

# ROUND ROCK HIGH SCHOOL STUDENT COUNCIL

---

2016-2017  
HANDBOOK & CONSTITUTION



Name: \_\_\_\_\_



## TABLE OF CONTENTS

2016-2017 Objectives	page 4
Norms	page 5
Calendar Overview	pages 6
Officer Information	page 7-8
Constitution	pages 9-23
Oath of Office	page 24
Point Verification	page 25
General Application	page 26
Monthly Calendar	pages 27-31

<b>Links and References:</b>	
<i>Round Rock High School</i>	<i><a href="https://rrhs.roundrockisd.org/">https://rrhs.roundrockisd.org/</a></i>
<i>Round Rock Student Council</i>	<i><a href="http://rrsstuco.weebly.com/">http://rrsstuco.weebly.com/</a></i>
<i>Sponsor Website</i>	<i><a href="https://sites.google.com/a/roundrockisd.org/k-sarlls/">https://sites.google.com/a/roundrockisd.org/k-sarlls/</a></i>
<i>Texas Association of Student Councils</i>	<i><a href="http://www.tasconline.org/">http://www.tasconline.org/</a></i>
<i>National Association of Student Councils</i>	<i><a href="http://www.nasc.us/">http://www.nasc.us/</a></i>
<i>Online RRHS application and point verification</i>	<i><a href="https://docs.google.com/a/roundrockisd.org/forms/d/10iCxAA-ZYgaFklbl61sLNiY-vwRQgr7WwIQwGrEf6BI/viewform">https://docs.google.com/a/roundrockisd.org/forms/d/10iCxAA-ZYgaFklbl61sLNiY-vwRQgr7WwIQwGrEf6BI/viewform</a></i>
<i>Please follow our Twitter and Remind on the Student Council website.</i>	
<b>Remind: Text @rrstuco to 81010</b>	

RRHS STUDENT COUNCIL  
2016 – 2017 OBJECTIVES

*In what ways can Student Council improve student engagement?*

1. Increase campus participation in service to the local community, programs, and student benefit projects
2. Increase school spirit and Round Rock Dragon culture through targeted projects in traditions, spirit activities, and diversity programs; unify the student body
3. Increase communication and program awareness between diverse groups of students and organizations to increase student voice and participation
4. Encourage and facilitate the exchange and implementation of new ideas and programs for Round Rock High School students and the surrounding community; increase student voice and ownership of ideas



## Meeting and Procedural Norms:

1. Be respectful and cooperative with all members, officers, and sponsors in meetings and in daily communication.
2. Express and exchange ideas and input in balanced, fair, and accepting manner. Be open and receptive to input. Negativity and criticism is not tolerated. Constructive criticism and additional suggestions is appreciated.
3. All ideas, projects, processes, and procedures and behaviors should be approved by sponsors and administration and be agreed upon by peers. All tasks should promote goals and objectives of Student Council and Round Rock High School.
4. Officers and members are mindful of representing the Student Council of Round Rock High School in all activities, in and outside of school.

### Meetings and Events –

All meetings – officer, general, and committee or otherwise are to remain professional, time-efficient, and organized with goals and processes. Unrelated, irrelevant issues, concerns, or personal situations or issues not pertaining directly with the set agenda, task, or event of that meeting should remain separate and divided from the professional setting.

1. Officers and members are expected to maintain professionalism at all times. Officers and members should continuously serve their leadership roles and the goals of the organization. Items not related to the current professional setting and/or event (including issues between individuals, etc.) are to be tabled and should not interfere with completion of tasks.
2. Time and communication enforcement should be kept and managed by the parliamentarian.
3. An agenda should be submitted prior to each meeting by the attending officers (the sponsor and/or president will oversee this process).
4. Minutes and attendance should be administered by the secretary and reviewed at the following meeting. Minutes should be submitted within a week of the meeting.
5. All members and officers in attendance in meetings should not speak off-topic, cause distractions with miscellaneous comments or items, or detract from the continuation of the meeting.
6. Cell-phones and other distracters should not be out or used during meetings unless an emergency.
7. Notes should be taken by each attendee at the meeting.

### Event Planning –

To successfully orchestrate an event, officers must plan every phase of the program specifically and exactly. It is vital to plan items such as funding, timing, supplies, measured success of the event, goals, and potential issues and concerns. The basic process for planning an event includes:

- A. Brainstorm potential events for specific goals, audiences, and functions. If an event is deemed feasible, financially reasonable, accomplishable, and *is approved by administration*, then planning may begin.
  - a. Events must be cost-effective. If an event is a fundraiser, it must be approved for its potential monetary success (fundraiser application must be submitted). Fundraisers must be planned for the caveat of attendance, supplies, etc.
  - b. Events, posters, flyers, t-shirts, etc. must always be school-appropriate and reflect the goals of Student Council.
  - c. All events, including items used at the events, must be approved by administration. All items must be approved by supervising principal, campus financial coordinator, and facility organizer.
- B. Plan a specific date, time, and location for the event, anticipating audience, conflicts, etc. Submit facility request with these specifics that includes equipment/technology needs.
- C. With date approved and set on district calendar, begin planning the overall function of the event. Plan *all* steps and times of the actual program specifically and step-by-step (this includes things, such as supply needs, that will take place prior to event date). This will determine items that need to be completed. Determine exactly what is going on where and when, what supplies are needed, how many people need to be involved, what steps, etc.
- D. Create lists of specific items to be completed for event. This includes all factors, supplies, advertising needs, and components. These will vary based on the event. Organize items into specific committees. Create tasks and step lists with set deadlines of completions. Set deadlines earlier to plan for potential issues. All committees should be thoroughly examined to ensure all items, including potential complications, are planned for.
- E. Officers should head committees and begin working on tasks. Sign up members to assist. Deadlines should be strictly followed. Members should sign up and join committees to help facilitate process. Officers are ultimately responsible for completion of committee tasks. It is expected that officers complete all tasks through the very end and are present for all processes in that committee. Meetings and agendas may be planned to serve completion deadlines.
  - a. Should committee tasks require funds, this must be approved by the sponsor first. Funds should be reasonable. Supplies and funds are allocated for events and must come through the activity account.
- F. Complete event tasks and event steps. Implement plans for program and complete event. All officers and committee head are expected to be present through completion of event.
- G. After event is complete, reflect on success of event and document on appropriate forms. Record financial records and fundraiser recaps. Clean up supplies and organize debriefing.



## 2016 – 2017 OFFICERS

### *STUDENT COUNCIL*

Sponsor: Mrs. Kara Sarlls  
*cell: 979-324-2199*  
*email: kara\_sarlls@roundrockisd.org*

President: Audrey Rhynerson

Vice-President: Thanvi Thodati

Secretary: Gaby Rosales

Parliamentarian: Erin Hudgins

Treasurer: Aksha Bagepally

Historian: Naren Gundapaneni

At-Large Representative: Kevin Lam

Communications Officer: Kami Pullakhandam

### *Committees*

- *Outstanding Student Council (OSC) – Audrey Rhynerson*
- *Community Service – Erin Hudgins*
- *Energy and Environment – Audrey Rhynerson & Aksha Bagepally*
- *Pride – Kevin Lam & Naren Gundapaneni*
- *Patriotism – Thanvi Thodati*
- *Drug Alcohol Safety and Health (DASH) – Kami Pullakhandam & Gaby Rosales*
- *Fundraising – Aksha Bagepally*

<p>SENIOR CLASS- Class of 2017</p> <p>President - Noah Zunker</p> <p>Vice-President - Shay Rutenberg</p> <p>Treasurer - Nathan Daniel</p> <p>Historian - Maddy Woodford</p> <p>Secretary - Peyton Wernli</p> <p>Parliamentarian - Lyndon Nguyen</p> <p>Sponsor: Johnny Pham</p>	<p>JUNIOR CLASS-Class of 2018</p> <p>President - Molly Riquelmy</p> <p>Vice-President - Ammar Abed</p> <p>Treasurer - Aly Pogorzelski</p> <p>Historian - Austin Hormuth</p> <p>Secretary - Jennifer Molis</p> <p>Parliamentarian - Alec Kennison</p> <p>Sponsor: Monica Oliver</p>
<p>SOPHOMORE CLASS-Class of 2019</p> <p>President - Garrett Georgens</p> <p>Vice-President - Sree Grandhe</p> <p>Treasurer - Hannah Eisenberg</p> <p>Historian - Jay Madalia</p> <p>Secretary - Naimish Kavani</p> <p>Parliamentarian - Sheryl Lawrence</p> <p>Sponsor: Eric Oliver</p>	<p>FRESHMAN CLASS-Class of 2020</p> <p>Sponsors: Krystal Lugo &amp; Ashley Aldridge</p>



# **CONSTITUTION OF THE STUDENT COUNCIL OF ROUND ROCK HIGH SCHOOL**

## **PREAMBLE**

**We, the elected and appointed students of Round Rock High School, in order to instill a spirit of cooperation between the administration, faculty and student body and develop citizenship and leadership skills among fellow students, do organize ourselves to operate under the following constitution.**

**The constitution and its coordinating documents, handbook, and forms must remain public and accessible by administration, sponsors, members, and students of Round Rock High School. The sponsor shall post the constitution electronically.**

## **ARTICLE I – NAME**

The name of this organization shall be the Round Rock High School Student Council.

## **ARTICLE II – PURPOSE**

The general purposes of this organization shall be:

- A. To foster the spirit of cooperation between the faculty and the students;
- B. To coordinate student activities;
- C. To encourage better school citizenship, student participation in school activities, and good sportsmanship;
- D. To encourage student responsibility in maintaining high ideals in the school;
- E. To sponsor and promote certain school projects from time to time;
- F. To sponsor and foster correct ideas of dress, manners, conduct, and attitude in the school.

## **ARTICLE III - MEMBERSHIP**

**Section 1.** The Student Council membership shall consist of the following students:

- A. Student Council/Student Body Officers (President, Vice-President, Secretary, Treasurer, Reporter/Historian, At-Large Representative and Parliamentarian)

- B. Senior, Junior, and Sophomore Class Presidents
- C. Class Representatives
  - 1. Class representatives will be elected or chosen by the grade level principal and sponsor. Positions include vice-president, secretary, historian, parliamentarian, and treasurer (in addition to elected president).
  - 2. The sponsors with the consent of the executive committee will be able to appoint students that have shown an interest in the student council and have been active in the activities of the student council.
- D. One qualified representative from each student organization.  
Each student organization will be encouraged to appoint one representative to serve on the Student Council, provided that student meets the qualification stated below.
- A. General members consisting of students from all grade levels. Open membership to all students at Round Rock High School - Any currently enrolled freshman – senior student may attend meetings for Student Council.
  - 1. Upon successful submission of the membership application and attending one qualifying Student Council function, the student will be considered a member. Active members will be those who complete 40 points in Student Council – related activities per semester.
  - 2. Current active members in the senior year who have been active at least 2 semesters will qualify to wear a Student Council stole at graduation.

**Section 2.** The qualifications for active membership to the Student Council will be:

- A. General members must agree to uphold the constitution, the behavioral contract of all Student Council members, and maintain the promotion of the goals and objectives of the Student Council. By completing the membership application, a student is representing Student Council. Active membership will be determined after a student attends one Student Council function.
  - A. Maintaining active membership is determined by continuing to promote the goals of Student Council and performing responsibilities as a member. This includes accruing membership points every semester of a minimum of 40 points. In equivalence to time spent at an activity, 2 points equals 1 hour. Additional points may be distributed as appropriate but must merit distribution. Points may not be given out, or removed, for inappropriate purposes including in the terms of bribery, slander or favoritism in any manner, and other ways that misuse the point system. Points may only be agreed on by the sponsor and Student Council executive board.
  - B. Point verification forms are signed off by the executive board and sponsors and must be turned in by general members within 2 weeks of the activity. Point forms must be verified by the sponsor.
  - C. Deadlines for points will be set by the sponsor per semester.
- B. Students seeking election must have an overall average of 75 during the semester preceding their election to the council.

- C. Each student seeking membership into the council must not have been guilty of a major disciplinary infraction during the school year or previous school year he or she seeks election. Major disciplinary infractions can include, but are not limited to, actions described in the Round Rock High School Student Handbook.
  - 1. Major disciplinary infractions include incidents in which cause the student to receive serious consequences. Please see Section 3, C1.
- D. Students seeking appointment to the student council must have the recommendation of their peers and recommendation from at least three faculty members as stated on the petition to run for a position on the Student Council.
  - 1. Student Council officers are considered active as performing their duties and are not subject to the points system while acting as officers. Officers must meet the minimum standards of the executive board. Class representatives must still complete minimum points per semester and follow their assigned duties.

**Section 3.** – All items of dismissal and re admission as shown below must be documented and filed. Dismissal of Student Council members shall be based upon the following criteria:

- A. Dismissal based on academic performance:
  - 1. Each student council member must maintain the standards for membership in order to retain his membership. Any member who falls below the standards, which were the basis of his/her election/appointment, shall be warned by the faculty sponsors. A member will be allowed one warning period per six weeks. During this warning period a member is declared on probation and will not be able to vote or hold office. If after the warning period the member's average is above 75, he shall be removed from probation and be declared in good standing. If the average is below 75, the member shall be removed from the council.
  - 2. If a member fails a course or earns a grade below 60 in an AP class during a report card period but still maintains a 75 average, he/she shall be removed for three weeks according to state law. Two such failures per year shall result in removal from Student Council for the remainder of the year.
- B. Dismissal based on lack of participation:
  - 1. Members may be dismissed from the council when they have accumulated three unexcused absences from general or special meetings during the year. Members may also be removed for not participating in the activities established by the student council. Illness or participation in another scheduled school activity will be considered an excused absence. If an absence other than illness, school-related activity or extenuating circumstances occurs, the student council member must have prior notification to the executive committee or sponsors to be considered excused. A warning or 3 week probationary period will be given to the members before dismissal.

2. Members may be dismissed if they fail to actively participate in the committee(s) to which they have been assigned. A warning or 3 week probationary period will be given to the members before dismissal.
3. Members who become elected officers, committee chairs, and/or class representatives must consistently perform the roles and duties of his/her designated position at an adequate, sufficient level in which successfully allows the Student Council to continue to operate at an effective level. This includes –
  1. Attending all required meetings and committee events; students not meeting this requirement will have accrued more than 3 unexcused absences in a year.
  2. Participate sufficiently at events and meetings to perform tasks exceptionally.
  3. Given responsibilities and tasks are completed- on time, thoroughly, and with precision. This means tasks are not skipped, ignored, or reassigned to another officer or sponsor due to lack of initiation.

C. Dismissal based on disciplinary infractions:

1. Any member guilty of a major disciplinary infraction in school or at any school-sponsored activities shall be removed from the Student Council for the remainder of that school year. Major disciplinary infractions include, but are not limited to, the following: suspension, expulsion from school, two or more trips to “in-school-suspension”, excessive detentions for disciplinary reasons, forging notes from the Student Council sponsors, teachers, or parents, and skipping school. The executive committee will meet to determine if the infraction is major and the principal may confirm or override this action. Any member that is sent to the behavior alternative campus will be dismissed.
2. The sponsor and principals shall have the authority to decide whether a member is removed or placed on probation for up to 2 months when that member is guilty of a minor disciplinary infraction. Executive board members and representatives will be held to the standard as an officer for the consideration for removal, depending on severity and the determination of the principal and sponsors for minor infractions.
3. Any member found guilty of inappropriate behavior off campus may be given probation or warned. A second infraction will be cause for dismissal. This includes but is not limited to the following: trouble with the police, drugs, and drinking. Student Council members are responsible for their actions at all times and are constantly watched as role models. The Principal may confirm or override this action. Officers may be dismissed immediately for this behavior.

D. Dismissal based on improper behavior or showing lack of respect:

1. Members shall be respectful of other members and the belongings of other members. The first infraction will be result in probation. The second infraction will result in removal from the council.

2. Members exhibiting disrespect in a special meeting (including but not limited to conventions, parties, committee meetings) shall be given probation in the amount of time decided on by the executive committee for the first infraction. The second infraction will result in removal from the council.
- E. The Principal shall have the power to remove any member. The sponsor has the authority to recommend removal to the board and obtain agreement by the principal
- F. Inability to meet the requirements outlined above consistently in which promotes the goals and continual running of Student Council programs successfully will result in the initiation of a dismissal process for, in particular, officer and committee positions.
1. Dismissal of a member will include determination by the board and sponsors.
  2. Dismissal of a representative or board member will include a review by the board, sponsors, and input by the campus administrators. Dismissal is ultimately determined by the sponsor and principal and may vary based on the severity/frequency/specific concern of the issue.
  3. In all cases of dismissal, parent contact must be initiated.
- G. A dismissal process will be followed for removal from office. All sponsors are involved with the dismissal and warning process and must be informed of decisions. The student council sponsor will oversee all procedures. Officers will function within a three-strike policy with the following process:
1. First strike, due to any documented concern shown to the sponsor, will result in a verbal warning by the sponsor. Formal documentation will be filed for record.
  2. Second strike, due to additional documentation or reports, will result in a written probationary warning by the sponsor. The officer will sign the form and parents and administration will be contacted. Formal documentation will be filed for record. Second strike results in a probationary period for a minimum of 3 weeks. Documentation must be submitted to reinstate the officer.
  3. Third strike, due to failure to perform duties as maintained by contract in probationary period, or due to additional strike after two warnings and successive reinstatement, will cause removal from the student council and officer position. Formal documentation will be filed for record. Third strikes and official removal must have administrative approval and parental contact.
  4. Strikes may result from not following constitution or oath as directed. Depending on severity (in particular, disciplinary infractions), additional strikes or immediate removal may result. Minor infractions may result in a 2 month probationary period along with two strikes, rather than a 3 week period. See Sub-Section G above.
  5. Strikes based on representative vote: the student council officers have the authority to, if majority officer vote reached, to issue a strike, based on documentation and appropriate reasoning. Reasoning must be objective and based on formal observations and concerns. Reasoning must be based on constitutional policy and the Round Rock HS handbook. Violation of the policy may result in immediate removal from office. Votes, decisions,

- and actions of officers must remain confidential. The finality of strike will be approved by the sponsor and administration, if appropriate. The formal strike will be submitted and communicated by the sponsor.
6. Strikes based on sponsor and faculty decision: the sponsors have the right to issue strikes based on vote, based on documentation and reasoning submitted by staff, administration, or other sources. Reasoning must be based on constitutional policy and the Round Rock HS handbook.
  7. Strikes based on member vote: class officers and general members have the authority to petition for a strike based on formal documentation. Reasoning must be based on constitutional policy and the Round Rock HS handbook. Violation of the policy may result in immediate removal from office. Votes, decisions, and actions of petitioners must remain confidential. Petitions must have at least 30 formal signatures and be submitted formally with a formal explanation and documentation to the sponsor and administration for consideration. The finality of strike will be approved by the sponsor and administration, if appropriate. The formal strike will be submitted and communicated by the sponsor.
- H. A person removed from Student Council or from an officer position may not hold a position in the council for the rest of the school year. Petitioning for membership the following year will only be allowed after the member has turned in a written request for membership that has been approved by the sponsors, Principal, and Executive Committee.
1. Petitioning for reinstatement as a member to be eligible to run for an office will include a written formal request by the student and must be signed off by the principal and two faculty representatives. The request should entail the purpose for admittance and intentions. The sponsor and executive board of officers will receive the request and determine eligibility for admittance. The principal has the power to affirm admittance.
  2. Petitioning for membership as a general member will include a formal request to the sponsor. If desire to run as an officer, the student must further petition with administrators as indicated above. The sponsor may determine eligibility and may seek administrative and executive board input.

## **ARTICLE IV – ELECTION PROCEDURES**

### **Section 1. Election Dates**

- A. The student body officer election, class officer election, and class representative election will take place in the Spring semester of each school year.
- B. The student body officer election will take place 2-3 weeks surrounding the dates of the TASC State Convention. This will usually be immediately after spring break.
- C. The class officer elections will take place approximately two weeks after the student body officer election.
- D. Results of elections will be announced at the time specified by the sponsor.

## **Section 1A. Ties & Unfilled Positions**

- A. Ties – in the event of a final vote for any officer position within 25 votes of another candidate, a runoff election will result be scheduled within the student council.
- B. Runoff dates will announced by the sponsor.
- C. After election, in the event a position is left unfilled, the executive council may vote to hold an election within Student Council or leave the positive unfilled. Final discretion will be given to the sponsor.
- D. In executive elections, an eligible senior candidate may run for a junior position if no junior member applies. An eligible junior candidate may run for an unfilled senior position, upon special approval by the executive council.
- E. In elections, if a position(s) is/are left empty in the campaign process, and should multiple candidates choose to run for other positions, the sponsor may grant candidates who do not earn that officer position the option to fulfill the role(s) of the unfilled officer position(s). If multiple candidates are eligible and seek this single unfilled role, a secondary voting may take place.

## **Section 2. Student Body Officer Election**

- A. The president, vice-president, secretary, treasurer, reporter/historian, at large representative and parliamentarian shall be a Senior or Junior elected by approval of faculty evaluation and plurality vote of the entire student body.

Students seeking the office of president, vice-president, secretary, treasurer, reporter/historian or parliamentarian:

- 1. must be either Juniors or Sophomores at the time of the election
    - 1. Senior positions include president, vice-president, parliamentarian and treasurer. Junior positions include at-large representative, historian, communications officer and secretary.
  - 2. must also have at least one year experience in serving on the student council in order to be eligible to run for an office position – must be considered an active member for 2 semesters.
  - 3. must be a teacher’s aid to the sponsor
  - 4. must have no major disciplinary infractions from the previous school year
- B. Candidates for president, vice-president, secretary, treasurer, reporter/historian and parliamentarian must petition to get their names on the ballot by obtaining 75signatures of fellow students and three teacher recommendations on the correct application forms before the set deadline. Applications must be completed. The candidate must be deemed eligible by the sponsor to be a representative, based on the policies provided. No write-in candidates will be permitted. Incomplete applications (including required signatures and recommendations) will not be considered.
  - C. The sponsor will determine eligibility based on the constitution, completion of application and petition, grades, behavior, attendance, and the content of teacher recommendation. The sponsor and administration have the authority to finalize eligibility of a candidate. The candidate must represent and support the values and policies, including consistent active participation and leadership,

fulfilling of duties, and attendance, as shown in the constitution and oath/code of conduct of Student Council to be deemed eligible.

- D. Student Body Officers may not run for a Class Officer position for the same school year.
- E. Candidates must have a semester average of 75 or above and no failing grades the previous reporting period.
- F. An officer may not succeed himself/herself in office, but may hold another office.
- G. Campaigning may not begin until two weeks prior to the election. Upon approval of candidate (candidate will be contacted in event of a concern), campaigning will begin on a given date.
- H. All posters/signs must be approved with a signature by the sponsor and principal – unapproved posters/signs will be removed. Candidates and campaigns must comply with all school rules. A total of 20% of each campaign poster must be made up of the candidate’s platform, experience, and/or issues. Posters should be neatly designed and professional-looking, school-appropriate, and mirror the values and goals of Student Council and Round Rock High School. Unofficial posters (posted by friends) are not allowed. Negative campaigning is not allowed. Candidates (or their friends) may not knowingly: misrepresent any factual information, attack another candidate's views, experience, or platform. Candidates may not attack the character of another candidate in any way. Discriminatory, obscene, sexually suggestive, drug and alcohol related, and generally offensive content is prohibited. Tit-for-tat campaigning is not allowed. Voters cannot be ‘bribed’ to vote for a candidate. Candidates may not damage, destroy, obscure, move or otherwise limit access to campaign materials produced by others. Each candidate for a position may produce a maximum of 100 posters/signs.
- I. Campaigns must remove their election materials from campus by the Monday following the election. Election results will be released at a time and day deemed appropriate by the Student Council Sponsors. No student member of Student Council will release any results, predictions, etc. early. Violation of this policy will result in immediate discipline action. The final results will remain confidential with the sponsor until announcement.
- J. On Election Day(s), vote solicitation is not allowed within 20 feet of any polling place. Candidates and supporters must remain 20 feet away from the voting stations, except when casting their votes.
- K. Prior to voting, each candidate will make a live speech in front of our student body during morning announcements. Each candidate’s speech may be up to 1 minute long and should include at minimum the candidate’s name and platform. Speeches should continue to follow all campaigning requirements as listed above.
- L. Violation of campaigning rules and etiquette, or failure to meet candidate expectations and qualifications will result in the candidate’s removal from election ballots.



- M. All current officers and sponsors will remain neutral to all candidates during the campaigning and election process.
- N. An officer must sign a written statement that he/she will follow the constitution and code of conduct.
- O. Student Council ballots may only be counted by selected senior representatives.

### **Section 3. Class Officer Election**

- A. The president, vice-president, secretary, treasurer, reporter/historian and parliamentarian of each class shall be elected by plurality vote of the students in that class.
- B. Students seeking the position of a class officer must obtain (and return before the deadline) three teacher recommendations and a petition with 50 student signatures from his/her own class. The candidate must complete an application and be deemed eligible by the sponsor to be a representative, based on the policies provided. The principal will establish any rules or guidelines for campaigning. No write-in candidates will be allowed. Incomplete applications (including required signatures and recommendations) will not be considered.
- C. The sponsor will determine eligibility based on the constitution, completion of application and petition, grades, behavior, attendance, and the content of teacher recommendation. The sponsor and administration has the authority to finalize eligibility of a candidate.
- D. Student seeking to be a class representative must be an active member of Student Council for one semester prior to elections.
- E. Candidates must have a semester average of 75 or above and no failing grades the previous reporting period.
- F. Must have no major disciplinary infractions from the previous school year (this may be determined by the principal)
- G. Students seeking the position of class representative must sign a written statement that he/she will follow the constitution.
- H. Class officers will follow the same campaigning regulations as indicated in Section 2 above. Candidates will not make a speech prior to Election Day.
- I. Class election ballots may only be counted by selected senior representatives.

### **Section 4. Appointed Representatives/Vacancies**

- A. The sponsors and executive committee may appoint class representatives if a position is open in the student council due to the removal of members, officers

step down, or if the member moves during the school year. Alternates will be appointed as class representatives before other students will be considered.

- B. The sponsor may appoint representatives or interim representatives as required.
- C. In the event of an executive board opening, the executive board, sponsors, and principal may agree to a procedure in which calls for appointment or a general member open agreement. Determination will depend on the timing in the year and circumstances surrounding the vacancy.
- D. The general process of vacant positions is as follows:
  - 1. If the president position becomes vacant, the vice-president becomes president. The vacant vice-president position must be filled following the given guidelines below.
  - 2. If the student council has a vacant officer position (other than president), all candidates from the previous election who were not elected who wish to run for the office are eligible, along with additional interested candidates from within the student council. Candidates must meet all eligibility requirements as stated. Candidates from the previous voting period are not required to petition for eligibility (apply), but must maintain the policies instructed on the application. New candidates from within the student council must formerly petition through the application process to become eligible. Exemptions on student grade (sophomore, junior) may be granted, depending on the timing of voting. Candidates must be active members for two semesters to be eligible regardless of timing.
  - 3. If a class council has a vacant officer position (other than president), all candidates from the previous class election who were not elected who wish to run for the office are eligible, along with additional interested candidates from within the class council. Candidates must meet all eligibility requirements as stated. Candidates from the previous voting period are not required to petition for eligibility (apply), but must maintain the policies instructed on the application. New candidates from within the class council must formerly petition through the application process to become eligible. Candidates must be active members for one semester to be eligible regardless of timing.
  - 4. In the event of an election for a vacant position, the sponsor will set a time and location for voting. All wanting to vote within the student council or class election must be present. Results will be announced at the discretion of the sponsor.

## **ARTICLE V – MEETINGS**

### **Section 1. General Meetings**

- A. The council shall meet once monthly after school in the main lecture hall or sponsor classroom. The exact day of each meeting will be determined by the executive committee and sponsors; meetings will be scheduled with the school

to determine times; Mondays after school will be the norm if all possible. Meeting times will be communicated to all general members through groups and school announcements at least one week in advance. All general meetings are considered open to new members.

- B. All members are required to report in at all general meetings of the council. Any member that has a conflict during meeting period with another organization must report this to the secretary or sponsor. Any member that misses a meeting due to illness will be noted in the attendance record as an excused absence.
- C. Any member that accumulates three or more unexcused absences may be removed from the student council.
- D. Attendance, sign-ins and review of minutes, financial reports, events, announcements, and other agenda items will occur at general meetings. Additional committee, officer, or event meetings may be scheduled at this time.
- E. Members must give notice to the sponsor or executive committee prior to the meeting for an absence to be considered excused.
- F. Members must show respect at all meetings, conventions, and functions. Disrespect is cause for probation or dismissal.

## **Section 2. Special meetings**

- A. The President or Sponsors may call a special meeting as the need arises.
- B. Each project committee (DASH, Energy/Environment, Pride and Patriotism) must meet at least once every month.
- C. All Student Council Officers and committee chairmen must enroll in the Leadership Class conducted by the Sponsor.
- D. All officers must attend TASC summer workshops and training sessions unless excused by the sponsor.
- E. Members must be respectful at all special meetings including all conventions. An infraction of this rule will result in probation or dismissal.

## **ARTICLE VI – DUTIES AND RESPONSIBILITIES**

**Section 1A. SPONSORS** – The duties and responsibilities of the Student Council and class council sponsors are as follows:

- A. The **Sponsor**
  - 1. shall act as faculty representative for the Student Council and each associated class
  - 2. facilitates the student council activities, events, and programs
  - 3. shall approve financial decisions and fundraising, handle money transactions, and finalize the budget

4. shall submit financial forms, documentation, and other official correspondence as necessary with administration, faculty, and TASC/NASC representatives
5. shall finalize and order supplies and equipment for functions
6. shall communicate policies, the constitution, events, meetings, and other relevant information with associated members, students, faculty, and the community
7. shall oversee and guide the functioning of all council programs and events
8. shall serve to execute disciplinary actions, probations, mediations, and approve final constitution revisions
9. shall serve as facilitator, role model, spirit leader, and mentor

**Section 1B. STUDENT COUNCIL/Student Body OFFICERS** – The duties and responsibilities of the president, vice-president, secretary, treasurer, historian, and at-large representative are as follows:

**A. The President**

1. shall call meeting to order and preside over them
2. shall put all questions to a vote, explain motions and decide the votes
3. shall see that the Constitution is in force
4. shall give his/her signature to acts and proceedings when necessary
5. shall appoint committees and chairmen with the advice and approval of the sponsors and shall be an ex-officio member of each committee
6. when the council holds district or state office, the president will be the named individual filling that office
7. shall ensure TASC forms are completed with the vice-president and sponsor, working with the historian and committee chairs for documentation
8. shall meet with the sponsor to ensure all goals, tasks, and objectives are followed
9. shall head the decision of the council's objectives and goals for the year and manage procedures for completion; shall seek student relations and membership for students
10. The president acts with the sponsor as accountability for events, objectives, and tasks. The president must be a leader in the community, school, and classroom consistently and seek to be a professional role model at all times.

**B. The Vice-President**

1. shall, in the absence of the President, perform the duties of the President
2. shall oversee the works of all the committees
3. shall ensure that those members appointed to duties are fulfilling their responsibilities daily-weekly
4. if the office of presidency becomes vacant, the Vice-President shall succeed to that office
5. shall ensure TASC forms are completed with the president, working with the historian and committee chairs for documentation
6. shall assist in management of objectives and goals and seek sponsor's direction with the president

**C. The Secretary**

1. shall keep a record of all the proceeding of the Council, a correct list of all members, and shall handle all correspondence in the Council for group pages, websites, and communication
2. shall distribute copies of the minutes of each meeting to appropriate members of the school administration, the sponsors, and all student body officers
3. shall post a copy of the minutes of each Student Council meeting in the main foyer of the school
4. any student seeking the office of secretary must be proficient in typing

D. The **Treasurer**

1. shall keep records of funds received and deposits made of all money received from any projects or other source
2. shall present a financial statement at each meeting
3. shall chair the fundraising committee
4. shall determine cost effective decisions with the sponsor

E. The **Historian**

1. shall see that all activities of the council are reported to the local papers.
2. shall be chairperson of the Publicity Committee and shall be responsible for announcing and advertising all Student Council events and activities.
3. shall act as the head of the design teams for t-shirts, advertising, and the activity board at school
4. shall record documentation of events through chairing the scrapbook committee and filing photos and flyers at all events

F. The **Parliamentarian**

1. shall see that all activities of the council are handled responsibly and respectfully
2. shall be a liaison to community members, principals, etc.
3. shall keep time and points for general members
4. shall work with the secretary to verify point sheets and update membership status of students
5. shall communicate point updates, information about membership status, and those eligible for stoles at graduation

G. The **At Large Representative**

1. shall serve as liaison to other student groups and organizations
2. shall serve as student body spirit coordinator at events for Homecoming, spirit exchanges, and shall lead spirit efforts
3. shall conduct introductory icebreakers at events
4. shall actively seek members with the sponsor and president

H. The **Communications Officer**

1. shall communicate functions, activities, and events to school officials, sponsors, and the student body, serving as general information and advertising for Student Council
2. shall manage and update the Student Council website

3. shall maintain all electronic communications for the organization, including on social media, email, and the website
4. shall facilitate technical services for Student Council at events and meetings
5. shall format and manage meeting information slides

All officers must consent to be a teacher's aid for the sponsor.

**Section 1C. CLASS COUNCIL OFFICERS** – The duties and responsibilities of the president, vice-president, secretary, treasurer, and historian are as follows:

- A. The class officers shall have the roles and responsibilities of the Student Council officer.
- B. The class council is responsible for maintaining class funds and fundraising, holding school events that serve to further the goals of the student council, and completing homecoming functions that include but are not limited to: spirit competitions, parade floats, and elections.
- C. The class council must work with the student council to complete coordinated events.

**Section 2. STUDENT COUNCIL MEMBERS** –

- A. Meetings
  1. must attend all regular monthly meetings or turn in excuse prior to the meeting (illness will be an excused absence)
  2. must attend all committee meetings for the specific committees assigned or turn I excuse prior to the meeting (illness will be an excuse absence)
  3. must be active in all activities scheduled by the student council
- B. Responsibilities
  1. must be respectful at all times
  2. must sign a written statement that he/she will follow the constitution

**Section 3. COMMITTEES** – Standing committees shall help with the business of the council. All standing committees shall have an appointed chairperson and shall be represented by at least one member of each grade level. Every member will serve on at least one committee. The president will appoint all committee members and chairpersons with the approval of the sponsor. The following standing committees will be appointed annually:

- A. **Executive Committee**
  1. shall consist of the Executive Council with the Student Council president as chairman.
  2. shall plan and conduct monthly Student Council Meetings
  3. shall meet with the administration to discuss school activities and/or policies
  4. shall insure that the Student Council has accumulated at least the minimum number of points needed to receive outstanding status in the Outstanding Student Council Report form.
  5. shall complete and submit the Outstanding Student Council Report form by February 1<sup>st</sup> of each school year.
  6. shall insure that all other committee projects have the number of points required to receive the Sweepstakes award at the State Convention.

**B. D.A.S.H. (Drugs, Alcohol, Safety & Health) Committee**

1. shall plan and implement projects which promote safety awareness in the area of traffic safety, home safety, school safety, etc.
2. shall plan and implement projects to discourage and prevent drug, alcohol and tobacco use.
3. shall conduct health awareness campaigns with information and education regarding health issues that impact students.
4. shall, with the reporter, write articles about safety projects.
5. shall insure that the Student Council has accumulated at least the minimum number of points needed to receive outstanding status in the DASH Report form.
6. shall complete and submit the DASH Report form by February 1<sup>st</sup> of each school year.

**C. Pride and Patriotism Committee**

1. shall plan and implement projects which promote pride and patriotism within the following areas: (1) national pride; (2) state pride; (3) school pride and (4) individual pride.
2. shall promote good citizenship in the student body and in the community.
3. shall act as the Newcomer committee to welcome transfer students to our school.
4. shall insure that the Student Council has accumulated at least the minimum number of points needed to receive outstanding status in the Pride and Patriotism Report form.
5. shall complete and submit the Pride and Patriotism Report form by February 1<sup>st</sup> of each school year.

**D. Energy/Environment Committee**

1. shall plan and implement projects that involve conservation of energy resources and environmental protection.
2. shall work with other organizations within the school and community which are involved in energy conservation and environmental protection.
3. shall insure that the Student Council has accumulated at least the minimum number of points needed to receive outstanding status in the Energy/Environment Report form.
4. Shall complete and submit the Energy/Environment Report form by February 1<sup>st</sup> of each school year.

**E. Fundraising Committee**

1. shall be made up of the executive council and chaired by the treasurer
2. plans all fund-raising projects.
3. submits a list of all fund-raising projects for the school year to the advisor by September 1<sup>st</sup>. The advisors will then submit this list to the SISD School Board for approval.
4. sees that the plans are implemented throughout the school year.
5. shall be chaired by the Treasurer.

**F. Publicity Committee**

1. shall be chaired by the communications officer and historian.

2. shall keep the public and the student body informed of all council activities.

**G. Constitution Committee**

1. shall enforce the constitution; headed by the president and sponsor
2. Shall review the constitution each year and present proposed changes.

**H. Scrapbook Committee**

1. Chaired by the historian
2. shall collect pictures, records, and articles of student council activities throughout the year.
3. Shall enter a scrapbook at district and/or state convention.

**I. Homecoming Committee**

1. shall be in charge of planning all activities for the week of the Homecoming game
2. shall work with the advisor to coordinate all pre-game, game and post-game activities.
3. All officers and class representatives will work with events for this committees
4. Court and King/Queen results must remain confidential with the sponsor. Student members and officers who share preliminary or presumed results will face disciplinary action. Non-senior representatives only are permitted to count ballots.

**Section 4. STRUCTURE OF DUTIES AND RESPONSIBILITIES** – The Student Council acts an elected student government group. The student council officers preside over Student Council functions and events, maintain points and membership for all members, and act as the student body representatives to the school. Class council officers preside over the functions of the class council. Class councils function as a coordinating secondary category to the student council. Class council functions must maintain association with the student council.

**ARTICLE VII – STUDENT ACTIVITY**

- A. There will be NO student handling of money. A sponsor must make all deposits, sign for all fundraisers, and do all ordering. The only time a student may be involved around money is in the presence of a sponsor for that particular class or club. Collection of money may be taken by a student if a sponsor is also involved at that particular time. No bills will be paid if there is only a student signature on the order form. It will be the responsibility of the student to pay for that bill. No student reimbursements will be made. All reimbursements must be made through the sponsor for that particular class or club.
- B. There will be NO student activities that are school sponsored without the prior knowledge and signature of the class or club sponsor. NO school facilities will be used for student led activities or community led activities without the consent of the class sponsor, club sponsor, or a campus principal.
- C. All student led activities must have a sponsor and/or administrator at the event. Adults from the community may be involved but cannot lead the activity.



## ARTICLE VIII MEETING AND PROCEDURAL NORMS

### Section 1. NORMS –

- A. Be respectful and cooperative with all members, officers, and sponsors in meetings and in daily communication.
- B. Express and exchange ideas and input in balanced, fair, and accepting manner. Be open and receptive to input. Negativity and criticism is not tolerated. Constructive criticism and additional suggestions is appreciated.
- C. All ideas, projects, processes, and procedures and behaviors should be approved by sponsors and administration and be agreed upon by peers. All tasks should promote goals and objectives of Student Council and Round Rock High School.
- D. Officers and members are mindful of representing the Student Council of Round Rock High School in all activities, in and outside of school.
- E. Confidentiality in all discussions, in meetings, gatherings, events, or likewise, must be maintained.

**Section 2. MEETINGS AND EVENTS** – All meetings – officer, general, and committee or otherwise are to remain professional, time-efficient, and organized with goals and processes. Unrelated, irrelevant issues, concerns, or personal situations or issues not pertaining directly with the set agenda, task, or event of that meeting should remain separate and divided from the professional setting.

- A. Officers and members are expected to maintain professionalism at all times. Officers and members should continuously serve their leadership roles and the goals of the organization. Items not related to the current professional setting and/or event (including issues between individuals, etc.) are to be tabled and should not interfere with completion of tasks.
- B. Time and communication enforcement should be kept and managed by the parliamentarian.
- C. An agenda should be submitted prior to each meeting by the attending officers (the sponsor and/or president will oversee this process).
- D. Minutes and attendance should be administered by the secretary and reviewed at the following meeting. Minutes should be submitted within a week of the meeting.
- E. All members and officers in attendance in meetings should not speak off-topic, cause distractions with miscellaneous comments or items, or detract from the continuation of the meeting.
- F. Cell-phones and other distracters should not be out or used during meetings unless an emergency.
- G. Notes should be taken by each attendee at the meeting.

**Section 2. EVENT PLANNING** – To successfully orchestrate an event, officers must plan every phase of the program specifically and exactly. It is vital to plan items such as funding, timing, supplies, measured success of the event, goals, and potential issues and concerns. The basic process for planning an event includes:

- A. Brainstorm potential events for specific goals, audiences, and functions. If an event is deemed feasible, financially reasonable, accomplishable, and *is approved by administration*, then planning may begin.
  1. Events must be cost-effective. If an event is a fundraiser, it must be approved for its potential monetary success (fundraiser application must be submitted). Fundraisers must be planned for the caveat of attendance, supplies, etc.

2. Events, posters, flyers, t-shirts, etc. must always be school-appropriate and reflect the goals of Student Council.
  3. All events, including items used at the events, must be approved by administration. All items must be approved by supervising principal, campus financial coordinator, and facility organizer.
- B. Plan a specific date, time, and location for the event, anticipating audience, conflicts, etc. Submit facility request with these specifics that includes equipment/technology needs.
  - C. With date approved and set on district calendar, begin planning the overall function of the event. Plan *all* steps and times of the actual program specifically and step-by-step (this includes things, such as supply needs, that will take place prior to event date). This will determine items that need to be completed. Determine exactly what is going on where and when, what supplies are needed, how many people need to be involved, what steps, etc.
  - D. Create lists of specific items to be completed for event. This includes all factors, supplies, advertising needs, and components. These will vary based on the event. Organize items into specific committees. Create tasks and step lists with set deadlines of completions. Set deadlines earlier to plan for potential issues. All committees should be thoroughly examined to ensure all items, including potential complications, are planned for.
  - E. Officers should head committees and begin working on tasks. Sign up members to assist. Deadlines should be strictly followed. Members should sign up and join committees to help facilitate process. Officers are ultimately responsible for completion of committee tasks. It is expected that officers complete all tasks through the very end and are present for all processes in that committee. Meetings and agendas may be planned to serve completion deadlines.
    1. Should committee tasks require funds, this must be approved by the sponsor first. Funds should be reasonable. Supplies and funds are allocated for events and must come through the activity account.
  - F. Complete event tasks and event steps. Implement plans for program and complete event. All officers and committee head are expected to be present through completion of event.
  - G. After event is complete, reflect on success of event and document on appropriate forms. Record financial records and fundraiser recaps. Clean up supplies and organize debriefing.

## **ARTICLE IX AMENDMENTS**

**Section 1.** The Constitution shall be ratified or amended by a two-thirds (2/3) vote of the student council.

**Section 2.** The Student Council has the power to adopt a new constitution.

*(Revised summer 2016)*

SECTION: \_\_\_\_\_

ROUND ROCK HIGH SCHOOL  
STUDENT COUNCIL OFFICER OATH OF OFFICE  
2016-2017

*I swear to hold the Round Rock High School Student Council Constitution and its bylaws as sacred and to maintain and follow all aspects of this constitution and the established responsibilities of my position at all times.*

*I will seek to further the mission and goals of our school and its Student Council and carry out my duties at my utmost ability.*

PRESIDENT \_\_\_\_\_

VICE-PRESIDENT \_\_\_\_\_

TREASURER \_\_\_\_\_

HISTORIAN \_\_\_\_\_

SECRETARY \_\_\_\_\_

PARLIAMENTARIAN \_\_\_\_\_

AT-LARGE

REPRESENTATIVE \_\_\_\_\_

COMMUNICATIONS

OFFICER \_\_\_\_\_

**RRHS Student Council Verification Sheet  
2016-2017**

Name (Last, First) \_\_\_\_\_ (ex. Smith, John)

Grade level 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>  
(Circle one)

Activity/Event \_\_\_\_\_ (ex. poster-making meeting, clean up, etc.)

Activity date(s): \_\_\_\_\_

Start and Finish Times: \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm  
(circle one) (circle one)

Total duration, in hours: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Adult Sponsor/StuCo Officer signature \_\_\_\_\_

Describe your participation in this event (50 words or more)

*Please turn in all service forms within 2 weeks of completing the activity or event!*



ROUND ROCK HIGH SCHOOL STUDENT  
COUNCIL  
GENERAL MEMBERSHIP APPLICATION  
2016-2017

---

**General Information**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

**Student Council Code Of Conduct Agreement**

Student Council members are constantly looked to as role models and leaders on this campus and therefore must meet the following requirements:

1. Student Council members must have maintained a 75 semester average in all classes.
2. May not have any major disciplinary infractions from the previous school year. This includes, but is not limited to, actions described in the Round Rock High School Student Handbook.
3. May not have been found guilty of illegal behavior off campus. This includes but is not limited to: trouble with the police, drugs, and drinking.

Student Council members must meet these requirements and must continue to meet them throughout their term.

I read and understand all of the rules. If not followed, I may be disqualified.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

