



# **STUCO CONSTITUTION REVISED 2016-2017**

## **PREAMBLE**

This constitution serves to give American School students a chance to create and to run a student organization from grades 6-12. It is to be representative of the student body and serves as a collective voice, working hand-in-hand with the administration and giving students hands-on experience with democratic principles and leadership. This organization is associated with NASC (National Association of Student Council).

## **ARTICLE I- NAME**

The name of this organization shall be the American School of Tegucigalpa Student Council (STUCO).

## **ARTICLE II- PURPOSE**

- A. Represent the student body
- B. Be the voice of the students
- C. Be the means of communication between the student body and administration
- D. Collect funds for future activities, student needs and expectations
- E. Strengthen school spirit and create a positive environment

## **ARTICLE III- WORKING PLAN**

STUCO will function as a co-curricular organization that upholds and reflects the American School of Tegucigalpa's mission. This organization will serve to foster leadership, service, voice and engagement. This means that it actively seeks to set a positive course or example, to develop leadership knowledge, and to explore and practice democratic principles. It looks to expand academic strength through service learning. It shall include committees and processes that raise student voice and participation. It should fully promote accessible and inclusive activities and events. STUCO will meet weekly to discuss any problems and activities.

## **ARTICLE IV- MEETINGS**

All STUCO members will meet at least once a week. The day and time will be voted on by the members, considering what is more convenient for most of them. Attendance to all meetings is mandatory. The Executive Board will, at the beginning of the school year, make a policy regarding attendance and enforce it. Special meetings may be called by the President or by the Vice-President in case of the President's absence.

All meetings should have an agenda designed and sent to all members prior to the meeting itself. The agenda should include purpose and individual items that are to be handled in the meeting. Parliamentary procedure is to be followed. The STUCO President is the chairman. Only legally elected officers (Executive Board and Class Presidents) may vote, although all members have a voice.

#### **ARTICLE V- ADVISOR**

STUCO shall nominate two adult advisors from the faculty who have had at least two years of work experience at the school. Approval is subject to the administration as stated in ARTICLE XII. Prospective advisors should know the school system and how students work within it. The advisors are to provide guidance and direction for effective Student Council operation. They should help promote to the faculty and administration the idea that participation in co-curricular activities is a vital piece to student success. They are to serve as a liaison between the Student Council and faculty and administration. They are also to help with the connections between local businesses and community organizations. The advisor shall make sure that membership fees to the National Association of Student Council (NASC) are paid in full year after year. Also the advisor shall share with the President all materials provided by NASC.

#### **ARTICLE VI- MEMBERS**

The Council is to have an Executive Board made up of the following members:

- A. President (12th Grade)
  - a. Must have been in STUCO in one of the preceding two years
  - b. A Junior may be allowed to run if and only if there is no Senior postulate
- B. Vice President (11th Grade)
- C. Chairman of Activities (10th, 11th, or 12th Grade)
- D. Chairman of Sports (10th, 11th, or 12th Grade)
- E. Secretary (10th, 11th, or 12th Grade)
- F. Treasurer (10th, 11th, or 12th Grade)

- G. Fiscal Officer (11th or 12th Grade )
  - a. Must have been in STUCO in any of the previous years

H. Public Relations (10th, 11th, 12th)

The Council is to have the additional following members:

- I. One Class President per grade 6th-11th
  - a. Seniors are allowed to have up to two Class Presidents
    - i. Candidates decide if he or she will run as a pair or as an individual candidate. If the individual candidate wins, he or she shall be the only senior class president.
- J. Three Honorary Members from the Senior Class, one Honorary Member per every remaining grade.

#### **ARTICLE VII - HONORARY MEMBERS**

The Executive Board and the Class Presidents will nominate possible Honorary Members and choose one per grade and three from the senior class. The faculty can be consulted about the skills and characteristics of the nominees. To be elected, the proposed Honorary Member must receive the majority vote from the Executive Board. The duty of the Honorary Member is to aid the executive board in all council activities. All Honorary Members shall meet the requirements stated in ARTICLE XI, with the exception that they have a voice but no vote.

#### **ARTICLE VIII- DUTIES**

- A. STUCO President shall: preside over **ALL** student council meetings; call special meetings when necessary; approve the year-long calendar and account status; give assistance and guidance to the rest of the Student Council members when appropriate; know basics of parliamentary procedure; cast a deciding vote in the case of a tie; coordinate the work of the council through the other officers and committees; act as facilitator of group discussions by summarizing and clarifying; maintain frequent contact with school faculty and administration while closely working with the student council advisor and keep the principal informed of Student Council activities through one meeting per month. In case of absence the Vice President shall preside over any meeting and/or event.
- B. Vice President shall: maintain communication with the President and aid the President at all times, and be the ombudsmen of the Student Senate and pass the legal reforms to the Student Council and the Administration (see article III; A, of the Student Senate Constitution). When the President is absent the Vice President shall preside over any meeting and/or event.

- C. The Secretary shall: send meeting agenda prior to the meeting; keep a record of all meetings and attendance; write all necessary correspondence and reports; keep track of the minutes proceedings on **ALL** student council meetings; make certain the school faculty receives copies (digital) of the minutes and maintain all original files of STUCO agendas and meetings. Must maintain the STUCO induction book up to date.
- D. The Treasurer shall: make concrete suggestions on all monetary matters for the student council to save money and increase efficiency; prepare a workable year-long account status and report once a month a summary of monetary transactions to the student council; complete money withdrawals and reimbursements along with the President. Taxes are to be proposed by the Executive Board and voted upon by the entire Student Council able to vote. The Treasurer prepares requisitions for prompt payments of all invoices, deposits all money collected and uses the proper account number on all paperwork.
- E. The Fiscal Officer shall: serve as a consultant to the President about parliamentary procedure and enforce its use during meetings; challenge the President's ruling by appealing when necessary; constantly monitor progress toward meeting deadlines and make sure that all members are doing their work correctly as appointed by the President and the Constitution; be in charge, when needed, of the probation process (See Article XI; D); make sure that the Constitution is being followed and also can call forth a person who is in violation of any article of this Constitution.
- F. The Chairman of Activities shall: develop and implement a plan for social activities throughout the entire school year under close supervision of the President and act as the master of ceremonies for activities and assemblies. Present the calendar to the school's Activities Coordinator and Principals at the beginning of the school year. He/she aids the Chairman of Sports on all athletic activities through the entire school year.
- G. The Chairman of Sports shall: develop and implement a plan for athletic activities throughout the entire school year under close supervision of the President and aid the Chairman of Activities on every social activity throughout the school year; act as the master of ceremonies for pep rallies and any sports event.
- H. The Public Relations Officer shall: record the activities of the year as videos or photos; work with announcements, advertisements, website, newscast, etc. in order to keep the Student Body informed; update the STUCO bulletin board/TV Screens every month.
- I. The Class Presidents shall: present to the STUCO President and Chairman of Activities an activity plan at the beginning of the school year. The plan must be approved by the council

and the administration in order to be carried out. Seniors shall discuss activities directly with the high-school Principal. The Class President represents the grade in all STUCO activities.

- a. Activity plan: A plan created by each Grade President in order to fortify the unity within the grade. This plan could include, but is not limited to, activities such as sports, music, art or any other type of event/activity.
  - b. Class advisors will be chosen by the Principals together with the Development Office.
- J. All STUCO Members shall: help the President plan, organize, and carry out all activities successfully, as well as uphold the principles contained in this Constitution.

## **ARTICLE IX - SENATORS**

At the beginning of each school year, every grade shall carry out elections in which five Senators will be elected. Senators are part of STUCO but do not have to attend STUCO meetings unless the Class President is unable to attend. All senators shall attend every Grade meeting called by the Class President. They shall aid the Class President in all the activities that the grade undertakes and serve as a means of communication between the students and the Class President. The two most-voted Senators will be part of the Student Senate as a mandatory component. The other three Senators are kept as Grade Senators but do not form part of the Student Senate, unless the two above-mentioned Senators fail to comply with the Senate's regulations (please refer to Student Senate Constitution for further details). Failure to comply with these terms will result in the consequence of him/her not being able to run for an elected office of any type the following school year. If a senator fails to fulfill the above responsibilities, the Class President has the right to call for a re-election or withdraw his/her title as a Senator.

Candidates running for Senators must have a minimum of an overall 80% average in the previous and present school year. They must not have any serious infractions or serious offense as stated in article X (with the exception of one late-suspension) in the previous or present school year.

## **ARTICLE X - ELECTIONS**

Elections for the Executive Board and Class Presidents (rising 6-12) shall be carried out in May of the school year prior to the year they will serve in office. The Executive Board should be voted upon by the entire Student Body (students currently in 6-11). Class Presidents are only voted upon by their grade level.

All candidates must have a minimum overall average of 85% which will be calculated based on the first three quarters of the present school year. Students running for Executive office

cannot have any serious infractions or offenses, excluding one late suspension, in the previous and present school year. Students running for Class President cannot have any serious infractions or offenses, except for one late suspension, in the present school year. For the purpose of eligibility, STUCO will consider any serious or very serious offense as stated by the current Parent-Student Handbook. All suspensions, except **one** suspension for tardiness, will be considered as serious infractions.

In order to run, candidates must self-nominate. Students running for the Executive Board must collect at least 50 signatures from the High School and Middle School student body. Signatures may be from any student from grades 6th-11th. Students running for Class Presidents must collect at least 25 signatures and the signatures from students belonging to his/her grade only.

Elections should last for six school days. The fifth day of campaigning is to be a silent day in which all campaign material should be removed and no campaign can be distributed physically or electronically. All campaign materials must be taken down the day prior to the silent day. On the sixth day of campaigning, all candidates shall address the student body in a speech in which they will try to convince people to vote for them. Students running for elected office will give their speeches in front of all Middle and High School student body in a schoolwide assembly. Campaigning Class Presidents will give their speeches to their class only. Fifth graders will join the assembly to watch but can only vote for their Class President. For further details on the election, please refer to the STUCO Bylaws at the end of the Constitution.

Elections will be carried out under the close supervision of the STUCO advisor and Middle and High School principals. The Executive Board is to carefully plan and carry out the elections. Honorary Members and Class Presidents shall aid the Executive Board in the election process. If any of the current STUCO members is running for any position in the Student Council then he/she may not aid in the election process. Ballots must be handed out on the same day as speeches and results must be announced on the same day of the election. The person with the greatest number of votes for each office position will become the winner. If there is a tie then second elections should be done on the same day. Winner will be announced the same day of the elections and an inductions will follow in the End of The Year Assembly.

If there is a single candidate for an office he/she must receive at least 50% of the votes. If this does not happen:

- 1) A second round of elections will be started.
- 2) The original single candidate should be encouraged to participate in them.
- 3) The second election will be held seven days after the first elections.
- 4) All candidates must present themselves no later than two days after the first elections.
- 5) If no candidates present themselves before that time established in #4, the first single candidate instantly becomes a winner.
- 6) Any remaining issues concerning elections will be regulated by the Student Council and Administration.

- 7) If there is a sole candidate running for STUCO President and he/she decides not to run in the second election, and no other candidate offer themselves, then the recently elected Vice-President immediately becomes president of the Student Council for that year.

## **ARTICLE XI - REQUIREMENTS WHILE IN OFFICE**

All STUCO members must:

- a) Maintain an average of 85% or above.
- b) Not have more than one serious infraction (except for one late-suspension permitted) or serious offense (see ARTICLE X) during his/her year in office.
- c) Effectively fulfill his/her duties throughout the school year.
- d) Follow the attendance policy agreed upon by the Student Council.

If the student fails to meet the above-mentioned requirements, the following protocol is to be followed:

He/she is to be given a probation period of one month and will be informed of this in writing by the Fiscal Officer and signed by the President and the High School Principal. If by the end of the probation period he/she does not improve, a meeting will be called with the entire Student Council and the Principal. A vote will be taken in order to decide if that person should remain in STUCO. A Student Council member can be voted out of office by a  $\frac{2}{3}$  majority vote by the rest of the Council. If a Class President is voted out of the Council, his/her grade will vote to elect a new Class President under the discretion of the grade and under the close supervision of the Student Council and Administration. Any grade can make a motion to vote their Class President out by presenting their complaints to the STUCO President and Fiscal Officer. They will decide, along with the other members of the Executive Board, if the Class President has violated any requirements and will act as stated above. If a member of the Executive Board is voted out of the Council, STUCO will decide what to do, under the supervision of the Principal. If an Honorary Member is voted out, he/she will be replaced by following the same procedure that was originally used to choose an Honorary Member in the first place. If a Class President Resigns his position then his/her grade will vote to elect a new Class President under the discretion of the grade and under the close supervision of the Student Council and Principal. If an Elected Officer resigns his position STUCO will decide what to do, under the supervision of Administration. If an Honorary Member resigns his position he/she will be replaced by following the same procedure that was originally used to choose an Honorary Member in the first place.

## **ARTICLE XII- INVITATIONAL TOURNAMENT**

The invitational tournaments created by the 1988-1989 Student Council will become a tradition in the American School. Every Council is to hold at least one tournament in any sport at any time throughout the school year. STUCO will have the task of inviting as many schools as they can. The Athletic Departments shall aid STUCO in these events.

## **ARTICLE XII - APPROVAL/NASC MEMBERSHIP FEE**

STUCO actions are subject to approval by the school's administration. Activities planned by STUCO have priority over any other activities planned by another student-run groups within the school. The administration has the responsibility of paying all membership fees in order for STUCO to be associated with NASC.

## **ARTICLE XIII - AMENDMENTS**

This constitution cannot be changed; it can only be amended. It can only be amended with a  $\frac{2}{3}$  majority vote and is subject to approval by the administration. The constitution or bylaws can be periodically revised. After a change has been proposed, and a revision has been drafted, the Student Council must discuss it prior to passing the amendment. If the amendment is passed it will be implemented the following school year. All amendments must be directly underneath the article to which it refers.

### **Bylaws**

The presented bylaws are an addition to the Student Council constitution. They are meant to be modified and/or added by each Student Council. Core bylaws cannot be removed but they can be improved/added depending on the Student Council.

## **CHAPTER 1: MEETINGS**

### **1.0 Meeting Agenda Outline**

#### **I. Call to order**

Chairperson (President) calls the meeting to order at 2:45 PM.

#### **II. Roll Call**

The Secretary calls roll. The best way is to do it silently while the students are coming into the meeting.

#### **III. Approval of Minutes**

The meeting minutes are sent to everyone two days before the meeting so they are already approved. Also, there must be a visual of the meeting so one stays on task and does not forget any detail.

#### **IV. Old Business**

Old Business that was left unfinished or needed a follow-up is to be discussed.

#### **V. New Business**

New information of anything that will happen is to be discussed.

#### **VI. Final Recap**



Everything discussed is given with a small recap. Important deadlines and details are repeated.

## **VII. Adjournment**

People motion to adjourn the meeting.

### 1.2 Attendance Policy Example

Excused Absences and Tardies:

-The STUCO Member has to bring a pass and/or a signed paper by teacher or supervisor to come in late to the meetings.

-If the STUCO Member was absent he/she has to bring an excuse stating the reason of his/her absence with a valid signature.

Unexcused Absences and Tardies:

-1 tardy/absent unexcused: Warning

-2 tardy/absent unexcused: Warning

-3 tardy/absent unexcused: Probation Process begins

### 1.3 Parliamentary Procedure

Parliamentary Procedure Considerations:

Consider only one idea at a time

Encourage individuals to introduce ideas, but decide on those ideas only as a group

Decide how to spend its own time in meeting

Be ruled by majority but protect the minority

Realize that the group cannot violate individual rights for any reason

Refuse to take a stand if it might be harmful in the long run.

Give the option for members to change their mind.

Motion: Proposals or suggestions that should be voted on

Member: "Motion that...."

Another member: "Second that motion" (If it is not seconded, the motion ends)

Chair: States the motion and asks for discussion. If the motion is to vote something, the vote is followed without discussion. "Motion that. All those in favor raise your hand."

Members who agree: Raise their hands

Chair: "All those against raise your hand."

Members who disagree: raise their hands

If the motion has a  $\frac{2}{3}$  majority vote

Chair: Motion clearly passes

If the motion does not have a  $\frac{2}{3}$  majority vote

Chair: Motion clearly does not pass

## 1.4 Meeting Minute Format Example

### Meeting #

<b>Type of meeting:</b>	Formal	<b>Date:</b>	
<b>Subject/Title:</b>		<b>Start Time:</b>	
<b>Chairman:</b>		<b>Attendance:</b>	<a href="#">Refer to Separate Attendance Sheet.</a>
<b>Location:</b>		<b>Recorder:</b>	

- Agenda Items
- Announcements
- Meeting Coming to Order: Time
- Future Agenda Items
- Meeting Adjournment: Time

## CHAPTER 2: HONORARY MEMBERS

### 2.1 Election of Honorary Members

As STUCO, we would like to choose the honorary members of 7th - 12th grade when we start our year in office (May 28). This will benefit STUCO as we will have a starting advantage of having almost all the STUCO members as of the beginning of the school year. The only candidates missing will be the Class President and Honorary Member of 6th grade. With the majority of STUCO already working, it will help us being well-prepared for the upcoming school year.

How will the process work?

- Each Class President will nominate a maximum of 3 candidates.
- He/She will write a short summary of why each candidate would be a valuable asset to STUCO
- He/She will have from Friday, May 13th to Monday, May 23rd to send the portfolio to the STUCO Secretary and President.
- The elected officers will be able to nominate 1 candidate.
- The elected officers will choose the honorary members on Monday, May 30th.

The sixth grade Honorary Member will be chosen at the beginning of the school year after the sixth grade Presidential elections.

Rubric

Honorary members must (in the previous or present year):

- Have an average of 85% or above during his/her year in office. (Article XI)
- Have shown leadership qualities during his/her AST career.

- Have shown responsibility and have been punctual with their assigned duties.
- Explain why they should be part of STUCO as honorary member.

### **CHAPTER 3: DUTIES**

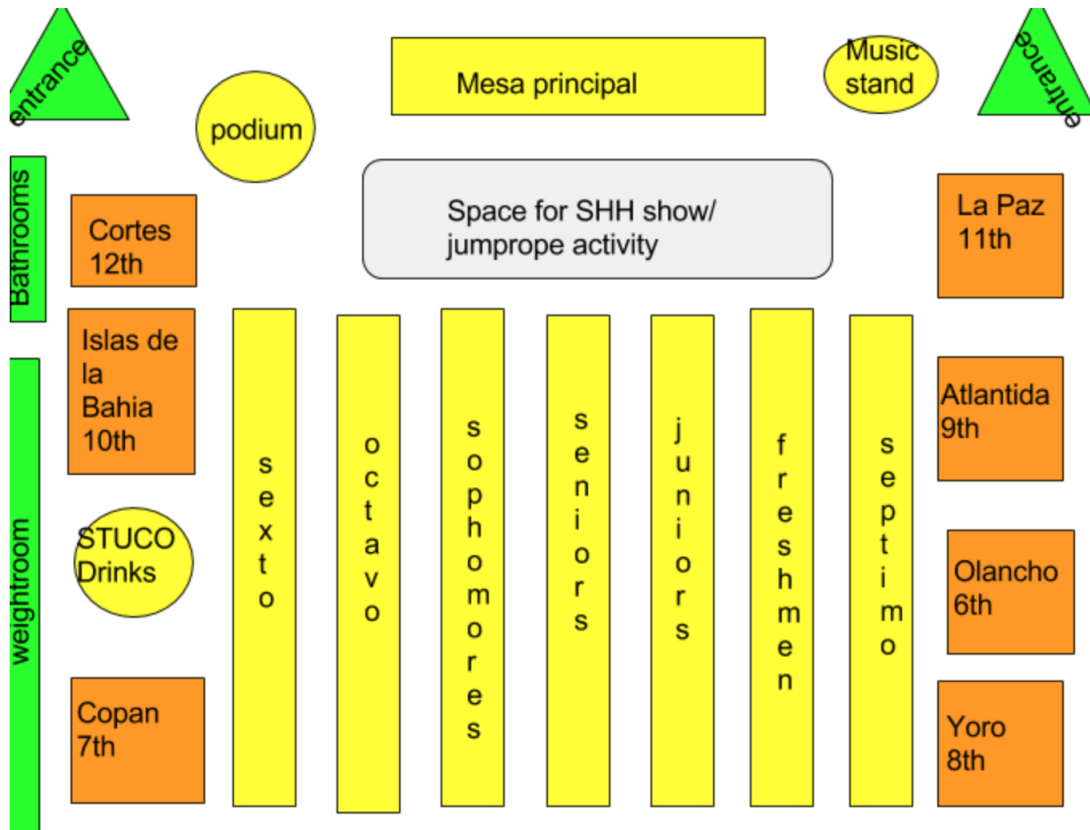
#### 3.0 Activity Agenda Outline

#### **Event Title**

#### **Date**

- 7:30 All students walk into the Gym and find their spots
  - Please note that all students should report to their classrooms FIRST for roll call
- 7:45 Assembly begins. STUCO President gives welcome to all students and teachers. Asks for a minute of silence.
- 7:50 Minute of silence and welcome ends. STUCO President signals for the entrance of the “Pabellón de la Bandera.”
  - High School Honor Band will provide drumroll
  - STUCO elected officers, honorary members and class presidents will be part of the Pabellon
- 8:00 STUCO President gives way to the raising of the flag as the High School Honor Band plays the national anthem
- 8:05 STUCO member leads the Honduran Pledge of allegiance and Bible Study member delivers prayer for Honduras.
- 8:10 STUCO member will address the student body in a speech
- 8:15 Hommage to Guillermo Anderson by High School Honor Band
  - The band will be playing “El Encarguito”
- 8:20 Ficohsa Presentation of “Hecho en Casa”
- 8:30 STUCO President concludes assembly and dismisses students by turns to get their granita en churro

### 3.1 Activity Map Outline



### 2.3 Account Status Record

#### Cumulative Budget

Student Council 2016 - 2017 Year Burget and Financial Statements					
MONTH	INCOME		EXEPNSES		
	Lps.	\$	Lps.	\$	
Start of School Year					
August	#REF!	#REF!	#REF!	#REF!	
September	#REF!		#REF!	#REF!	
October					
November					
December					
January					
February					
March					
April					
May					
<b>SUBTOTAL</b>	<b>(SUM)</b>	<b>(SUM)</b>	<b>(SUM)</b>	<b>(SUM)</b>	
<b>TOTAL</b>	<b>#VALUE!</b>	<b>#VALUE!</b>			

## Breakdown of every month

INCOME							
DATE	ACTIVITY	REASON	Other			Lps.	\$
<b>TOTAL INCOME</b>						<b>(SUM)</b>	<b>(SUM)</b>
EXPENSES							
DATE	ACTIVITY	REASON	Payment for	Other		Lps.	\$
<b>TOTAL EXPENSES</b>						<b>(SUM)</b>	<b>(SUM)</b>

## CHAPTER 4: ELECTIONS

### 4.1 Electronic Elections

- 1) A week in advance, the AST Technology Center is informed that there will be an electronic voting.
- 2) The forms are done by Google Form (option of only voting one time, blank vote available and one can see what individual has voted already)
- 3) Only the STUCO advisor will have access to edit the Google Form.
- 4) On the day of the elections the ballots are sent one grade at a time, from 5th grade through 12th.
- 5) Computers are rented out for people who do not have cell phones.
- 6) Optional: Having a room where candidates can see how the elections are going,
- 7) When the voting is finished in all grades all the candidates are called together.
- 8) The new STUCO is introduced by the previous STUCO.

### 4.2 New Members Induction

This induction is the ceremony that celebrates the time when the newly elected members officially assume their duties from the current council.

- 1) Students, faculty and parents enter and are formally welcomed to the ceremony.
- 2) Members of the current Student Council are introduced.
- 3) The Vice President leads the Pledge of Allegiance.
- 4) The Secretary gives a brief review of Student Council activities over the past year.
- 5) The Secretary identifies each council member and receive a certificate from the President and principal.
- 6) The President gives a short speech.

- 7) The newly-elected officers are introduced.
- 8) Oaths are given to officers.
- 9) A flame of leadership is passed for each office from current to newly elected officers.
- 10) After taking the oath, the new President gives a short address.
- 11) To symbolize his/her commitment to leading the student council and the school, the new President can have the Student Council stand, then light the candles of the other newly-elected officers who then spread the "light of leadership".
- 12) End with closing remarks by the Student Council advisor or principal.

**CHAPTER 5: PROBATION**

5.1 Probation Letter Format

Date

Dear \_\_\_\_\_,

It has come to our attention that you, the STUCO \_\_\_\_\_ (Position), have failed to comply with one or more of the duties and responsibilities mentioned in Article \_\_\_\_ (Number of Article) and of the Student Council Constitution.

You have failed to comply with (Article \_\_\_\_ ) by not fulfilling \_\_\_\_\_ (explain what they failed in specifically).

We regret to inform you that you have been placed on probation by the Student Council. You will be given a quarter's period of time to improve. Failing to do so may result in your removal from the Student Council. According to Article V of the STUCO constitution, "If by the end of the probation period he/she does not improve, a meeting will be called with the entire Student Council and the Principal. A vote will be taken in order to decide if that person should remain in STUCO. A Student Council member can be voted out by a 2/3 vote by the rest of the council." We hope you take this matter seriously. Thank you in advance for understanding.

\_\_\_\_\_  
High School Principal  
Signature

\_\_\_\_\_  
STUCO President  
Signature

\_\_\_\_\_  
STUCO Fiscal  
Signature

\_\_\_\_\_  
STUCO Advisor  
Signature

\_\_\_\_\_  
STUCO Advisor  
Signature