Section 4.01 Scheduled Meetings of Student Council Full Assembly**

The Full Assembly of Student Council shall meet two times per month as scheduled on a calendar to be created by the Student Council officers in October of each year. Additional committee meetings will take place as needed. The announcement of meetings is the responsibility of the SC Officers with the help of the Communication Chairperson/Committee.

### **Section 4.02 Attendance**

- (a) Student Council Members should attend all meetings of the SC Full Assembly. The SC Secretary is responsible for recording attendance.
- (b) Student Council Members should notify the Secretary or Advisors when they cannot attend a Full Assembly meeting. Notification should be made through email.
- (c) Student Council members that miss two meetings without notifying the Secretary will be contacted by a SC Officer or Advisor. Following that contact, if the SC Member misses an additional meeting without notifying the Secretary or Advisors, that Representative will be replaced permanently with an Alternate.
- (d) Student Council Officers that miss one meeting without notifying another Officer or SC Advisor will be contacted by SC Advisor. Following that contact, if the SC Officer misses an additional meeting without notifying another Officer or SC Advisor, that Officer will be replaced permanently by a council member voted upon by the full board. The former officer will then have the opportunity to remain on the board but if they miss an additional meeting without notifying officers or advisors they will be replaced permanently by alternate.
- (e) Approved absences will not count against overall attendance of board members. However, Advisors reserve the right to request documentation of absence. If conflicts continue then Advisors will follow up with conversation on commitment to student council.

### **Section 4.03 Student Council Full Assembly Agenda.**

Meeting agendas shall be set by the Student Council President. Board Members or Officers may add to the agenda at the start of the meeting. The Agenda will include approval of the agenda, approval of minutes, a Treasurer's Report, Committee Reports, any other relevant items, and an opportunity to introduce new business.

### **Section 4.04 Student Council Assembly Discussion and Voting**

Discussion and voting at meetings shall be moderated by the President. Votes may be voice votes or hand counts or other method as deemed appropriate by the President. A hand count may be requested by any Representative or Officer. 75% of SC officers and members must be present in order to vote. Majority will constitute greater than 50% of members present at the meeting whether in person or virtual.

## **Article V. Committees**

### **Section 5.01 Responsibility of Committees**

The business of Student Council shall be conducted by committees. These committees will meet separately from the Full Assembly and will report to the Full Assembly regularly.

### **Section 5.02 Committee Members and Chairpersons**

Any student in grades 7 through 12 may be a member of a Student Council Committee. If a student wishes to be a member of a committee they should contact their grade level representative. The Chairperson or Co-Chairpersons of a Student Council Committee must be Board Members or Officers of the Student Council. Board members or officers can volunteer for these roles. From the volunteers, the Chairperson or Co-Chairpersons shall be selected by the Student Council President.

### **Section 5.03 Standing Committees**

The Election Committee, Fundraising Committee, Communication Committee, and Student Concerns Committee are all Standing Committees of Student Council. These Standing Committees may form ad hoc sub committees as needed.

### **Section 5.04 Ad Hoc Committees**

Committees may be proposed by any member of the board. The formation of a new committee requires a majority vote of the Full Assembly.

## **Article VI. Communication**

### **Section 6.01 Meeting Minutes**

- (a) Minutes will be kept for all Full Assembly meetings by the Student Council Secretary. If the Secretary cannot attend, the responsibility of taking minutes will be delegated by the Student Council President.
- (b) Minutes will be kept for all committee meetings by a person delegated by the Chairperson of the committee.
- (c) The SC Secretary or Committee Member will, with the assistance of the SC Advisor, edit and publish the minutes of meetings to the Student Council Google Classroom. All SC board members and advisors will be added as members of the Google Classroom. Meeting minutes will be available to all SOTA community members upon request.

### **Section 6.02 Communication with Students**

The Student Council Officers and the Communication Committee will be responsible for disseminating information as well as polling the student body about SC events and issues.

## **Article VII. Amending the SC Constitution and By-Laws**

Amendments to this Constitution and By-Laws may be proposed by any Student Council Officer or Board Member. A majority vote is required to officially introduce an amendment at the SC Full Assembly meeting. The subsequent SC Full Assembly meeting must ratify an amendment with a two-thirds majority.

## **Article VIII. Ratification**

This Constitution shall be ratified after a period of student feedback and public meeting to share ideas and input on the constitution. The subsequent final document will be ratified with approval from School Based Planning Team.

**Constitution Ratified by School Based Planning Team May 19, 2021**