

Lopez Middle/High School Constitution and Bylaws

PREAMBLE

We, the students of Lopez Middle/High School, in order to establish a free and democratic self-government, promote the general welfare for all students, give orderly direction to school activities, provide a forum for student expression, improve school morale, and promote better student-teacher relationships do decree the establishment of this constitution and bylaws document for the students of Lopez High/Middle School. This document shall govern the ASB and HMSSC in both a bylaw and constitutional capacity.

ARTICLE I – NAME

Section 1:

- a. The Lopez Middle/High School Associated Student Body shall be known hereafter as ASB.

Section 2:

- a. The Middle/High School Student Council shall be known hereafter as HMSSC.

Section 3:

- a. Lopez Middle/High School shall be known hereafter as LMHS.

ARTICLE II – MEMBERSHIP

Section 1:

- a. Any student from the sixth grade through the twelfth grade is considered a member of the ASB.

Section 2:

- a. Membership shall terminate by the withdrawal of the student from Lopez High/Middle School (LMHS) or by censorship by the MHSSC.

Section 3:

- a. To participate in any school organized club the student must purchase an ASB card.

- b. The price of the ASB card shall be set each year by the student council as necessary, and it will be set in accordance with ASB disbursements and extracurricular programs.

Section 4:

- a. Students who do not attend LHMS can also be members of the ASB on the condition that they live on Lopez Island, and if they participate legitimately in LHMS activities that require the purchase of an ASB card.

ARTICLE III – AUTHORITY OF THIS CONSTITUTION

Section 1:

- a. If there is a conflict of procedure between this constitution and the Roberts Rules of Order, Revised Edition, this constitution overrules.

Section 2:

- a. If there is a conflict of laws or rules of any LHMS club or organization this constitution shall overrule the other constitution until either is amended.

- b. If any LHMS club or organization finds a part of this constitution to be unjust or if there is a petition against it, the MHSSC shall review the article in question and provide the club or organization two weeks to submit an amendment. Upon receipt, the MHSSC will vote to accept, revise or reject the proposed amendment.

- c. No amendment to any LHMS club or organization's constitution shall be valid unless approved by the MHSSC, and attached to it.

- d. The president may grant two extensions, each consisting of two weeks.

Section 3:

- a. The ASB as a whole, 2/3 or better, shall have the final and complete veto power in this constitution.

b. The MHSSC may veto any action, decision, etc. of any ASB officer by a vote of 2/3 or better.

c. If a previously passed amendment is later found to conflict with the MHSSC, a 2/3 or better vote is needed to annul the section(s) involved with the correction.

Section 4:

a. All actions of the MHSSC, its clubs, or organizations must abide by school rules and the law.

b. All actions of the ASB are subject to review by the principal, the superintendent, or the school board.

Section 5:

a. For this constitution to be activated, it shall be approved by the ASB, 2/3 or better vote, the MHSSC, 2/3 or better vote, and the School Board, 2/3 or better vote.

ARTICLE IV – OFFICERS

Section 1:

a. Officers shall include the following: President; Vice-President; Secretary; Treasurer; Sergeant-at-Arms; School Board Representative; Class Representatives.

Section 2:

a. All officers shall be elected positions, serving for 1 school year per term.

b. The Treasurer is exempt from election because it is chosen by the MHSSC Advisor.

Section 3:

a. Officers shall be paying members of the ASB, and able to attend 75% or better of the meetings.

b. Officers shall be nominated of the following status:

1. President: senior or junior class.
2. Vice-President: senior or junior class.
3. Secretary: freshman or higher standing.
4. Treasurer: freshman or higher standing.
5. Sergeant-at-Arms: sophomore or higher standing.
6. School Board Representative: freshman or higher standing.
7. Class Representatives: one rep. from each grade level (see Article V).

c. After each election, the new president shall be sworn in/affirmed by the previous HMSSC president, and new officers shall be sworn in/affirmed by the new HMSSC president.

Section 4:

- a. Officers will receive one vote per position.
- b. The president shall only vote in case of a tie.

Section 5:

- a. Each elected MHSSC Officer must meet the eligibility requirements set by the Lopez School Board in order to participate in extracurricular activities.

ARTICLE V – DUTIES OF OFFICERS

Section 1:

- a. All MHSSCS officers must maintain a 2.00 GPA in order to be eligible in HMSSC matters.
- b. If an officer does not meet the 2.00 GPA standard, he/she will be given a 2-week notice to meet the standard before he/she is relieved of his/her position.

Section 2:

- a. The President shall be responsible for the following:
 1. Preside over all ASB and HMSSC meetings.
 2. Appoint committees and persons for representation of the HMSSC.
 3. See that the rules of the conditions be followed.
 4. Vote only in cases to break ties.

5. Call all special ASB or HMSSC meetings.

Section 3:

- a. The Vice-President shall be responsible for the following:
 - 1. Performing all of the duties of the President upon their absence.
 - 2. Succeeding the office in the event of the President's dismissal or resignation.
 - 3. In the absence of the Secretary, the Vice-President shall assume the Secretary's duties.

Section 4:

- a. The Sergeant-at-Arms shall be responsible for the following:
 - 1. Keep and enforce order at all meetings of the ASB and HMSSC.
 - 2. Shall lead the Pledge of Allegiance at the beginning of each meeting.

Section 5:

- a. The Secretary shall be responsible for the following:
 - 1. Take minutes of all meetings of the ASB and HMSSC.
 - 2. Read the previous notes of the last meeting to the body that is then meeting.
 - 4. Turn self-signed minutes into the District Office.
 - 5. Keep a copy of minutes in the HMSSC folder, his/her house, and at the Advisor's house/office.
 - 6. In the absence of the President, Vice-President and Sergeant-at-Arms, the Secretary shall assume the President's duties.

Section 6:

- a. The Treasurer shall be responsible for the following:
 - 1. Giving the most current report of the ASB financial status.
 - 2. Approving all ASB status, and work with the business office for all financial affairs.
 - 3. In the absence of all higher-ranking personnel, the Treasurer shall assume their duties.

Section 7:

- a. The School Board Representative shall be responsible for the following:
 - 1. Attending the regularly scheduled school board meetings.
 - 2. Relaying the information and requests from each group to the other.

ARTICLE VI – OTHER ASB POSITIONS

Section 1:

- a. The HMSSC shall be represented by the four grades of the LHS: Senior class; Junior class; Sophomore class; Freshmen class; and the three grades of the LMS: Eighth grade, Seventh grade, and Sixth grade.

Section 2:

- a. Each class is requested to have one representative and any officers the class sees fit to have, or according to need.

Section 3:

- a. Each class shall receive one vote in the HMSSC: one for the representative(s).

Section 4:

- a. Any class elected official, besides the elected representative, is not eligible to vote in HMSSC affairs.

Section 5:

- a. In the matter of a tied election for class representative, the two must decide together which way they vote on a given subject or issue. In the case that only one is present at a meeting, he/she shall have the vote.

ARTICLE VII – DUTIES OF OTHER ASB POSITIONS

Section 1:

- a. The Class Representatives shall be responsible for the following:
 - 1. The representation of their class to the HMSSC.
 - 2. Relay pertinent information from one group to the other within two days of the meetings.

ARTICLE IX – OFFICER DISMISSAL

Section 1:

- a. Three unexcused absences from HMSSC gatherings, misconduct, unperformed duties, lack of responsibility or leadership, shall be precedent enough for the HMSSC to strip an officer of their title and power with a 2/3 or better vote of the HMSSC.
- b. If the dismissed person wishes to appeal his or her case for reinstatement to the HMSSC, they have 10 days to organize and present their case.
- c. With a 2/3 or better vote by the HMSSC, the relinquished person may be reinstated to their preceding title and corresponding duties.

ARTICLE X – FACULTY ADVISOR

Section 1:

- a. The Principal shall be the advisor of both the ASB and HMSSC.
- b. The HMSSC advisor is requested to be at all HMSSC meetings and ASB meetings. The HMSSC advisor shall follow the same attendance rules as the students; they must be on time and come on a regular basis unless they discuss a different schedule with the President.

Section 2:

- a. The Principal can designate another individual in his/her place.

Section 3:

- a. The HMSSC advisor shall not vote in HMSSC meetings.

ARTICLE XI – HMSSC Income and Money Disbursement

Section 1:

- a. All financial decisions on the disbursement of funds shall be made by the HMSSC and its Advisor.

ARTICLE XII – Committees

Section 1:

- a. After elections have been held, the president shall appoint a committee of 3-5 people to overlook and approve the HMSSC constitution.

ARTICLE XIII – AMENDMENTS

Section 1:

- a. A proposed amendment to an article, or a new article, by the HMSSC shall follow this procedure:
 1. The President shall make a committee of two (2) or more persons to create the proposed amendment in written form.
 2. Each proposed article amendment will be posted for all ASB members to view; where upon students can give suggestions to their representatives concerning the amendment.
 3. Each article amendment shall be brought to the student council for consideration. This constitution can be amended with a 2/3 majority vote by the entire HMSSC and ASB.
 4. If accepted, the amendment shall be added into the constitution under the amendments section.

ARTICLE XIV – CHARTERS

Section 1:

- a. A charter is a set of rules approved for a club or organization by a higher authoritative power.
- b. All charters for ASB organizations will be approved only after the constitution for the said organization has been approved by the HMSSC.

Section 2:

- a. All charters are subject to revocation for such reasons as: direct conflict with this constitution, financial bankruptcy, misconduct at social gatherings or athletics, etc.

Section 3:

- a. When any organization disbands its last act will be the liquidation of assets, and the satisfaction of debts.

Section 4:

- a. The HMSSC shall accept disbandment only when financial responsibilities are fulfilled.

Section 5:

- a. This constitution guarantees that all charters shall:
 1. Be represented to the HMSSC as stated in this constitution.
 2. Spend their money as they wish as long as it is consistent with this constitution, state law, and school policy.

ARTICLE XV – DISBURSEMENTS

Section 1:

- a. All disbursements of the ASB shall be in accordance with the mission of this constitution and state law.

Section 2:

- a. No promises of money or payment shall be made by any ASB member without the appropriate action on the part of the HMSSC.

ARTICLE XVI – QUORUM

Section 1:

- a. An ASB quorum shall be the majority, two thirds (2/3) or better, of all enrolled ASB members.

Section 2:

- a. A HMSSC quorum shall be a majority, two thirds (2/3) or better of HMSSC members.

Section 3:

- a. A quorum is necessary to conduct regular business or vote on any motion.

Section 4:

- a. All ASB and HMSSC meetings must take roll in order to insure a quorum for meetings.

Section 5:

- a. Any member, ASB or HMSSC, may demand a roll call in order to insure a quorum.

Section 6:

- a. Any motion receiving a majority of those votes cast at an ASB, HMSSC, organization, or class meeting shall be passed as long as a quorum of members of the said body vote on that motion.
- b. Members must be present in order to vote.

ARTICLE XVII – MEETINGS

Section 1:

- a. All ASB members may assemble once per calendar month and when deemed necessary by the HMSSC Advisor or the HMSSC.

Section 2:

- a. A quorum shall be necessary to constitute a valid ASB meeting.

Section 3:

- a. At least two (2) HMSSC officers must be present at an ASB meeting.

Section 4:

- a. HMSSC shall meet at least once per week when at all possible.

Section 5:

- a. Robert's Rules of Order shall be the model for meeting procedure as well as the procedures for making formal decisions.

ARTICLE XVIII – ELECTIONS

Section 1:

- a. In order to run for an HMSSC office, students must be nominated.
- b. Nominations should be submitted by the second Friday of April.
- c. The elections shall be held between 10 and 14 days after nominations.
- d. The election shall be by confidential ballot.
- e. The HMSSC advisor, along with another person selected by the HMSSC, shall count the votes. The announcement of the winning candidates shall be made within one school day of the official count.

Section 2:

- a. A 2/3 or better of the ASB must vote for an election to be valid, with an exception to individual class elections, where 2/3 or better of the class must vote.

Section 3:

- a. Any candidate for the HMSSC may ask for a recount.

Section 4:

- a. All ties in votes shall be run off between the two candidates only.

Section 5:

- a. Write-ins shall be allowed in elections, and there shall be a place on the ballot for the write-in option.

Section 6:

- a. Each year the standing HMSSC shall establish a procedure for elections. For example they will determine if there are to be speeches or not, and on what day the elections are held.

Section 7:

- a. If the Student Council is a combined High School and Middle School (HMSSC), 6th-12th graders shall vote.

b. If elections are held during the second semester of the school year, outgoing seniors are not eligible to vote in the election.

ARTICLE XIX – STUDENT COURT

Section 1:

a. This constitution shall allow for the formation of a Student Court (SC) system.

Section 2:

a. The SC shall be comprised of students, exclusively.

b. The court shall be overseen by an advisor(s). This position shall be defined as necessary by the Principal.

c. The SC and all decisions it makes must be in compliance with the school handbook and all relevant policy.

d. No member of the HMSSC shall be allowed to participate as a member of the elected SC system.

e. The SC Advisor shall be neither the HMSSC nor the ASB's advisor.

ARTICLE XX – CLUBS & EXTRA CURRICULAR ACTIVITIES

Section 1:

a. All school clubs shall be comprised of ASB card holding members. In addition all clubs will meet the following criteria:

1. Each club shall make a constitution that dictates clearly the purpose and scope of the club.

2. The clubs constitution shall agree with the constitution of the HMSSC. Disagreements in the constitution must be corrected.

b. All club members shall have paid an ASB fee. If a member has not paid this fee they are not technically a member and shall not be allowed to participate in club activities until the fee is paid.

Section 2:

- a. All members of ASB clubs must follow the same rules that apply to all extra-curricular activities (as stated in the student conduct handbook). This includes any rules concerning conduct of students, as well as eligibility.