

# ES International School

## STUDENT COUNCIL CONSTITUTION

### Preamble

We, the students of ES International School, in order to maintain and exemplify respect, responsibility and order; to encourage school loyalty and spirit; to maintain student participation in all school affairs; to encourage participation in all worthwhile activities in school and community; and to develop students' awareness of their environment, do establish this constitution for the Student Council of ES International School, grades fifth through twelfth.

### Article One - Student Organization

An organization known as the Student Council of ES International School, grades fifth through twelfth, is hereby established. All powers herein granted shall be vested in this organization.

### Article Two - Student Council Composition

The Student Council shall consist of the following officers who will also serve concurrently as class representatives: President, Vice President/Treasurer, Secretary, and Class Representatives.

### Article Three - Nominations and Election Procedures

#### Section 1: Officers

The officers of the Student Council will be: President, Vice-President/Treasurer, Secretary, and Class Representatives.

#### Section 2: Candidates for Student Council

Any eligible student of grade twelve may run for President.

Any eligible student of grade eleven may run for Vice-President/Treasurer.

Any eligible student of grade ten may run for Secretary.

Any eligible student of grade nine may run for Class Representative.

Any eligible student of grade eight may run for Class Representative.

Any eligible student of grade seven may run for Class Representative.

Any eligible student of grade six may run for Class Representative.

Any eligible student of grade five may run for Class Representative.

### **Section 3: Election Procedures**

Each class (fifth through twelfth) will have the opportunity to vote for a member of their respective class.

Each candidate must complete a candidate application, which will be available during the fourth week of the first school semester. A completed candidate application requires the signature of the candidate's Academic Tutor, Athletic Tutor (if applicable), and two (2) full-time students who support the candidate. Each candidate application must also include an essay, written by the candidate explaining his/her objectives. The candidate should also create a poster for his/her campaign that will be displayed on the notice board outside of the Administration Office. This poster must be approved by the ES International School Administration or a Student Council Faculty Advisor before posting. Completed candidate applications must be submitted by Friday of the sixth week of the fall semester to the Head of School, the Student Council Faculty Advisor, or as determined by the ES International School Administration.

### **Section 4: Campaigning**

Campaigning can begin in the fourth week or as soon as the candidate has submitted his/her candidate application, and it has been approved by the ES International School Administration or the Student Council Faculty Advisor. During the sixth week candidates will have the opportunity to address the entire Student Body in a special Student Body assembly.

### **Section 5: Voting**

Voting will take place during the sixth week of the first school semester during designated class periods. Voting will be by secret ballot. Each member of the Student Body will be eligible to vote only once for their class candidate.

#### **Amendment 5.1 (Adopted on June 11, 2010)**

##### **Voting Electronically or by Telephone**

Candidates or those voting for candidates during Student Council Elections in the Fall Semester have the opportunity to an absentee vote due to tournament, sickness, or any excused absence from the ES International School Administration. If the voter is aware of his/her absence in advance (for example, a tournament), he/she may vote for the candidate of his/her choice in the Administration Office and leave the ballot in a sealed envelope until Election Day. Voters who are unable to vote in advance of the official election day may send their vote electronically by email to the Student Council Faculty Advisor on, and no later than, Election Day by 18:00 CET. Any absentee ballots received after the prescribed time will not be counted.

## **Amendment 5.2 (Adopted on June 11, 2010)**

### **Eligible Voting for the Offices of President, Vice-President, and Secretary**

- A. In addition to Article Three, Section 5 of the Student Council Constitution, “each member of the Student Body will be eligible to vote only once for their class candidate” from the 5<sup>th</sup> to 9<sup>th</sup> grades, and wherein the entire Student Body will be eligible to vote for those candidates running for the offices of President, Vice-President/Treasurer and Secretary on Election Day.
1. During Election Week, the candidates for President, Vice-President/Treasurer and Secretary shall give a public speech before an assembly of the entire Student Body.
  2. All students who vote shall receive a ballot for the offices of President, Vice-President/Treasurer and Secretary. The names of each of the candidates for 5<sup>th</sup> to 9<sup>th</sup> grades shall appear on a separate ballot.
  3. All students are eligible to vote only once for each candidate on the ballot, with the exception of 5<sup>th</sup> to 9<sup>th</sup> grade who shall also vote for their own class representative. If there is double voting or unclear marking for any candidate, the ballot shall be discarded, considered void, and will not be counted for election purposes.

### **Section 6: Certification of the Election**

The candidate with the majority of votes in each office will be certified as the winner of the respective class election. Unopposed candidates must receive a simple majority of votes to win, or the vote will be rescheduled within five (5) school days. The votes will be counted and verified by the Head of School, one (1) Faculty Member, and one (1) non-candidate student. Results will be announced as soon as the vote has been confirmed and certified by the Head of School and the Student Council Faculty Advisor.

## **Article Four - Responsibilities and Duties**

### **Section 1: Student Council**

All officers of the Student Council must earn and maintain a minimum Grade Point Average (GPA) of 2.50. If their Grade Point Average falls below a 2.50 in any mid-term marking period, they will have one (1) additional marking period of probation or until the end of the semester in which to improve their grade to the minimum requirement.

All Student Council members shall attend regular meetings of the Student Council and any special meetings called by the President or the Student Council Faculty Advisors. An absence or a tardy to a meeting will be excused for any of the following reasons:

- a.) Absence from school on the day of the meeting.
- b.) Illness during the meeting.
- c.) Make-up tests or any other school matters requiring a student's presence.
- d.) Tournament schedule.

## **Section 2: Officer Duties**

### *A. Duties of the President shall be to:*

- a.) Act as Chairperson for all business meetings of the Student Council.
- b.) Represent the Student Council at all functions designated by the Head of School or Student Council Faculty Advisor.
- c.) Prepare the agenda for Student Council meetings, with the assistance of the other officers and the Student Council Faculty Advisor.
- d.) Use correct parliamentary procedures and other appropriate meeting skills at all Student Council meetings.
- e.) Appoint committees when necessary.
- f.) Act as a liaison for the entire Student Body in all matters.
- g.) Serve as a responsible model student in the School.

### *B. Duties of the Vice-President/Treasurer shall be to:*

- a.) Work closely with the President in all matters.
- b.) Become acting President during any absence of the President.
- c.) Assist the Student Council members in learning correct parliamentary procedures and appropriate skills.
- d.) Work with the faculty advisor in maintaining records of receipts and expenditures of the Student Council.
- e.) Make a financial report each semester, or when necessary, to the Student Council.
- f.) Supervise the transactions of all income, expense, and fund raising activities.
- g.) Serve as a responsible model student in the School.

### *C. Duties of the Secretary shall be to:*

- a.) Take and publish minutes of all official meetings of the Student Council.
- b.) Keep a written record of all the proceedings of the Student Council.
- c.) Furnish information to the Student Council concerning action that has been or should be taken by the Student Council.
- d.) Take roll promptly at the start of all Student Council meetings and maintain attendance and tardy records.
- e.) Serve as a responsible model student in the School.

### *D. Duties of the Class Representatives shall be to:*

- a.) Assist in all meetings of the Student Council.
- b.) Be responsible for communication between the Student Council and the class that he/she represents.
- c.) Serve as a responsible model student in the School.

### **Section 3: Student Council Faculty Advisor**

The Student Council will be advised by a member (or members) of the ES International School faculty who will be appointed by the administration of the school. The faculty advisor will guide and assist prospective and current Student Council officers on procedures, faculty and administration concerns, school policies, and parliamentary procedures.

## **Article Five - Removal and Replacement of Student Council Officers**

### **Section 1: Tardies and Absences**

All Student Council officers and representatives are required to attend all meetings and to arrive on time. Excessive tardiness and absences without proper excuse (see Article Four) will result in the officer receiving possible disciplinary action by the officers of the Student Council. If any further tardiness or absences are recorded during this time then the offending officer will be impeached from the Student Council and a new election will take place within three (3) weeks to replace the removed officer.

### **Section 2: Minimum Grade Point Average**

Any officer who earns less than the minimum required Grade Point Average (GPA) of 2.50 in any one (1) mid-term marking period will receive one (1) additional marking period (or until the end of the semester) of probation to bring his/her Grade Point Average up to the minimum requirement. Any member who has a Grade Point Average below the minimum requirement for two consecutive marking periods (one semester) will be impeached from the Student Council.

### **Section 3: Leaving the Student Council**

If for any reason an officer must leave the Student Council, he/she should inform the President of the Student Council in writing, giving the reason for leaving, at least two (2) weeks prior to departure. During this time a new representative will be chosen according to the electoral procedures contained in Article Three. If the President steps down within ninety days of the end of the school year, he/she will immediately be replaced by the Vice-President, and a new Vice-President will be chosen according to the electoral procedures contained in Article Three. Otherwise, a new election shall be held for the office of the President.

### **Section 4: Dismissal from the Student Council**

Any officer of the Student Council who violates any code of conduct deemed inappropriate by the ES International School Administration will be dismissed or will face dismissal from the ES International School Disciplinary Committee. Student Council Officers must represent the

highest morale and academic standards in the school, and they must serve as model students for the entire Student Body.

## **Article Six - Meetings and Procedures**

### **Section 1: Procedure**

The President of the Student Council shall conduct all meetings with polite but informal procedures. However, if a meeting becomes unruly or otherwise out of order, the President may ask for the raising of hands in order to talk, or any other proper parliamentary procedure at his/her discretion and that of the Student Council to bring the meeting to order.

### **Section 2: Schedule**

The Student Council will meet at least once a calendar month. The first full Student Council meeting will be held within one (1) week after the certification of the elections. The Student Council will meet at a time and place that is appropriate for the officers and the Student Council Faculty Advisor.

### **Section 3: Tardies / Absences**

Any member arriving late to a meeting should integrate into the meeting silently and explain their tardiness at the first appropriate opportunity. It will be the responsibility of the officer to catch up with the business of the meeting. Any officer who is absent from a meeting will be responsible for catching up with the business of the meeting.

### **Section 4: Access**

All Student Council meetings shall be open to all students of the High School Student Body, faculty, staff administration and members of the ES International School community. The Student Council reserves the right to impeach, by a majority vote, anyone from the meeting for inappropriate conduct or for undue interruption of business. Non-members may not become involved in discussion without permission from the Chairperson of the meeting and may not vote on any issue.

## **Article Seven - Voting on Issues**

### **Section 1: Quorum**

In order for the Student Council to vote on any issue there must be a quorum number of members present. The quorum will be three-fourths of the Student Council (six out of the eight officers of the council).

## **Section 2: Voting**

All issues require a majority vote from the Student Council. Voting will be by show of hands or roll call at the discretion of the Chairperson of the meeting. All voting shall take place after a full debate of the issue. For issues of major importance, voting shall be left until the following meeting. Consideration of whether an issue is of major importance shall be left to the discretion of the President of the Student Council and the Student Council Faculty Advisor.

## **Section 3: Veto Authority**

The ES International School Administration reserves the right to veto any measures the Student Council may pass that it may deem inappropriate and counter to the welfare of the School.

## **Article Eight - Amendments and Revisions**

Amendments to the Student Council Constitution may be initiated by a petition stating the desired amendment, signed by at least ten percent of the Student Body and by three (3) Student Council Officers. A three-fourths majority of the Student Council and a two-third majority of the Student Body must pass an amendment before becoming part of the Student Council Constitution.