

DEER CREEK HIGH SCHOOL STUDENT COUNCIL
Constitution and Bylaws

Revised April 2021

ARTICLE I: NAME

The name of this organization shall be the Student Council of Deer Creek High School.

ARTICLE II: OBJECTIVES

The objectives of the student council shall be the following:

1. to provide a democratic forum in which students can address those school-related issues which affect their lives
2. to maintain a continuous communication channel from students to both faculty and administration, as well as among the students within the school
3. to offer a year-long program of social functions and community involvement projects for students
4. to train students in the duties and responsibilities of good citizenship, using the school environment as the primary training ground

ARTICLE III: MEMBERS

Section 1. One gains membership in the student council by being elected to any of the designated positions on the council from each class—9th, 10th, 11th, and 12th. Elections will take place in April or May of the preceding term. Five freshman, six sophomores, six juniors, and five senior representatives will be elected. An executive board will be elected by the student body in April or May of the preceding term. The executive board consists of a president, vice president, spirit coordinator, secretary, treasurer, public relations head, and technology and audio officer.

Section 2. Upon the creation of a vacancy in any position of a Representative or executive board member, within two (2) weeks a replacement will be voted on by the sponsor and the executive board members. Upon the creation of a vacancy in the position of president, the vice president shall assume all duties and responsibilities immediately. If both officers are vacated simultaneously, the student council shall open up nominations for both offices, first accepting nominations for the office of president from among its present membership and holding an election within the student council, then following a similar process to fill the position of vice president. All vacancies in elected offices shall be filled within one (1) week by accepting nominations from the student council members to decide upon the person to fill the vacancy. Any vacancies by a member's changing positions through this procedure will be filled as stated in these bylaws.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. All officers must meet the following requirements: must be a junior or senior at Deer Creek High School during the current school year; must have been an officer or representative in student council for at least one (1) year; must have and maintain a 3.0 GPA; enroll in the student council class at school. All officers are encouraged to attend Basic or Advanced camp in the summer.

Section 2. The co-presidents' responsibilities shall include the following: preside over all meetings; set agenda for each meeting; ensure organization of council activities; coordinate items with the school administration; work closely with the sponsors and co-president to make student council decisions; filling out applications for council awards; work with PR to maintain social media accounts; other duties as the need arises. The co-presidents must be seniors during the time of office.

Section 3. The secretary's responsibilities shall include the following: keep accurate written records and minutes of all meetings; complete any correspondence as instructed by the co-presidents or sponsors; type agendas for meetings; create itineraries for monthly officer meetings; keep Student Council records and attendance at any official gathering (i.e. daily class and periodic events); responsible for calendars for hall decorations; prepare ribbons and forms for state convention; chair football homecoming parade and carnival; T-shirt chair (expected to work with an appointed creative liaison at sponsor and executive boards discretion).

Section 4. The treasurer's responsibilities shall include the following: keep accurate financial records of all student council activities and projects; maintain a folder for student council purchase orders for the year; maintain a folder for student council Document D's for the year; assist the sponsor with purchase orders.

Section 5. The technology and audio officer's responsibilities shall include the following: runs P.A. systems for all assemblies and events that require one; create videos as needed; is on the executive board and acts like any other student council member. A junior Officer of Technology will be appointed and selected by the current officer, president and sponsor. The junior officer of Technology will shadow and assist the Officer of Technology. The junior Officer of Technology will act like a representative with special duties.

Section 6. The public relations head's responsibilities include the following: publicize all student council events (through bulletin boards, Facebook, Instagram, Twitter, SnapChat, etc.); oversee bulletin boards; develop flyers and posters; work with yearbook and the school newspaper to record and publicize Student Council activities; submit information and photographs about Student Council to *The Edmond Sun* and/or *The Daily Oklahoman*; responsible for taking pictures at all Student Council events; work with Vice President to maintain social media accounts; write announcements and thank you notes; work with spirit coordinator to promote spirit activities; assist tech officer with creating videos.

Section 7. The spirit coordinator's responsibilities shall include the following: in charge of activities that boost school spirit; plan and run all pep assemblies; create games and activities for Student Council and student body; have a presence at all major school events; be very spirited and have a commanding presence on the mic and with crowds; all future spirit coordinator candidates must shadow the current spirit coordinator during the spring assembly.

Section 8. Any elected representative for four years may attend officer meetings, but not vote.

ARTICLE V: ELECTIONS FOR EXECUTIVE BOARD

Section 1. Elections for officers (Executive Board) shall take place in April or May, prior to the school year in which officers are to serve. If a student does not win a position on the executive board, s/he may run for the office of a representative.

Section 2. If a student council member is removed from the council, or decides to drop their position, s/he loses his or her right to run for any student council position the remainder of high school.

Section 3. The elections of the officers shall be voted on by the current student council members, including seniors.

Section 4. The elections shall be under the direction of the student council sponsor(s) and other teachers as directed by the sponsor.

Section 5. The election for executive board (officers) shall take place in a three-step process. The three steps shall include the following and assigned specific point values in a 100 point scale:

1. Step One: Application

- All applicants are required to fill out an application consisting of short responses to a series of questions.
- All applications will be examined and scored by a committee of teachers, an administrator, and an outgoing Student Council member.
- There is a total of up to 30 points to be awarded to each individual application.

2. Step Two: Interview

- Each applicant is required to be interviewed by the aforementioned committee.
- Interviews will be conducted during April or May of each year.
- Interviews will last no more than 15 minutes and consist of a variety of questions decided upon by the committee.
- There is a total of up to 35 points to be awarded to each applicant.

3. Step Three: Popular Vote

- Each candidate will be put into a pool with every other applicant for the same position.
- Candidates will be voted on by the current student council members, including seniors.
- There is a total of 35 points available from the popular vote. Points are to be divided amongst the candidates in the following manner.

- The student will receive a portion of the 35 points available for popular vote based on the percent of the popular vote he or she wins. (E.g. If a student wins 10% of the popular vote, she will receive 3.5 points.)
- Acceptance into StuCo is based upon the sum total of the points that each candidate receives. In the case of an officer election the candidate with the highest point total will be declared the winner.

Section 6. The technology and audio officer shall be selected by an application process that includes references.

Section 7. The two candidates with highest election scores for Co-President will assume those positions. Any candidate not receiving the top two scores can choose to be placed in the officer pool or the representative pool for their grade. Their points for interview and application will carry over, and popular vote will be re-voted against with other officer candidates in that specified role. If the candidate loses in the officer pool, they will then be placed into the representative pool along with candidates who do not become other attempted office positions. Their points for interview and application will carry over, and popular vote will be re-voted against other representative candidates following the guidelines below.

Section 8. In the event that a senior holds an OASC officer position, he or she will follow the guidelines established by the state constitution. This means he or she can attend Deer Creek officer meetings, but cannot vote. This position will not count as an officer or representative position.

ARTICLE VI: ELECTIONS FOR REPRESENTATIVES

Section 1. Elections for Representatives shall take place in April or May, prior to the school year in which representatives and officers are to serve.

Section 2. In order to run for any student council position, each candidate must have and be able to maintain a 3.0 GPA. Representatives will be removed from the council if unable to uphold the GPA. Each student will be required to enroll in the student council class.

Section 3. If a student council member is removed from the council, or decides to drop their position, they lose their right to run for any student council position the remainder of high school.

Section 4. The elections of Representatives shall be voted on by the entire student body. Current seniors are excluded from the election.

Section 5. The election shall be under the direction of the student council sponsor and other teachers as directed by the sponsor.

Section 6. The elections for senior, junior, and sophomore, and freshman representatives shall take place in the same three-step process described in Article 5, Section 5.

- Acceptance into StuCo is based upon the sum total of the points that each candidate receives. The winning candidates have the highest total number of points and are distributed as such:
 - The top 6 highest-scoring senior representatives will be accepted into Student Council.
 - The top 6 highest-scoring junior representatives will be accepted into Student Council.
 - The top 6 highest-scoring sophomore representatives will be accepted into Student Council.
 - The top 6 highest-scoring freshman representatives will be accepted into Student Council.

Section 7. Transfer students who were members of their former schools' councils cannot become members of the Deer Creek council. They must wait to run for election in the spring.

ARTICLE VII: CAMPAIGNING FOR ALL ELECTIONS

Section 1. No handouts, flyers, toys, candy, etc. will be tolerated.

Section 2. All campaigning must be positive and only for the candidate.

Section 3. Any negative campaigning will result in disqualification at the sponsor's discretion.

Section 4. All posters must be taken down the day the winner is announced.

Section 5. All rules must be followed or the candidate will be disqualified.

ARTICLE VIII: MEETINGS

Section 1. The student council shall meet for business during the student council class hour.

Section 2. Special meetings may be called by the president, the executive committee, the sponsors, the principal, or by written request of ten (10) Representatives of the council. The purpose of the meeting shall be stated in the call. No previous notice is necessary if it is held during school. If held before or after school, at least one (1) day's notice is required.

Section 3. All legally elected representatives and officers may vote.

Section 4. A majority of the membership shall constitute a quorum.

Section 5. Any member of the student body may attend and participate in discussions but may not vote. They must also possess a note expressing written permission from the teacher whose class is being missed.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. The elected officers are the voting members of the executive committee. The sponsors are non-voting members, except in case of a tie.

Section 2. The executive committee shall meet whenever necessary to conduct business that will then be presented to the Representatives for approval.

Section 3. The executive committee shall be subject to the orders of the representative body of the student council, and none of its acts shall conflict with the actions taken by the council.

Section 4. Special meetings of the executive committee may be called by the president, sponsor, principal, or upon the written request of one (1) Representative. No previous notice is required if the special meeting is held during school, but at least one (1) day's notice is required if it is to be held before or after school.

Section 5. The executive committee shall carry out all assigned to it in these bylaws and by the student council.

ARTICLE X: COMMITTEES

Section 1. Committees shall be formed as deemed necessary. The standing committees include:

1. **Bonding:** plan and execute at least one Student Council bonding event each nine weeks, including but not limited to: Thanksgiving dinner, Christmas party, popsicle party, slumber party, etc.
2. **Community Service:** plan and execute at least one Student Council service event each nine weeks, including but not limited to: Thanksgiving food drive, Christmas service project, etc.
3. **Dance:** oversee the planning and execution of at least three dances throughout the school year, including but not limited to: MORP dance, Fall Ball, Aloha dance, WWF dance; responsibilities include: determine ticket prices, venues for dance, DJs, decorations, photographers, etc.
4. **T-Shirt:** provide ideas and lead the discussion for the design of the following shirts: Student Council (shirt and pullovers), football homecoming, WWF; work with company for prices, shirt colors; oversee distribution of t-shirts.
5. **WWF:** schedule meetings with possible charities; determine the options for the theme; secure business sponsorships; delegate responsibilities for various aspects of the week; keep members accountable and on task. The co-chairs for this committee will be the president and vice president. They may appoint a junior WWF chair if desired. The junior WWF chair may attend officer meetings related to WWF, but cannot vote.

Section 2. A special committee shall be formed when Student Council is responsible for hosting a District X conference.

Section 3. Two students will be appointed as co-chairs for each of the standing committees to serve as leaders. The sponsors and executive board will determine the co-chairs in a meeting before the school year begins.

Section 4. Committees should remain closed for Student Council members; however, participation from various clubs may prove useful and necessary when headed by a student council member/sponsor.

Section 5. Other committees, standing or special, may be appointed by either the council or its president as the council from time to time deems necessary to carry out its work.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules for Order, Newly Revised shall govern the student council in all cases if they are not inconsistent with these by laws and any special rule of order the student council has adopted.

ARTICLE XII: RELATIONS WITH THE ADMINISTRATION

Section 1. The principal shall appoint two sponsors to aid the student council in its activities and projects.

Section 2. All actions of the student council are subject to review and possible veto by the principal and/or sponsors.

ARTICLE XIII: DUTIES AS A MEMBER

Section 1. Every member of the student council must dress accordingly for all school spirit days.

Section 2. Every member must bring assigned items or sell all assigned items by the due date.

Section 3. Every member must attend on time and remain until the end of all student council sponsored activities. A student may be excused if the sponsor is notified at least one (1) day in advance. Students with emergencies will be excused at the sponsor's discretion.

Section 4. In order to stay in Student Council, each candidate must have and be able to maintain a 3.0 GPA. Representatives will be removed from the council if unable to uphold the GPA. Each student will be required to enroll in the student council class.

Section 5. Every member who wants to sell his/her own WWF apparel and/or merchandise must inform the Student Council sponsors and other members during a class meeting.

ARTICLE XIV: AMENDMENT OF BYLAWS

Section 1. These bylaws can be amended at any regular meetings of the student council by a two-thirds ($2/3$) vote, provided that the amendment has been submitted in writing at the previous regular meeting. The student council secretary must post a copy of the amendment in the school, so the student body is aware of the changes.