



STUDENT COUNCIL CONSTITUTION DORADO ACADEMY



PREAMBLE

We, the students of the Dorado Academy High School Student Council, do hereby establish a Student Council in order to fully represent the voice and concerns of the students; promote positive attitudes of cooperation between faculty, students, and the school community; to maintain high standards of school spirit and academic excellence, encourage student government and show leadership.

ARTICLE I

NAME AND PURPOSE

Sec. 1 The name of the organization shall be Dorado Academy High School Student Council and shall be recognized as the official representative organization of the student body.

Sec. 2 The Student Council shall be divided into two branches: The Executive Committee and the Members

Sec. 3 It shall exist for the purpose of-

- (A) Addressing specific and general concerns, promoting ideas, and representing the voices of the student body.
- (B) Serving as the link of communication between the student body, other organizations or clubs, the school administration, and teachers.
- (C) Organizing, running, and attending student functions inside and outside of school hours.

ARTICLE II

MEMBERSHIP AND APPLICATION

Sec. 1 All high school students enrolled in Dorado Academy and who maintain a clear record of discipline shall be eligible for membership.

Sec. 2 Each member of the Executive Committee shall hold their position during the term of one school year and will have to reapply after the end of their term if they wish to rejoin the council.

Sec. 3 Positions

- (A) President: 11th or 12th grader; must have been part of the Student Council Executive Committee the previous school year
- (B) Vice President: 11th or 12th grader; must have been part of the Student Council the previous school year.
- (C) Secretary: 10th-12th grader; must have been part of the Student Council the previous school year

- (D) Treasurer: 11th or 12th grader; must have been part of the Student Council the previous school year
- (E) Public Relations Liaison: 10th -12th graders; must have been part of the Student Council the previous school year.
- (F) Class representatives: One Class Representative per grade (9th-12th grade); must have been part of the Student Council

Sec. 4 Members

- (A) Each grade will have six members, two per homeroom. Members will be selected by their homeroom.
- (B) They shall hold their position during the term of one school year and will have to reapply at the beginning of each new school year.

Sec. 4.1 Day of effectivity

- (A) Beginning in school year 2023-2024, members will be selected as described in section 4.
- (B) Only current members (2022-2023) will retain their position.

Sec. 5 Application process

- (A) Students will fill in an application form.
- (B) Each student will prepare a campaign and speech following school guidelines.
- (C) They will present their speeches in a high school assembly.
- (D) Students from 8th – 11th grade will vote for the Executive Committee

ARTICLE III

VACANCIES AND APPOINTMENTS

A school election shall take place after a vacancy occurs in any of the positions of the Executive Committee and Members.

ARTICLE IV

DESCRIPTION OF DUTIES

Sec. 1 President

- (A) Preside over all student council meetings.
- (B) Plan and conduct meetings with other officers
- (C) Delegate authority
- (D) Give assistance and guidance.
- (E) Maintain frequent contact with faculty and administrators.
- (F) Work closely with the student council adviser on all planning.
- (G) Keep the principal and Head of School informed of student council activities.
- (H) Participate in student council-sponsored activities.
- (I) The President shall have no vote in the general council unless they are equally divided.
- (J) They will oversee one of the Special Committees

Sec. 2 Vice President

- (A) Able to assume the president's duties whenever necessary.
- (B) Work closely with the president.
- (C) Assist in planning council meetings and agendas.
- (D) Maintain frequent contact with faculty and administrators.
- (E) Work closely with the student council adviser.
- (F) Participate in student council-sponsored activities.
- (G) They will oversee one of the Special Committees

Sec. 3 Secretary

- (A) Be the keeper of the records of the agenda.
- (B) Take minutes of the proceedings of all student council meetings
- (C) Maintain council files including minutes and agendas.
- (D) Work with the adviser to develop a system for keeping reports and records on file.
- (E) Notify council members of upcoming events.
- (F) Keep records of who attended the meetings and events.
- (G) Participate in student council-sponsored activities.
- (H) They will oversee one of the Special Committees

Sec. 4 Treasurer

- (A) Work closely with the student council president and adviser on all planning.
- (B) Keep accurate, complete, up-to-date records of all student council money.
- (C) Prepare a financial report for meetings of the council.
- (D) Work with the president and adviser to keep the principal and Head of School informed of student council activities and financial status.
- (E) Participate in student council-sponsored activities.

Sec. 5 Public Relations Liaison

- (A) Manages all external communications
- (B) Maintain a file of materials about activities of the school.
- (C) Make sure pictures are taken of all activities.
- (D) Promote Student Council Activities
- (E) Participate in student council-sponsored activities.
- (F) They will oversee one of the Special Committees

Sec. 6 Representatives

- (A) Be the voice of the student body.
- (B) Represent the students you serve and work on their behalf.
- (C) Put council directions into action.
- (D) Report and communicate.
- (E) Attend all student council general meetings.
- (F) Encourage nonmembers of student council to work on committees.
- (G) Work closely with the student council adviser on all planning.
- (H) Participate in student council-sponsored activities.
- (I) They will oversee one of the Special Committees

ARTICLE V **COMMITTEES**

The Committees mentioned below, with their duties, were created to help organize the activities and responsibilities of the Student Council among all members. Each committee will be overseen by two members of the Executive Committee. Members will be sorted in the committees at the beginning of the school year.

Sec. 1 Executive Committee

- (A) Student Council Constitution
- (B) Elections
- (C) Meetings

Sec. 2 Leadership Committee

- (A) Develop a leadership plan for all members.
- (B) Promote leadership in the school.
- (C) Assemblies
- (D) Town Halls

Sec. 3 Finance Committee

- (A) Fundraising
- (B) Budget
- (C) Money collection

Sec. 4 Public Relations Committee

- (A) Meeting minutes
- (B) Bulletin boards
- (C) Promotion of activities
- (D) Prepare a yearly report of the activities
- (E) Social media
- (F) Morning announcements

- Sec. 5 Service and Spirit Committee
- (A) Community service activities
 - (B) School spirit activities

ARTICLE VI
ADVISER

Sec. 1 The student council adviser is appointed by the principal or Head of School.

Sec. 2 Responsibilities

- (A) Attending Student Council functions.
- (B) Supervise and guide decisions made by the Student Council
- (C) Make executive decisions when he/she believes it is in the best interest of the Student Council

ARTICLE VII
MEETINGS

Sec. 1 The council shall meet at least 2 times a month while school is in session. The date shall be agreed upon by a majority vote.

Sec. 2 Additional meetings will be scheduled as necessary by the President of the Student Council or Student Council Advisor, and if notice is given a week prior to a meeting, the meeting will be considered mandatory.

ARTICLE VIII
ELECTIONS

Sec. 1 Student Council Executive Committee elections

- (A) Be sponsored and organized by the executive officers from the Student Council.
- (B) Be held prior to the end of the school year for the following school year.
- (C) Students will have available a summary of job descriptions, constitution, and application form.
- (D) Candidates are to be voted for by students from 8th – 11th grade.
- (E) Require that a candidate is not allowed to run in the election if the candidate was removed from or resigned from the council in the current school year.

Sec. 2 Student Council Members

- (A) Be sponsored and organized by the Student Council members.
- (B) Be held at the beginning of the school year.
- (C) Students will have available a summary of job descriptions, constitution, and application form.
- (D) Candidates are to be voted for by students from their respective homeroom.

ARTICLE IX

Conduct

Sec. 1 Each and every student council member will be held accountable to ensure adequate performance, following the Rules and Regulations of the school.

Sec. 2 Disciplinary actions – Infractions are defined as follows:

- (A) Unexcused absences from meetings.
- (B) Failing to complete assigned tasks.
- (C) Not following the Rules and Regulations of the school

Sec. 3 Five written disciplinary infractions will lead to instant dismissal from the Student Council.

ARTICLE X

AMENDMENTS

Sec. 1 Amendment

- (A) May be introduced to the Student Council Constitution if deemed necessary by the Student Council members to better serve the student body.
- (B) To make an amendment, a council member will raise the issue within a student council meeting and discussion will ensue.
- (C) All high school students, including current Student Council members, may vote.
- (D) A three-fourths majority is required for an amendment in order for the constitution to be passed.

ARTICLE XI

READING OF THE CONSTITUTION

It is the duty of the members of the Students' Council to read the contents of this constitution and to ensure that they are familiar with their responsibilities.