

2023-2024 CHS Student Council Executive Board

President –
Vice President –
Treasurer –
Secretary-
Parliamentarian –
Historian –

2023-2024 Class Officers

Senior Class

President-
Vice President-
Secretary-
Treasurer-
Historian-
Parliamentarian-

Junior Class

President-
Vice President-
Secretary-
Treasurer-
Historian-
Parliamentarian-

Sophomore Class

President-
Vice President-
Secretary-
Treasurer-
Historian-
Parliamentarian-

Freshman Class

President-
Vice President-
Secretary-
Treasurer-
Historian-
Parliamentarian-

2023-2024 Student Council Sponsor: Lauren Jones 345-5147 Ext. 2012

Columbia High School Student Council Constitution
2023-2024

Table of Contents:

| | |
|--|----|
| Preamble | 1 |
| Article I. Organization Name | 2 |
| Article II. General Aims and Objectives | 2 |
| Article III. Membership | |
| Section 1. Executive Council Members | 2 |
| Section 2. Additional Council Members | 5 |
| Section 3. Maintaining Member Status | 5 |
| Article IV. Elections | |
| Section 1. Officers | 7 |
| Section 2. Procedures | 7 |
| Section 3. Campaigning Rules | 8 |
| Article V. Student Council Commitment | |
| Section 1. Committees | 8 |
| Article VI. Powers and Duties of the Student Council | |
| Section 1. Powers of the Student Council | 9 |
| Section 2. Duties of the Student Council | 10 |
| Article VII. Meetings | |
| Section 1. Executive Officer meetings | 10 |
| Section 2. General Assembly meetings | 10 |
| Section 3. Special Sessions | 10 |
| Article VIII. Points | |
| Section 1. Earning Points | 10 |
| Section 2. Minimum Point requirements | 11 |
| Section 3. Point penalties | 11 |
| Article IX. Letter Jackets | |
| Section 1. Guidelines | 11 |
| Article X. Amendments | |
| Section 1. Process | 11 |
| Section 2. Amendments | 11 |
| Appendix A. Sponsor Information | 12 |
| Appendix B. Texas Association of Student Councils (TASC) Information | |

Preamble

We, the students of Columbia High School, in order to ensure for ourselves, our school and our successors
a bridge of communication among the various school organizations;
a voice of representation for the student body in every phase of school life;
a forum to foster, improve and develop democracy in the school and community;
a role model embodying the qualities of citizenship and leadership;
and the promotion of a better understanding among a diversified student body,
do hereby ordain and establish this constitution for the Columbia High Student Council.

Article I. Organization Name

This organization shall be known as the Columbia High School Student Council.

Article II. General Aims and Objectives

The aims and objectives of the Columbia High School Student Council shall be:

- a. to represent students of Columbia High School in a responsible and respectable manner by participating in an organized democracy;
- b. to promote citizenship through activities related to pride and patriotism which provide for a sense of community and school;
- c. to provide an open forum for the discussion of activities, as well as problems, and how to address those at Columbia High School;
- d. to promote school morale and spirit through meaningful activities which support the school both in and outside of the classroom;
- e. to provide examples of leadership and fellowship for all members of the student body,
- f. to cooperate with the community in activities to promote community and school;
- g. and to promote respect for authority and individual rights.

Article III. Membership

The Columbia High School Student Council, in order to be an effective representative body of the students of Columbia High School, shall consist of an Executive Council, a minimum of four (4) officers from each grade level, one (1) faculty Council Sponsor, and the General Assembly membership, as outlined below.

Section 1.

Executive Council Members

The Columbia High School Executive Officers will consist of a Council President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian.

These officers and Committee Chairpersons should be self-starters. They should know their jobs as described below, and should take the initiative and responsibility to carry them out effectively. They should promote and help with all Student Council activities. They should hold a sense of duty, responsibility, and respect toward their school and community.

- a. Executive Officers hold the privilege of choosing the committee he/she will chair.
- b. Executive Officers will nominate and appoint, via majority vote, any and all committee heads.
- c. Executive Officers will nominate and create, via majority vote, any committees deemed necessary by the Executive Council, the Council Sponsor, and/or the Principal.
- d. Executive Officers will, at all times, model and demonstrate the highest values, principles, and ideas of Council and school life.
- e. Executive Officers are responsible for recruiting at least one (1) member from each school club and/or organization to be an active member in Student Council.

I. President

The Executive Presidential officer is responsible for:

- a. Scheduling, organizing, and running all Executive Member and General Assembly Student Council meetings.
- b. Ensuring that the rules of order in a meeting are in accordance with Parliamentary Procedure.
- c. Preparing agendas for each meeting with the Executive Officers and the Sponsor prior to each meeting.
- d. Attending the calendar meeting with the Principal and Student Council sponsor to schedule Student Council activities.
- e. Meeting regularly with the Principal and Student Council sponsor to discuss Student Council events and school issues.
- f. Joining school-wide panels and committees as a student representative.
- g. Remaining a formal representative of the student body of Columbia High School and the CHS Student Council at any occasion.
- h. If holding a Senior status, organizing the elections for Student Council Executive Officers and Class Officers.
- i. Organizing the Officers' Banquet after the elections for the coming year's swearing-in ceremony.
- j. Coordinating for communication among the various school organizations, the community, and the administration.
- k. Keeping a sense of all the expenditures of the CHS Student Council.
- l. Being the voice of the Student Council and the CHS student body at Board of Education meetings, and is able (and encouraged) to express views on any subject discussed by the Board of Education.
- m. Working with the Council Sponsor and the Executive Council in formulating ideas for the Student Council Gift for the betterment of the CHS campus.
- n. Overseeing the work of his/her Executive Council to ensure its effectiveness.
- o. Performing any duties delegated to him/her by the Council Sponsor and/or Principal.

II. Vice President

The Executive Vice Presidential officer is responsible for:

- a. Meeting frequently with the President to discuss the Student Council's activities and progress, and any updates from meetings with the Principal.
- b. Undertaking the duties of the President when he/she is unable to fulfill them.
- c. If holding a Senior status, organizing the elections for Student Council Executive Officers and Class Officers.
- d. Organizes the Officers' Banquet after the elections for the coming year's swearing-in ceremony.
- e. Assisting the President in running and organizing all Student Council meetings.
- f. Ensuring that all committees perform their duties as dictated by the council.
- g. Working with the President and Council Sponsor in producing an activities calendar for every nine weeks and overseeing the distribution of said calendar to all Council members.
- h. Keeping a copy of each 6 weeks activity calendar in the Student Council Journal to be accessible by any member.
- i. Working with the Executive Secretary in the creation of a reproducible member roster for sign-in at each meeting.
- j. Working with the Executive Secretary in the creation of member contact information to be kept in the Student Council Journal to be accessible by any member.
- k. Performing any duties delegated to him/her by the Council Sponsor and/or Principal.

III. Secretary

The Executive Secretarial officer is responsible for:

- a. Recording all minutes of both Executive Officer and General Assembly Student Council meetings.
- b. Typing and copying all minutes and reports which are to be kept in the Student Council Journal to be accessible by any member.
- c. Presenting the minutes of each prior meeting at every Student Council meeting.
- d. Working with the Executive Vice President in the creation of a reproducible member roster for sign-in at each meeting.
- e. Maintaining and keeping a typed and/or photocopied record of all meeting attendance in the Student Council Journal to be accessible by any member.
- f. Distributing points-tracking sheets among members, and tallying points accumulated by each member on a nine-weeks basis.
- g. Council member points are to be typed and placed in the Student Council Journal to be accessible by any

member.

h. Assisting the Executive Parliamentarian with tracking those members on probation for grades and/or Council points.

i. Working with the Executive Vice President in the creation of member contact information to be kept in the Student Council Journal to be accessible by any member.

j. Sending all CHS Student Council correspondence, including Thank You notes, within the timely manner of five (5) school days.

k. Issuing formal letters of Honorary Membership to any foreign exchange student(s) at Columbia High School, and inviting him/her to actively participate.

m. Performing any duties delegated to him/her by the President, Council Sponsor, and/or Principal.

IV. Treasurer

The Executive Treasurer is responsible for:

a. Working with the sponsor to produce and present a written statement of all fundraising efforts and expenses to the Student Council on a monthly basis.

b. Keeping a typed report of all financial aspects of the Student Council in the Student Council Journal to be accessible by any member.

c. Helping to administer Student Council dues and the collection of all Student Council monies.

d. Working with the Executive Council and the Council Sponsor in the creation of a Council budget for the school year which includes financial goals for the future.

e. Working with the Executive Council and the Council Sponsor in obtaining the Student Council Gift for the betterment of the CHS campus.

f. Performing any duties delegated to him/her by the President, Council Sponsor, and/or Principal.

V. Parliamentarian

The Executive Parliamentarian is responsible for:

a. Procuring a copy of and knowing the Rules of Parliamentary Procedures.

b. Assisting the Executive President in overseeing of each meeting to ensure that Parliamentary Procedures are followed.

c. Assisting the Executive Secretary in the distribution of points-tracking sheets among members, and the tallying of points accumulated by each member on a nine-weeks basis.

d. Maintaining a current record of all Council members on probation for grades and/or Council points.

e. Assisting probationary members in obtaining tutoring for each jeopardized subject area and following up with these students at two-week intervals.

f. Informing probationary members of upcoming activities.

g. Keeping the Executive President and the Council Sponsor updated as to which members will receive probation for grades and/or points, as well as each probationary member who has regained their membership status.

h. Keeping the Executive President and the Council Sponsor informed and updated of any disciplinary action or behavioral issues of the General Assembly membership.

i. Performing any duties delegated to him/her by the President, Council Sponsor, and/or Principal.

VI. Historian

The Executive Historian is responsible for:

a. Recording all activities and events of the Student Council for the school year in picture format.

b. Coordinating with the Photojournalism Sponsor and staff in obtaining any useful photographs for the Student Council State Scrapbook.

c. Creating an attractive scrapbook in which to keep a pictorial record of the activities and events of the Student Council for the current year.

d. Creating a slide-show "The Year in Photographs" presentation to be viewed at the final Council meeting of the school year.

e. Completing the Student Council State Scrapbook in time for presentation at the State Convention.

f. Recording and keeping on file descriptions, dates, and examples of Council activities and events for use in the documentation for state forms.

g. Coordinating with the Executive Secretary in order to maintain a monthly log of activities and events.

h. Performing any duties delegated to him/her by the President, Council Sponsor, and/or Principal.

VII. Council Sponsor

The CHS Student Council Sponsor will be responsible for:

- a. Providing locations for and attending Executive and General Assembly Council meetings.
- b. Creating a reproducible Executive Officers roster for sign-in at each meeting.
- c. Maintaining the Student Council Journal which is to be accessible by any council member, as well as the school administration.
- d. Providing a bridge of communication between the Student Council and the school administration.
- e. Keeping the Principal informed of all Student Council events and/or activities as well as planning meetings between the Executive President, the Principal, and the Council Sponsor.
- f. Ensuring the effectiveness of both the Executive Council as well as the General Assembly membership of the CHS Student Council.
- g. Providing a means by which each Executive Officer is able to perform his/her duties in an exemplary manner.
- h. Maintaining a record of all members and their current membership status at nine-week intervals.
- i. Ensuring the proper points are dispersed and recorded for each member of the Council.
- j. Maintaining a record of any points lost for each member of the Council as a result of non-attendance, insubordination, etc.

Section 2.

Additional Council Members

I. Class Officers

The Columbia High School Student Council Class Officers will consist of a Class President, Vice President, Secretary, and Treasurer for grade levels 9-12.

II General Assembly Membership

Initial membership of the Columbia High School Student Council will consist of those students showing a sincere and active interest in the activities, events, morale, and care of Columbia High School. General Assembly membership will be established at the first regular meeting of the Council.

I. Foreign Exchange Students

Any and all foreign exchange students are honorary members of the Student Council and are encouraged to participate actively.

Section 3.

Maintaining Member Status

I. Executive and Class Officers

- a. Officers must maintain an overall grade average of **85** for each nine weeks.
 1. If the grade average is not maintained, the officer is placed on probation for the following nine weeks.
 2. If at the end of the member's probationary period, he/she has not raised his/her average to meet the guidelines set forth in this document, that member will submit his/her resignation to the Council.
 3. If at the end of the member's probationary period, he/she has raised his/her average to meet the guidelines set forth in this document, that member will regain full, active membership status.
 4. During a probationary period resulting from grades, probationary members are not eligible to receive Council points for that nine-week period.
- b. Officers shall pass each course on his/her schedule of classes.
 1. If a (one) class is failed, the member is placed on a probationary, non-participation status as required by the No Pass-No Play guidelines for each nine-week period.
 2. During a probationary period resulting from grades, probationary members are not eligible to

- receive Council points for that nine-week period.
- 3. If a second class is failed, the member will submit his/her resignation to the Council.
- c. Officers must remain active members of the Columbia High School Student Council.
 - 1. Executive members are required to chair committees, perform their duties as outlined in this document, and attend all Executive Officer and General Assembly Student Council meetings.
 - 2. Elected Class Officers are required to serve on committees, perform their duties as outlined in this document and the Executive Council and Council Sponsor, and attend all regular and special session meeting of the Council.
 - 3. Officers who become lax in their duties or fail to regularly attend meetings may be removed from office or asked to resign their position by an Executive Committee recommendation and a vote of the Executive council and Council Sponsor.
- d. All Executive and Class officers will conduct themselves as respectable, responsible members of the Columbia High School Student Council and student body.
- e. All Executive Officers will, should the occasion arise, provide the Council Sponsor with full access to any public forum and/or website of which he/she is a member.
- f. All Executive and Class Officers are expected to practice conduct in accordance with the general aims and objectives of this constitution. Any officer failing to do so will be subject to immediate dismissal by an Executive committee recommendation OR by the Council Sponsor's and Principal's discretion.
- g. Any officer who must resign for any reason will be required to petition the Executive Committee for permission to seek re-election.
- h. All officers must remain clear of any disciplinary action of any kind for any reason.
- j. All officers must maintain regular attendance to all scheduled events and meetings.

II. General Assembly Membership

- a. General Assembly council members must maintain an overall grade average of **80** for each nine weeks.
 - 1. If the grade average is not maintained, the member is placed on probation for the following nine weeks.
 - 2. If at the end of the member's probationary period, he/she has not raised his/her average to meet the guidelines set forth in this document, that member will submit his/her resignation to the Council.
 - 3. If at the end of the member's probationary period, he/she has raised his/her average to meet the guidelines set forth in this document, that member will regain full, active membership status.
 - 4. During a probationary period resulting from grades, probationary members are not eligible to receive Council points for that nine-week period.
- b. Members shall pass each course on his/her schedule of classes.
 - 1. If the grade average is not maintained, the member is placed on probation for the following nine weeks.
 - 2. If at the end of the member's probationary period, he/she has not raised his/her average to meet the guidelines set forth in this document, that member will submit his/her resignation to the Council.
 - 3. If at the end of the member's probationary period, he/she has raised his/her average to meet the guidelines set forth in this document, that member will regain full, active membership status.
 - 4. During a probationary period resulting from grades, probationary members are not eligible to receive Council points for that nine-week period.
- c. Members must remain active members of the Columbia High School Student Council.
 - 1. Members are required to actively participate on committees, and perform their duties as outlined by committee heads, the Executive Council, and the Council Sponsor.
 - 2. Members are expected to devote personal time to participate in community service projects, Council fund-raising, and events and activities required by the Council.
 - 3. Every representative of the CHS Student Council will practice conduct in accordance with the general aims and objectives of this constitution. Any member who fails to do so will be subject to immediate dismissal by an Executive committee recommendation or by the Council Sponsor's and Principal's discretion.
- e. All members must maintain regular attendance to all scheduled events and meetings.

Article IV. Elections

In an effort to preserve, learn of and participate in a functioning democracy, the Columbia High School Student Council employs the following rules and procedures.

Section 1. **Officers**

- I. The elected officers of the Columbia High School Student Council shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Parliamentarian
 - f. Historian
- II. All Officer candidates, at the time of nomination, must have an 85 overall average and remain clear of any and all disciplinary repercussions.
- III. Nomination Requirements:
 - a. President
 - 1. The Council President must hold Senior status for the year of office.
 - 2. Candidates, at the time of nomination, must be a Junior in good standing with all his/her classes and have been an active member of the Columbia High School Student Council in both his/her Junior and Sophomore years.
 - 3. Presidential candidates must have held a student council officer position for at least one year prior
 - b. Vice President
 - 1. The Council Vice Presidential candidates must be upperclassmen (Senior or Junior status), and active members of the Columbia High School Student Council for:
 - a. their Junior and Sophomore year, in the case of Seniors,
 - b. their Sophomore and Freshman year, in the case of Juniors.
 - c. Secretary
 - 1. The Council Secretarial candidates must be upperclassmen (Senior or Junior status), and active members of the Columbia High School Student Council for:
 - a. their Junior and Sophomore year, in the case of Seniors,
 - b. their Sophomore and Freshman year, in the case of Juniors.
 - d. Treasurer
 - 1. The Council Treasury candidates must be upperclassmen (Senior or Junior status), and active members of the Columbia High School Student Council for:
 - a. their Junior and Sophomore year, in the case of Seniors,
 - b. their Sophomore and Freshman year, in the case of Juniors.
 - e. Parliamentarian
 - 1. The Council Parliamentarian candidates must be an active member of the Columbia High School Student Council for at least one year prior to holding office
 - f. Historian
 - 1. The Council Historian candidates must be an active member of the Columbia High School Student Council for at least one year prior to holding office
- VII. In the event that no eligible candidates are available to fill all offices, the remaining offices shall be filled via appointment through the Executive Council and the Council Sponsor.

Section 2. **Procedures**

- I. All students seeking office in the Council must complete the petition process within one week of his/her nomination by the Council. The process includes, but is not limited to:
 - a. Executive Officer candidates must complete the officer application including a parent and candidate signature of commitment

b. Executive Officer candidates must obtain at least three (3) recommendations from faculty and/or administrative members of Columbia High School.

b. Executive Officer candidates will attach an information sheet including his/her current grades with the teacher's signature

II. Executive Officer candidates will be expected to prepare and deliver a campaign speech no longer than five (3) minutes.

III. Executive Officer elections will take place at the last General Assembly meeting of the year

Article V. Student Council Commitment

In an effort to continuously show Columbia High School Student Council's level of commitment, Executive Officers will chair mandatory committees, name any additional committees deemed necessary, and provide a constant service to both school and community. Council members will participate in these committees and donate their time and diligence in an effort to improve Columbia High School and its surrounding community.

Section 1.

Committees

The Committees of the Columbia High School Student Council will be, but are not limited to:

I. Teacher Appreciation

a. Welcomes any new administrators, faculty members and/or support staffers to the CHS campus.

b. Plans and carries out any events and activities in order to show professionals on the CHS campus the appreciation of the student body. (one per semester)

1. Campus professionals include administrators, teachers, paraprofessionals, secretaries, nurses, cafeteria staff and custodians.

c. Nominate teachers for Teacher of the Month

II. Spirit

a. Plans and carries out games at pep-rallies

b. Helps coordinate Homecoming festivities

c. Coordinate and carries out Good Sportsmanship League exchange at home football games

d. Create and hang school spirit signs for the cafeteria and hallways

e. Maintain bulletin boards in the cafeteria

III. Fundraiser

a. Organize and coordinates Council fundraisers (three per year)

IV. Community Service

a. Controls any and all charitable/civic organizational drives to show CHS Student Council's support of school and community.

1. Food/Can drives

2. Blood drives

3. Toys for Tots, etc.

V. Communication

a. Maintains Columbia High School Student Council Social Media Accounts

b. Perform school announcements every morning

c. Promote Student Council events on flyers and bulletin boards

VI. Party Planning

a. Organizes and coordinates all Student Council parties

Article VI. Powers and Duties of the Student Council

Section 1.

Powers of the Student Council

I. Held within the power of the Columbia High School Student Council:

- a. Council Projects
- b. Teacher Appreciation Day
- c. Publicity Responsibilities
- d. Executive Council meetings
- e. School visitor ushering
- f. Suggestions box management

concern on campus

- g. Evaluation of projects
- h. Constitutional evaluation
- i. Elections
- j. Annual report to the Board of Education
- k. Club re-chartering
- l. Recommendations for anything of student

II. Shared authority between the Council and the administration and/or assorted campus organizations

- a. Homecoming
- b. Social events
- c. Organization of new clubs and club chartering
- d. School pride and morale
- e. General student welfare
- f. Scheduling of meetings and events

- g. Code of conduct
- h. Foreign exchange students
- i. Promotion of citizenship
- j. Sales projects
- k. Development of traditions
- l. Assemblies

III. No authority

- a. Grades and honor roll
- b. Homework regulation
- c. School maintenance
- d. School equipment purchases
- e. School personnel
- f. Hall passes

- g. Length of vacations
- h. Salaries
- i. College Counseling
- j. Teaching procedures
- k. National Honor Society selections

Section 2.

Duties of the Student Council

The duties of the Council are as follows:

- I. To provide events and projects which will accomplish the aims and objectives of this constitution.
- II. To suggest rules and regulations for the care of the school, personal property, and the general welfare of the student body.
- III. To sponsor drives and campaigns to benefit the school, the community, and the organizational groups which provide for families and children.
- IV. To promote and provide school assemblies and programs which raise school spirit and pride.
- V. To promote positive morale and a positive learning environment that is conducive to the learning of all students enrolled at Columbia High School.
- VI. To represent the school in a positive manner demonstrating leadership in school, district, and state Student Council Activities.

Article VII. Meetings

Section 1.

Executive Council

Meetings of the Executive Council will be set on a regular basis preceding all General Assembly meetings. Executive Council meetings will occur on the Monday before the General Assembly meeting. All meetings will begin promptly at 3:05 pm.

Section 2.

General Assembly

General Assembly meetings will be set on a rotating basis. General Assembly meetings will be on the 2nd and 4th Wednesdays of the month. A schedule will be given out at the beginning of the year. All meetings will begin promptly at 3:05 pm.

Section 3.
Special Sessions

- I. A special session may be called by the President on his/her own initiative.
- II. A special session may be called on the request of at least five (5) Officers.
- III. The Council Sponsor must be informed of any and all special sessions.

Article VIII. Points

Section 1.
Earning Points

Points system is subject to change (with prior notice) at any time as changes within the school and the Student Council occur. Changes to the Points system are made at the Council Sponsor's discretion. Sponsor errands may earn members 1 Point, also at the Council Sponsor's discretion.

| | |
|----------------------------------|---|
| Meeting Attendance | 1 |
| Meeting Attendance w/StuCo shirt | 2 |
| Spirit Day Participation | 2 |
| Work School Event for StuCo | 2 |
| Committee Involvement (per hour) | 2 |
| Fundraising Participation | 2 |
| Community Service Participation | 2 |
| Extra Community Service Event | 3 |

Section 2.
Minimum Point requirement

- I. Officers are required to earn a minimum of forty (40) points per year in order to maintain active member status.
- II. General Assembly members are required to earn a minimum of thirty (30) points per year in order to maintain an active member status.
- III. Members must have a minimum of 40 points and active member status in order to run for an officer position
- IV. Members must meet the following point requirements to receive a graduation cord:

| | |
|---------------|-----|
| Class of 2024 | 30 |
| Class of 2025 | 60 |
| Class of 2026 | 90 |
| Class of 2027 | 120 |

Section 3.
Point Penalties

- I. Any member who has volunteered his/her time to an event, and does not follow through, for any reason, shall lose 1 point per occurrence.

Article IX. Letter Jackets

Section 1.
Guidelines

- I. Only members currently holding Junior or Senior level status can letter.
- II. Letter candidates must have been active members of the Columbia High School Student Council for a minimum of two (2) years.
- III. Letter candidates must have accumulated a minimum of 75 points in their Council career.
- IV. The final decision rests with the Executive Council and Council Sponsor.

Article X. Amendments

Section 1. **Process**

- I. Any proposed amendment to this constitution must be submitted in writing at a regularly scheduled meeting, and lie on the table for a minimum of one (1) week.
- II. After the proposed's one-week rest, the amendment must have the signature of both the CHS Principal and Council Sponsor.
- III. After these conditions have been met, it must be resubmitted to the council at the next regularly scheduled meeting for approval. Approval consists of the majority vote by those members present.
- IV. Voting by proxy is not allowed, nor is early voting.

Section 2. **Amendments**

Appendix A: Sponsor Information

Carri Shank
979-345-5147, ext. 2503
F103

For emergencies, contact any of the Executive Officers. These officers will be able to contact me at any time.