

AMERICAN HERITAGE ACADEMY

STUDENT COUNCIL

Handbook and Guidelines

LAWS AND REGULATIONS of American Heritage Academy Student Council

ARTICLE I Names and Branches

- 1.1 **Name:** The name of the council will be American Heritage Academy Student Council, or will be referred to as The Council.
- 1.2 **Executive Branch:** The top branch of The Council will consist of the President, Vice President, Treasurer, Historian, and Secretary and will be referred to as the Executive or Cabinet.
- 1.3 **Legislative Branch:** The bottom branch will consist of an amount that equally represents the student body by grade. One representative per every fifteen-member class will be elected. They will be referred to as the Representatives or Legislature.
- 1.4 **Judicial Branch:** The highest branch will consist of the School Administration. Although they are not needed to be represented at the meetings they should be mentioned has a section in the decision making process.

ARTICLE II Purpose

- 2.1 **Overall Purpose:** The overall purpose of The Council is to have an educated and leading body rightfully represent the Students of American Heritage Academy. The main conducting of dances and other school events is to be handled by the Student Council.
- 2.2 **Structural Purpose:** The purpose of structuring the New Student Council is to represent the students equally, create a more positive and accomplishing council, and form a school tradition that supports the idealism of American Heritage Academy.

ARTICLE III Campaigning

- 3.1 **Applying:** All students that wish to campaign must fill out an American Heritage Academy Student Council Application, before officially beginning their campaign towards their office position. The Application must be turned in to either the office or the current Council for confirmation. Requirements include:
- GPA must be C or higher
 - Executive Positions must be filled by HIGH School student only
 - All Executive Cabinet positions must be filled before campaign begins
 - Legislative Positions must be filled by students representing their class only. A student can only fill the position of his or her class.
- 3.2 **Executive Campaigning:** A student whom campaigns for the executive position must be running with a complete cabinet. All cabinet positions must be filled, in order for them to be recognized as an official running cabinet. The cabinet consists of the President, Vice President, Secretary, and Treasurer/Historian. Although the cabinet runs together as one, the President is the main figure head and campaigner who appeals to the student body but must be assisted by the rest of the cabinet.
- 3.3 **Legislative Campaigning:** A student that campaigns for a Representative can run only for his class. The Representatives must do all their own campaigning that appeals to their class only, because their immediate class will be the only ones to vote for him or her.
- 3.4 **Campaigning Rules:** The campaigning process will consist of speeches at pep rallies or school assemblies, advertisement may be necessary in SCHOOL newsletters, and advertisement through posters may be necessary. All

campaigning events are subject to change. Suggestions are always encouraged. Posters, speeches and advertisements MUST BE appropriate. Foul language, criticism, and put downs will not be tolerated.

- 3.5 **Campaign Day:** The current Student Council will hold a “Campaign Day” to officially kick off the race. Student Council will host a special class hour for the purpose of going over announcements on campaigners, future events concerning campaigns, going over rules and guidelines, and question-answer time for new campaigners. Preparations, dates, and plans are to be made by the student council.

ARTICLE IV

Election Day

- 4.1 **Executive Election:** The Cabinet will be allowed a Democratic vote of the Student body, to show and only to show the popular vote. The popular vote will not have an influence on the final election. The sole decision lies in the Republican process. An Electoral College will be assembled to cast votes on the future Executive Branch. Each Electorate has one vote. The Cabinet with more than fifty percent of the vote is declared the winner of the Executive Election. (See 4.2 for details on Electoral College)
- 4.2 **Electoral College:** The Electoral College is elected according to student population, similar to the Legislative. Each class will send one Electoral Representative to the assembly. Therefore each grade will send more than one unless it consists of only one class with less than fifteen students. Each electorate has one vote each. If there is an equal amount of electorates, **another will be selected from the senior grade**. This person will serve as a “Speaker” of the assembly and will not cast a vote unless a tie was to occur. Essentially the Speaker breaks the tie with his or her vote. An electorate cannot hold any other office/position.
- 4.3 **Legislative Election:** The Representatives are voted in by a Democratic vote from their “area”. Only the class of a Legislative campaigner can vote only for their representative. The person with the simple majority of the vote wins. If a tie were to occur, it would be referred to the Electoral College during their selection of the Executive Branch, where the electorates would make a final vote. If a tie were to occur in the Electoral assembly then the Speaker, like the Executive election, would cast the final vote.

- 4.4 **Election Day:** Election Day will be decided by the current student council. Ideally it needs to be accomplished by the end of the current school year. The elected names will be announced during the morning assembly.

ARTICLE V

Meetings

- 5.1 **Meeting Days:** Meetings will be held as a class hour and will be offered as credit towards leadership. Times and teachers will be decided by the School Administration. The Legislature and Executive will meet together in a classroom and use the time discuss upcoming events or accomplish their assigned tasks if the Council agrees on skipping the meeting. Certain days will be set aside by the teacher and/or counselor to teach leadership. (The following sects are for major discussion and decisions. The Cabinet for sake of time makes most quick decisions.)
- 5.2 **Meeting Procedures:** Robert's Rules of Order will be enacted as the sole speaking process during the meetings. Failure to comply with Robert's Rules will affect the grade of the member. The President and/or Vice President will direct the meetings. The Student Council Counselor will preside over the meetings. Absence may result in loss of grade, if not reasonable. Each member in the Council has one vote.
- 5.3 **Emergency Meetings:** Valid emergency meetings can only be made by the approval of the president or vice president. A Level One Emergency Meeting is only for The Cabinet to assemble. A Level Two Emergency Meeting will include the Legislature as well as the Executive.
- a. Level One – During this meeting only quick decisions that are necessary for based off of the circumstances are made by the Executive Branch only. This is a special power to the executive that can only be used when discussion is not necessary with the rest of the council and cannot be abused.
 - b. Level Two – This emergency meeting is for both the legislative and executive branches to meet and discuss the current circumstances.
- 5.4 **Invalid Meetings:** A meeting cannot be conducted, privately nor publicly, by only the Legislature. The Cabinet has to be represented, because all things must

pass through the Cabinet before becoming valid. A private meeting without representation of the Cabinet can be allowed with permission by the president or vice president only.

- 5.5 **HEARINGS:** Hearings will be meetings conducted by The Cabinet. They may consist of the entire Cabinet with a counselor or just the Attorney-General and Counselor with the instruction of the President. Hearings may deal with internal affair problems, such as termination of a member, addressing a major complaint, and etc. By instruction of the President, The Cabinet will take a vote on a retribution of the Student Council, i.e. termination, suspension, etc. from student government. The case or issue is then relayed by the Attorney-General to the Judicial Branch/School Administration for further hearing. The Judicial Branch then resolves a discipline to that person if they deem necessary.
- 5.6 **Voting:** A proposal or suggestion is voted on first by the Legislature. If passed by the Legislature, the Cabinet then takes a vote to show approval. A proposal must be voted on by the Cabinet in order for it to pass. The Cabinet can veto a proposal indefinitely or even before a vote is first taken. The Cabinet can also make proposals and suggestions to be voted upon.

ARTICLE VI

Committees

- 6.1 **Committees:** Committees will be made up of a small amount of Representatives and one or two members of the Cabinet to supervise. Deadlines are to be made by the President and/or Vice President.
- 6.2 **Special Committees:** If necessary, larger committees made up of volunteer students and Representatives can be made for clean up and set ups of special events.

ARTICLE VII

Duties

- 7.1 **Executive Duties:** The duties of the Executive members are as follows:
- a. **PRESIDENT:** The President of the student council conducts all meetings and is in charge of all business not specifically assigned to other members of the student council. He or she is also supervises the overall planning of school events.

- b. **VICE-PRESIDENT:** The Vice President is in charge of overall planning of school events such as dances, assemblies, spirit days, and other events. He or she takes the position of the President in his or her absence.
 - c. **ATTORNEY-GENERAL:** The Attorney-General will serve as a communicator between the Judicial and Executive Branches. This person is another officer of The Cabinet and deals with some internal affairs, complaints, and representation to the Judicial Branch. This person is responsible for studying and knowing all the rules and bi-laws of the school. This person will also be the one who takes complaints from the administration, teachers, and students and will judge whether the complaint is a legitimate or necessary complaint.
 - d. **SECRETARY:** The Secretary takes down all minutes and notes down during the Council's meetings, reviews emails and suggestions from the student body, changes the daily announcements, and is in charge of communication between the office and council. He or she also can assist in any other task assigned by the president or vice president and assists in any other paperwork and errands for the council.
 - e. **TREASURER:** The Treasurer is in charge of overall conducting of the Student Store, as well as keeping schedules of workers in the store. He or she will be in charge of the money accounts, budgeting of the council and any jobs assigned by the president or vice president.
 - f. **HISTORIAN:** The Historian is in charge of all records of events and school activities conducted by the council. He or she takes photographs and keeps a hardcopy or computer based scrapbook for references. Historian takes the position of secretary during their absence and also assists with any other assignments from the president or vice president.
- 7.2 **Legislative Duties:** The duties of the representatives are to represent their class of students in the council. Their job is to get ideas, comments, and suggestions from their classes. They are also expected to accomplish any task given to them by the executive branch.

ARTICLE VIII

Terms and Re-Election

- 8.1 **Term:** A member's term is one school year long from August to May. The newly elected council is not officially inaugurated until day one of the next school year.
- 8.2 **Re-Election:** Re-Election is open to all students. A student may hold any position of office repeatedly through his or her years in Jr. High and High school. A student must be passing his or her classes in order to serve, so "red shirting" is

not possible. A student must still be an enrolled student at American Heritage Academy in order to run.