



IRMO HIGH SCHOOL STUDENT COUNCIL CONSTITUTION

Revised February, 2016

ARTICLE I – Name

The representative body of Irmo High School in Columbia, South Carolina shall henceforth be known as the Irmo High School Student Council.

ARTICLE II – Mission and Objectives

The Irmo High School Student Council shall be an active body of students from Irmo High School who promote social unity and encourage spirit within the school and community. This body shall strive to organize student functions and student services, and shall work with the administration and the community to continually improve Irmo High School.

The objectives of the organization shall be to enhance the Irmo student experience by organizing and implementing programs and events addressing the following categories identified by the South Carolina Association of Student Councils:

1. School service
2. Community service
3. School pride activities
4. Recreational activities for school enjoyment
5. Spirit activities for athletics
6. Activities to recognize students or others
7. Leadership activities
8. Other projects

ARTICLE III – Representation

- I. The Executive Board shall consist of the following officers:
 - A. Student Body President (elected)
 - B. Student Body Vice-President (elected)
 - C. Student Body Secretary (elected)
 - D. Student Body Treasurer (elected)
 - E. Student Body Public Relations Director (appointed)
 - F. Student Body Historian (appointed)
 - G. Any Irmo student elected into a South Carolina Association of Student Councils (SCASC) State office
- II. Each individual class shall have one of the following officers:
 - A. Class President (elected)
 - B. Class Vice-President (elected)
 - C. Class Secretary (elected)
 - D. Class Treasurer (elected)
 - E. Class Public Relations Officer (appointed)
 - F. Class Historian (appointed)

III. Additional appointed officers as needed (ie. Club Liaison, Social Director)

IV. Class Representatives

ARTICLE IV – Duties of Officers and Representatives

I. Duties of the Student Council Executive Officers

A. The Student Body President

1. Oversees all activities of the organization.
2. Maintains and enforces the Constitution.
3. Assists in the planning of officer leadership retreats.
4. Serves as a liaison to Administration and as the official spokesperson of the organization.
5. Presides at and prepares agendas for regular and special meetings.
6. Calls meetings of Executive Officers and Class Officers, as needed.
7. Assumes the responsibility of informing the Student Body of all activities.
8. Assists other officers in the general planning and implementation of the year's events.

B. The Student Body Vice-President

1. Performs the duties of the Student Body President in the case of an absence of the Student Body President.
2. Attends and reports at all meetings.
3. Writes morning and afternoon announcements promoting events with approval of the sponsor.
4. Coordinates and oversees all fundraising for the organization.
5. Plans Student Council Celebrations and other social events.
6. Assumes the office of Student Body President in the case of the absence, resignation, or disqualification of the Student Body President.
7. Assists other officers in the general planning and implementation of the year's events.

C. The Student Body Secretary

1. Keeps written records of all meetings of the Executive Board and General Body.
2. Updates club members of Student Council ideas and plans.
3. Maintains the Executive Board and other student council files.
4. Takes attendance at all meetings.
5. Organizes and distributes personal information lists containing, but not limited to the following: name, birthday, phone number, home address, and email address.
6. Posts minutes for the student body and distribute minutes to student council members.
7. Assists other officers in the general planning and implementation of the year's events.

D. The Student Body Treasurer

1. Creates a projected annual budget with the assistance of the class treasurers and sponsor.
2. Reports on the financial state of the student council account to the Executive Board.
3. Approves all student council expenditure forms prior to final approval by the sponsor.

4. Utilizes reconciliation reports from the school's bookkeeper to update budget.
5. Assists other officers in the general planning and implementation of the year's events.

E. The Student Body Public Relations Director

1. Oversees the maintenance of social media websites, including any Irmo High School Student Council webpages.
2. Writes press releases to advertise events in school newsletters and local newspapers.
3. Oversees the creation of logos and branding for marketing Student Council and any special events.
4. Creates business stationery and business cards for Executive Officers.
5. Approves all posters, flyers, and banners for detailed information, consistency, and visual appeal before submitting to the sponsor for final approval.
6. Ensures that important events are advertised utilizing all available outlets, including social media, the marquis and phone all-call.
7. Assists other officers in the general planning and implementation of the year's events.

F. The Student Body Historian

1. Adds each member's birthday to the master calendar and assists class historians with recognition.
2. Assists the Student Council Public Relations Director with the maintenance of any social media websites, including any Irmo High School Student Council webpages.
3. Oversees the creation of a year-end slide show by compiling images collected from all class historians.
4. Organizes an electronic photographic record of all student council and class events submitted by class historians.
5. Uses the master calendar to create a calendar of deadlines for class historians to create scrapbook pages for each of their events.
6. Oversees the compilation of a culminating scrapbook to submit to the SCASC "The Gavel" competition.
7. Keeps a scrapbook of all school activities, including all publications, posters, and other documents concerning the student council.
8. Assists other officers in the general planning and implementation of the year's events.

II. Duties of the Student Council Class Officers

A. The Class President

1. Oversees all activities of the class.
2. Serves as a liaison to the class and as the official spokesperson of the class.
3. Presides at and prepares agendas for regular and special meetings of his or her class or class officers.
4. Calls meetings of his or her class or class officers.
5. Assumes responsibility of informing class officer's, representatives, and class of all activities.
6. Assists other officers in the general planning and implementation of the year's events.

B. The Class Vice-President

1. Performs the duties of the Class President in the case of an absence of the Class President.
2. Attends and reports at all meetings.
3. Assumes the office of Class President in the case of the absence, resignation, or disqualification of any class President, the Vice-President.
4. Coordinates and oversees all fundraising for the class.
5. Plans class celebrations and other social events.
6. Assists other officers in the general planning and implementation of the year's events.

C. The Class Secretary

1. Keeps written records of all meetings of class or class officers.
2. Updates class members of class ideas and plans.
3. Maintains class files.
4. Takes attendance at all meetings.
5. Organizes and distributes personal information lists containing, but not limited to the following: name, birthday, phone number, home address, and email address.
6. Posts minutes for the class and distributes minutes to class representatives.
7. Assists other officers in the general planning and implementation of the year's events.

D. The Class Treasurer

1. Coordinates the class budget with the assistance of the other class officers and class sponsor.
2. Reports on the financial state of the class account to the class.
3. Approves all class expenditure forms with the class sponsor before submitting.
4. Utilizes reconciliation reports from the school's bookkeeper to update budget.
5. Submits all projected budgets to the Student Body Treasurer.
6. Assists other officers in the general planning and implementation of the year's events.

E. The Class Public Relations Officer

1. Oversees the maintenance of social media websites, including any Irmo High School Class webpages.
2. Writes press releases to advertise events in school newsletters and local newspapers.
3. Oversees the creation of logos and branding for marketing class events.
4. Approves all posters, flyers, and banners for detailed information, consistency, and visual appeal before submitting to the class sponsor for final approval.
5. Ensures that important events are advertised utilizing all available outlets, including social media, the marquis and phone all-call.
6. Assists other officers in the general planning and implementation of the year's events.

F. The Class Historian

1. Recognizes each individual's birthday in the class at meetings.
2. Assists the Class Public Relations Officer with the maintenance of any social media websites, including any Irmo High School Class webpages.
3. Assists the Student Body Historian with creating a year-end slide show.

4. Organizes an electronic photographic record of all class events and compiles scrapbook pages to submit to the Student Body Historian.
5. Keeps a scrapbook of all school activities, including all publications, posters, and other documents concerning the class.
6. Assists other officers in the general planning and implementation of the year's events.

III. Duties of the Student Council Class Representatives

- A. Assist with planning and implementing events.
- B. Participate in fundraising endeavors to support events.
- C. Participate in service projects to strengthen our community.
- D. Promote and attend student council events.
- E. Attend and actively participate at all meetings.

Article V – Code of Conduct

I. Student Council Officers are expected to:

- A. Be informed about all aspects of the student council and its programs.
- B. Attend council meetings, committee meetings, and special meetings.
- C. Provide support to the president as requested.
- D. Provide support to fellow officers as necessary.
- E. Provide input into council decisions.
- F. Be a positive role model for other council members and for the student body in general. All Student Council members shall abide by all rules and regulations written in the Irmo Student Handbook. Higher behavioral standards and expectations exist for officers than for representatives.
- G. Be enthusiastic and supportive of all student council activities.
- H. Devote the time and energy necessary to fulfill the obligations of the office in a responsible fashion.
- I. Be present at all Student Council functions unless excused by the sponsor.
- J. Vote on Student Council decisions.
- K. Attempt to attend all Student Council/Class events, both on and off campus, unless extenuating circumstances exist, PRIOR to running for the officer position.

II. Minimum Grade Point Average

- A. All Student Council members shall maintain a minimum 2.0 grade point average.
- B. Each Student Council member's grade point average will be checked quarterly
- C. If any Student Council member's grade point average falls below the required minimum, that member shall be granted a two-week period to remedy the situation. If they do not then they shall be dismissed according to the procedures below.

Article VI – Dismissals

- I. Reasons for dismissal
 - A. Violations of school policies, the code of conduct, and/or state laws will lead to immediate dismissal.
 - B. Withdrawals from Irmo High School will be treated as if the student resigned from his or her Student Council position.

- II. Procedures for dismissal
 - A. The Student Council member to be dismissed must be given written notice of his or her dismissal, signed by the Student Body President, within ten school days of the infraction that warranted the use of the dismissal procedure.
 - B. The dismissed member will not retain any class or Student Council titles or duties after written notice of dismissal is served.
 - C. The dismissed member may not run for office in the Student Council term following his or her dismissal.
 - D. An officer that withdraws from Irmo High School will be considered to have resigned from his/her position and will be dismissed from Student Council.

- III. Replacement of dismissed members
 - A. In the case of the dismissal or resignation of any class officer or class representative other than a Class President, said Class President shall nominate a replacement from his or her class at large with the advice and consent of all remaining officers or from that class.
 - B. In the case of the dismissal of the Class President, the Class Vice-President shall take the title and duties of the Class President and nominate a new Vice-President.
 - C. If the dismissed or resigned member is a class officer, that member's office shall be filled by any remaining, eligible representative through nomination and a vote of the Student Council in general.
 - D. In the case of the dismissal of the Student Body President, the Student Body Vice-President shall take the title and duties of Student Body President and a new Student Body Vice-President shall be chosen by nomination and a vote of the general body (Article IV. B. 5.).
 - E. Any officer that resigns or is dismissed after March 1 will not be replaced.

Article VIII – Elections

- I. Qualifications for Candidacy
 - A. Executive Officer Positions
 - 1. Only candidates with previous Student Council officer experience may run for an executive position.
 - 2. The Student Body President position is open only to seniors.
 - 3. Other executive positions are open to sophomores, juniors, and seniors.

4. A potential candidate who currently holds office must have performed that duty satisfactorily. No reprimands or written complaints or related disciplinary referrals may have been registered of that individual's performance of duty.
5. Candidates must have regularly attended student council meetings.
6. Candidates must have demonstrated involvement in the major functions of the current year.
7. Any member or officer who is dismissed, removed, or resigns from the council will not be eligible to run for office the following school year.
8. Must meet all of the qualifications listed under the class officer positions V.I.
9. Candidates who are not elected into an executive office may run for a class office.

B. Class Officer Positions

1. The candidate must be a member of the class that he or she hopes to represent.
2. Membership in the Council is open to all students who have a 2.0 minimum cumulative grade point average.
3. The student may not have been suspended from school during the current year and should possess a clean disciplinary record.
4. The student does not have a record of excessive absences (over 8) for the current school year.
5. In the case of a fifth-year senior, the candidate must be a full-time, full-year student.

II. Election Process

A. Application

1. All potential candidates must fully complete the application to be eligible to run for office.
2. The application must be submitted on time to be eligible to run for office.
3. The applicant must have his or her application validated by the Student Council sponsor, registrar, school disciplinarian, and attendance clerk.
4. The sponsor will notify applicants by letter regarding the status of acceptance.

B. Candidacy

1. A specific time period will be set aside for campaigning, according to the published schedule.
2. Campaigning begins on the designated day at 7:00 am.
3. Candidates must run a positive campaign promoting themselves. Negative campaigning against other candidates is not permitted and will result in the termination of one's candidacy. This is true of "unofficial" campaigning (such as talking about and/or spreading rumors) as well, is not limited to actual campaign materials and may include social media.
4. Candidates must adhere to the published campaign guidelines regarding campaign materials and finances.

C. Voting

1. Executive Officer and Class Officer elections will take place in March of the spring semester preceding the year of the officials' term.

2. When possible, representatives of the incoming freshman class will be elected in the spring of their 8th grade year. If the freshman election process cannot be coordinated at the middle school then the incoming freshman officers will be elected in the fall of their freshman year.
3. Officers will be elected by electronic ballot, with the entire student body casting a vote for Student Body Executive Officers and all students in each class casting a vote for Class Officers. A majority of votes will constitute a victory.
4. The term of office for any officer shall be one academic year, beginning at the first full meeting.

III. Special Elections and Appointments

- A. Student Council will conduct other elections as the council approves with a majority vote.
- B. Irmo High School students who ran in the most recent election and were not elected may be appointed to an officer position at the sponsor's discretion.

Article IX – Amendments

- I. An amendment shall affect the operation of the Irmo Student Council and this document.
- II. An amendment shall only be presented in written form and at a general body meeting of the Irmo Student Council.
- III. An amendment shall be approved by a minimum three-fourths vote in the amendment's favor of all members present at the general body meeting in which the amendment was presented.

ARTICLE X – Meetings

- I. The General Body shall meet at a specified time, at least once a month.
- II. All members, including the Student Body President, have the right to vote on all measures, except the Sponsor(s), who shall not have the right to vote.
- III. A quorum shall consist of a majority of the voting members of the Council.

ARTICLE XII – Statement of Non-discrimination

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, or sexual orientation. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.

ARTICLE XIII – Financial Obligations

- I. Officers and Sponsor(s) may determine reasonable dues and fees assessed to each member at the beginning of each year upon planning the budget of the organization.
- II. Members of this organization will be notified of dues and fees at the beginning of each year. Other optional fees may arise during the course of the year.

III. Members of this organization must assist in fundraising efforts and are financially responsible for selling all delegated items distributed to them (tickets, food, merchandise, etc).

ARTICLE XIV – Statement of Non-Hazing

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XV – Statement of Compliance with District Regulations

This organization shall comply with all Lexington Richland County School District Five policies and regulations and local, state, and federal laws.

ARTICLE XVI – Association Memberships

The Irmo Student Council will maintain active membership status with the following organizations:

- 1) South Carolina Association of Student Councils (SCASC District 3)
- 2) Southern Association of Student Councils (SASC)
- 3) National Association of Student Councils (NASC)

ARTICLE XVII – Amendments

All amendments to this constitution must have the majority vote of two-thirds of the officers

Signatures

On behalf of Irmo High School’s Student Council, we the Executive Officers of the 2015-2016 school year, hereby adopt this constitution.

Grayson Gossett, Student Body President, 2015-2016

Nolan Burdette, Student Vice Body President, 2015-2016