

**Constitution of the Hollis/Brookline High School Student Council**  
**Reviewed April, 2010**

**Article I**

**Name**

The name of this organization shall be the Hollis/Brookline High School Student Council, hereinafter called the Council.

**Article II**

**Purpose**

We the students of Hollis/Brookline High School do hereby establish the Hollis/Brookline High School Constitution in order to give voice and representation to all students, to serve as a link between the student body and the administration, to promote school spirit, and to reflect merit and distinction upon Hollis/Brookline High School.

**Article III**

**Powers and Responsibilities of the Council**

The Council shall:

- Coordinate and direct its elections (see Article V)
- Have the final vote in all impeachment cases concerning its officers.
- Elect officers and representatives to posts vacated during the academic year.
- Approve school-related fundraisers and activities.
- Approve new clubs and extra-curricular activities within the limits of its powers.
- Secure the consent of the administration prior to the onset of projects.
- Promote and plan fund raising activities.
- Promote and plan activities to foster school spirit.
- Promote and plan activities encouraging goodwill and community service.
- Support the administration and school community in various capacities.

**Article IV**

**Council Membership**

Membership of the Council shall consist of the President and Vice-President of the Student Body. The freshman, sophomore, junior, and senior class officers shall include one Class President, one Class Vice-President, one Class Secretary, one Class Treasurer, and four Class Representatives per class.

**Article V**

**Council Elections**

- Elections of the officers shall be held in the spring prior to the academic year.
- The Election Committee shall comprise of Council Advisors and Council members not participating in the election.

- Nominations for offices shall be by petition and qualifying essay to be presented to the Election Committee.
- Students may be declared candidates once they have met the qualifications above
- Candidates may be declared ineligible by the Election Committee for violating established and published campaign rules.
- Voting shall take place during lunch in the cafeteria.
- Each member of a class shall have one vote per class office and one vote for the office of President and Vice-President of the Student Body.
- Ballots shall be counted and electoral results shall be announced by the Election Committee.
- Elections for incoming freshmen will take place at the middle school in the spring and will be organized and conducted by the Election Committee in conjunction with the administration at said school

## **Article VI**

### **Frequency of Meetings and Provisions for Special Sessions**

Student Council meetings shall be held twice monthly as determined by Council Advisors. Presidents' meetings will take place twice monthly. Additional meetings may be called only with the permission of the Council Advisors. All meetings shall follow *Robert's Rules of Order*.

## **Article VII**

### **Standards and Removal from Office**

- All officers and members of the Council shall maintain a minimum grade point average of 2.0 to be considered active members. Any officer or member whose grade falls below 2.0 shall be placed on probation until the next marking period. If the grades remain below 2.0, the members will be removed from office.
- Council members must maintain a high standard of ethical and moral conduct in keeping with the code of conduct set forth by Hollis/Brookline High School. Members whose negative behavior results in discipline graver than detention shall be placed on probation for the remainder of the academic year. Subsequent disciplinary action will cause the member to be removed from office.
- Council members shall perform their duties to the best of their ability.
- Removal proceedings may be brought against any member of the Council who, in the opinion of the majority of the members of the Council, has failed to meet responsibilities satisfactorily or who has failed to meet the standards set forth in the constitution.
  1. The accused has the right to be informed of the accusations brought forth.
  2. All accusations made will be brought before the Class President unless the President is being impeached, in which case, the Vice-President shall preside.
  3. The Council shall hear the charges brought forth and the defendant's statement.
  4. A majority vote will decide the outcome of the proceedings.
  5. The Council may opt to dismiss the accusations.
  6. The consequence may be probation or removal from office as determined by a majority vote of the Council.

## **Article VIII**

### **Powers and Duties of Council officers**

**Duties and powers of the President of the Student Body:**

- Shall be a member of the senior class during the term of office.
- Shall have served a minimum of two terms as a Council member.
- To guide the Council in identifying and accomplishing its aims and objectives.
- To plan and make available an agenda for all Council meetings.
- To preside over Council meetings.
- To be the official spokesperson of the Council and student body.
- To confer regularly with the Council Advisor.
- To be held responsible for the Council progress.
- To call special meetings of the Council in coordination with the Advisors.
- To represent the student body at administrative meetings when deemed necessary.
- To attend Council and senior class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner at all times.

**Duties of the Vice-President of the Student Body:**

- Shall be a member of the junior class during the term of office.
- Shall have served a minimum of one term as a Council member.
- To assume the position of public relations director relaying information between the Council, the class officers, the administration, the parents, and the student body. (Prior to posting, all communications must be approved by the advisors and administration)
- To perform the duties of the Council President in the absence of the Council President
- To take minutes at Council meetings.
- To assist the Council President with leadership tasks
- To represent the student body at meetings as requested by the Council President.
- To attend Council and junior class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner at all times.

**Duties and powers of the Class President:**

- To guide the class in identifying and accomplishing its aims and objectives.
- To plan and make available an agenda for all class meetings (to include whole class meetings).
- To preside over class meetings.
- To be the official spokesperson of the class.
- To confer regularly with the class advisors.
- To call special meetings of the class (to include whole class meetings when deemed necessary and approved by the advisors and administration).
- To represent the class at administrative meetings when deemed necessary.
- To act as master of ceremony at the commencement events (seniors only).
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner at all times.

**Duties and powers of the Vice-President:**

- To assume the position of public relations director relaying information between the Council, the class officers, the administration, the parents, and the student body. (Prior to posting, all communications must be approved by advisors and administration.)
- To perform the duties of the Class President in the absence of the Class President.
- To take minutes at class meetings in the absence of the Class Secretary.

- To perform duties assigned by the Class President.
- To represent the student body at meetings as requested by the Class President.
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner at all times.

**Duties and powers of the Secretary:**

- To take and post minutes at all class meetings.
- To distribute meeting minutes to the class advisors within two days of each meeting.
- To record attendance at all meetings.
- To maintain class files as necessary.
- To send out notes of gratitude as deemed necessary.
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner at all times.

**Duties and powers of the Treasurer:**

- To keep records of all financial transactions.
- To collect and record class dues.
- To request and collect cash boxes from the administrative assistant prior to a fund-raising event per the guidelines of the administrative assistant.
- To return cash boxes and completed deposit slips to the Administrator or Advisor in charge at the end of the fund-raising event.
- To submit receipts for reimbursement for goods and services paid for by members of the student body.
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner at all times.

**Duties and powers of the Class Representatives:**

- To assist the executive officers in accomplishing their aims and objectives.
- To perform duties assigned by the Class President.
- To attend all Council and class meetings in accordance with the attendance policy.
- To conduct oneself in an appropriate and respectful manner at all times.

**Article IX**

**Adoption of the Constitution of the Hollis/Brookline High School Student Council**

This constitution shall be presented before the Student Council of Hollis/Brookline High School. This constitution shall become the fundamental law of the Student Council upon its approval by the members of the Student Council.

**Article X**

**Provisions for Amending the Constitution**

- An amendment may be proposed by any member of the student body, faculty member, or administrator.
- All amendments must be approved by the Principal, Council Advisor, and President of the Student Body.
- Amendments must be ratified by a majority of the Student Council.
- All amendments shall be dated with the year of ratification.

**Amendment I.**  
**Ratified October 1, 2009**

**Frequency of Meetings and Provisions for Special Sessions**

Student council meetings shall be held twice monthly after school as determined by the President of the Student Body. Officers' meetings will take place once monthly during academic time as determined by the administration. Senior officers will meet every fortnight with the school principal. Additional meetings may be called only with the permission of the faculty advisor(s). All meetings shall follow Robert's Rules of Order.

**Standards and Removal from Office**

- Council members shall perform their duties to the best of their ability.
- A member of the council shall be up for dismissal if he/she does not attend regular meetings and special sessions of the Grand Council, and/or scheduled class meetings. All members are expected to attend all meetings. Failure to attend meetings will result in disciplinary action including probation for **FIVE (5)** absences. **SIX (6)** absences will result in permanent dismissal from the Council.
- In addition, removal proceedings may be brought against any member of the Council who, in the opinion of the majority of the members of the Council, has failed to meet responsibilities satisfactorily or who failed to meet all standards set forth in the Constitution.