



AMERICAN SCHOOL OF TEGUCIGALPA STUDENT COUNCIL CONSTITUTION



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PREAMBLE

This constitution serves to give The American School of Tegucigalpa 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 NatStuCo (National Association of Student Councils).

ARTICLE I: NAME

The name of this organization shall be the American School of Tegucigalpa Student Council, hereafter referred to as AST STUCO. The AST STUCO logo presented in the cover of this constitution is the official logo and should be used, alongside its official name, in all official activities and communications.

ARTICLE II: PURPOSE

- I. Represent the student body and act as their voice;
- II. Be the means of communication between the student body and administration;
- III. Foster school spirit and create a positive environment;
- IV. Engage in service activities in order to create a positive impact in the local community;
- V. Plan and sponsor student-led activities in order to foster a sense of community and allow student groups to raise their own funds;
- VI. Strengthen student leadership skills among its members;
- VII. Collect funds for present and future activities in order to carry out all the above functions.

ARTICLE III: WORKING PLAN

Section 1: AST STUCO will function as a co-curricular organization that upholds and reflects the American School of Tegucigalpa's mission and vision. It will put the following steps into motion, upholding democratic principles:

- a. Create a yearly action plan with the advisor's assistance, including goals, after the Executive Board is inducted, and which must be shared with the Development Office and grades 6-12 principals.
- b. Design and print AST STUCO shirts to represent the members of each term.
- c. Meet weekly, as stated in Article IV, for ideas and plans to be discussed, approved and executed.
- d. Send proposals for approval from the Development Office and Administration.
- e. Reflect on the outcome of each project.

Section 2: Additionally, the organization will assist in other projects assigned by the Development or Administrative Offices, and which help further the goals of STUCO.

ARTICLE IV: MEETINGS

Section 1: All AST STUCO members will meet at least once a week, in person or virtually. The day and time will be voted on by the members, considering what is most convenient for the majority of them. Attendance at all meetings is mandatory. A simple majority of members attending will be considered a quorum. The Executive Board will follow and enforce the attendance policy outlined in Bylaw Chapter 1.2. Special meetings may be called by the President or by the Vice-President in case of the President's absence.

Section 2: All meetings should have an agenda, and it should be sent to all members prior to the meeting itself. The agenda should include the overall purpose, as well as all individual items that are to be handled in the meeting. Parliamentary procedure is to be followed. The STUCO President will lead each meeting. Only elected officers (Executive Board and Class Presidents) may vote, although all members have a voice.

ARTICLE V: ADVISORS

Section 1: AST STUCO shall nominate two adult advisors from the faculty who have had at least two years of work experience at the school, preferably one in Middle School and one in High School. This is the responsibility of the currently elected AST STUCO board, but they do not need to be replaced every year. The Executive Board has the ability to request a change of advisors in case the current ones are not meeting the job expectations. Prospective advisors should know the school system and how students work within it. Approval is subject to the administration.

Section 2: The responsibilities of the AST STUCO advisors include:

- a. review and approve all outgoing AST STUCO material;
- b. provide guidance and direction for effective Student Council operation;
- c. serve as a liaison between the Student Council and the faculty and administration;
- d. help foster connections between local businesses and community organizations;
- e. make sure that membership fees to the NatStuCo are paid in full every year;
- f. share all relevant materials provided by NatStuCo with the President.

Section 3: The student council advisor shall have the right to veto any action, activity, or project undertaken by AST STUCO when it is not in the best interest or reflective of the educational mission of the school environment and AST STUCO's values.

Section 4: At least one advisor must be present in every official AST STUCO meeting.

ARTICLE VI: MEMBERS AND DUTIES

The following members form part of the STUCO Executive Board:

Section 1: President

- a. Duties:
 - i. Preside over all student council meetings;
 - ii. Call special meetings when necessary;
 - iii. Approve the year-long calendar and account status;
 - iv. Give assistance and guidance to other Student Council members when appropriate;
 - v. Work with the Parliamentarian to apply proper parliamentary procedure;
 - vi. Cast a deciding vote in the case of a tie;
 - vii. Plan and coordinate the work of the council through the other officers and committees;
 - viii. Act as facilitator of group discussions by summarizing and clarifying;
 - ix. Maintain frequent contact with school faculty and administration while closely working with the Student Council advisors;
 - x. Keep the principal informed of Student Council activities through regular meetings.
- b. In case of absence the Vice President shall preside over any meeting and/or event.
- c. Requirements to run:
 - i. Must have held one of the AST STUCO positions in Article VI in at least one of the two preceding years.
 - ii. Must be a 12th grader, unless none come forward in which case an 11th grader may be allowed to run.

Section 2: Vice-President

- a. Duties:
 - i. Aid and maintain communication with the President at all times;
 - ii. Preside over any meeting and/or event in case the President is not present;
 - iii. Be the Ombudsman of the Student Congress, following the duties outlined in Article III, Section A of the Student Congress Constitution;
 - iv. Be familiar with the entire Student Congress Constitution (Reference 1).
- b. Requirements to run:
 - i. Must be in 11th grade.

Section 3: Activities Coordinator

- a. Duties:
 - i. Develop and implement a plan for AST STUCO social activities throughout the entire school year under the supervision of the President;

- ii. Present the action plan to the school's Activities Coordinator and Principals at the beginning of the school year;
 - iii. Act as the master of ceremonies for activities and assemblies;
 - iv. Aid the Sports Coordinator on all competitive activities through the entire school year.
- b. Requirements to run:
- i. Must be in 10th, 11th or 12th grade.

Section 4: Sports Coordinator

- a. Duties:
- i. Develop and implement a plan for competitive activities throughout the entire school year under supervision of the President;
 - ii. Foster school spirit surrounding all extracurricular competitive events;
 - iii. Promote inclusivity for all competitive student teams or representatives, academic and athletic;
 - iv. Work closely with the school's Activities Coordinator and Athletic Department as needed;
 - v. Aid AST STUCO's Activities Coordinator on social activities throughout the school year;
 - vi. Act as the master of ceremonies for pep rallies and any academic or athletic event.
- b. Requirements to run:
- i. Must be in 10th, 11th or 12th grade.

Section 5: Secretary

- a. Duties:
- i. Send meeting agenda prior to the meeting in the minutes format;
 - ii. Keep a record of all meetings and attendance;
 - iii. write all necessary correspondence and reports;
 - iv. Keep track of the minutes on all Student Council meetings;
 - v. Make certain the school faculty (grade advisors and 6-12 principals) receives a digital copy of the minutes after every meeting;
 - vi. Maintain all original files of STUCO agendas and meetings within the Team Drive;
 - vii. Manage and organize the AST STUCO Team Drive, as well as being responsible for passing it on to the subsequent Secretary;
 - viii. Create an AST STUCO Guide, including all the members and their respective positions, at the beginning of each year.
- b. Requirements to run:
- i. Must be in 10th, 11th, or 12th grade.

Section 6: Treasurer

- a. Duties:
 - i. Make concrete suggestions on all monetary matters for the Student Council to manage incomes and outcomes efficiently;
 - ii. Prepare a workable year-long account status report and share a summary of monetary transactions to the student council once a month;
 - iii. Process account withdrawals and reimbursements along with the President and advisors;
 - iv. Prepares requisitions for prompt payments of all invoices, deposits all money collected and uses the proper account number on all paperwork, as well as any other requirements;
 - v. Aids in managing the finances for each grade level;
 - vi. Creates and manages a tax plan approved by the Executive Board;
- b. Requirements to run:
 - ii. Must be in 10th, 11th, or 12th grade.

Section 7: Parliamentarian:

- a. Duties:
 - i. Have a thorough understanding of the AST STUCO constitution and parliamentary procedure;
 - ii. Serve as a consultant to the President about parliamentary procedure and enforce its use during meetings;
 - iii. Challenge the President's ruling by appealing when necessary;
 - iv. Constantly monitor progress toward meeting deadlines and make sure that all members are completing their work properly, as appointed by the President and the Constitution;
 - v. Be in charge, when needed, of the probation process (See Article XI; D);
 - vi. 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.
- b. Requirements:
 - i. Must be in 11th or 12th grade;
 - ii. Must have held one of the AST STUCO positions stated in Article VI in at least one of the three preceding years.

Section 8: Public Relations Coordinator:

- a. Duties:
 - i. Act as the main communication channel between AST STUCO and the student body;
 - ii. Record the year's activities as videos or photos;
 - iii. Work with the school's Communications Coordinator as necessary;

- iv. Work with announcements, advertisements, website, newscast, etc. in order to keep the student body informed;
- v. Manage AST STUCO's official media channels, such as, but not limited to:
 - 1. all social media accounts;
 - 2. the AST STUCO WhatsApp announcement chats;
 - 3. the AST STUCO website;
- vi. Update the physical communication channels on campus.
- b. Requirements:
 - i. Be in 10th, 11th or 12th grade.

The Student Council is also to have the additional following members:

Section 9: Class Presidents

- a. Duties:
 - i. Represent their grade in all STUCO activities and matters;
 - ii. Plan and carry out activities that fortify grade unity with approval from Executive Board and the Administration;
 - iii. Participate in AST STUCO-led activities to raise funds for their individual grades;
 - iv. Discuss with the High School Principal, in case of the 12th Grade Presidents, any Senior activities to be carried out;
 - v. Lead their group of grade senators in order to carry out the above activities.
- b. Class advisors will be chosen by the Principals together with the Development Office.
- c. Requirements:
 - i. There must be one class president per grades 6th-11th;
 - ii. 12th Graders are allowed to have up to two Class Presidents;
 - 1. Candidates decide if they will run as a pair or as an individual candidate;
 - 2. If an individual candidate wins, they shall be the only senior class president.

Section 10: Honorary Members

- a. Duties:
 - i. Aid the Executive Board in all council activities;
 - ii. Represent AST STUCO among the student body;
- b. Appointment:
 - i. The Executive Board and the Class Presidents will nominate possible Honorary Members at the start of their term. One Honorary Member will be chosen from each grade 6-9, and two from each grade 10-12:
 - 1. Each Class President will nominate a maximum of 3 candidates from their grade;
 - 2. The Senior Class presidents will only nominate 3 candidates, together;

3. The elected officers will be able to nominate 1 candidate from any grade 6-12;
 4. In the case of a conflict of interest between the nominees and the Executive Board members (e. g. a Board member's sibling being considered), the Board member in question is to leave the meeting and refrain from voting;
 5. The sixth grade Honorary Member will be chosen at the beginning of the school year after the sixth grade Presidential elections;
 6. The faculty can be consulted about the suitability of the nominees;
 7. Each Honorary Member candidate will write a short summary of why they would be a valuable asset to STUCO, presenting it to the member that nominated them;
 8. Each summary must be read in an Executive Board meeting for choosing the Honorary Members;
- ii. To be elected, the proposed Honorary Member must receive the majority vote from the Executive Board.
- c. Requirements:
- i. All Honorary Members shall meet the requirements stated in Section 11 of the present Article, with the exception that they have a voice but no vote.

Section 11: All Members

- a. Expectations and responsibilities while in office:
 - i. Help plan, organize, and carry out all activities successfully;
 - ii. Uphold the principles contained in this Constitution;
 - iii. Stay up to date with internal STUCO communications, discussions and all current agenda items;
 - iv. Maintain an average of 85% or above;
 - v. Have no more than one serious infraction (except for one late-suspension permitted) or serious offense (see Section 3 of Article VII) during their year in office;
 - vi. Effectively fulfill their duties throughout the school year;
 - vii. Follow the AST STUCO attendance policy;
- b. If the student fails to meet any of the above-mentioned requirements, the protocol in Article IX is to be followed.
- c. Requirements to run:
 - i. A minimum overall average of 85% which will be calculated based on the first three quarters of the present school year;
 - ii. When running for Executive Board:
 1. No serious infractions or offenses, excluding one late-suspension, in the previous and present school year;

2. Must be voted upon by the entire student body (students currently in 6th-11th grades).
- iii. When running for Class President:
 1. No serious infractions or offenses, excluding one late-suspension, in the present school year;
 2. Must be voted upon by their grade level.

ARTICLE VII: SENATORS

Section 1: 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.

Section 2: If a senator fails to fulfill any of the above responsibilities, the Class President has the right to withdraw his/her title as a Senator or call for a re-election.

Section 3: The requirements to run for Senator are the following:

- a. have no serious infractions or offenses, excluding one late-suspension, in the present school year;
- b. have a minimum overall average of 85% which will be calculated based on the first three quarters of the present school year;
- c. must be voted upon by their grade level.

ARTICLE VIII: ELECTIONS

Section 1: Elections for the Executive Board and Class Presidents (rising 7-12th graders) shall be carried out in May of the school year prior to the school year they will serve in office. The Executive Board should be voted upon by the entire student body (students in 6-11th grades). Class Presidents are only voted upon by their grade level.

Section 2: Elections for 6th grade president occur at the start of each school year, after the new 6th grade class has entered Middle School.

Section 3: All candidates who wish to run must meet the requirements per position outlined in Article VI. 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 late-suspension, will be considered as serious infractions.

Section 4: 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 their grade only.

Section 5: The Executive Board is to set the regulations and expectations for every campaign cycle. They are allowed to adapt the campaign procedure to extraneous circumstances. They must also set all campaign dates, including but not limited to:

- a. Informative Meeting
- b. Campaign start day
- c. Campaign end day
- d. Silent Day (refer to Section 7)
- e. Elections/Speeches Day

Section 6: Nearing the end of the year, the AST STUCO Executive Board is to host an Informative Meeting which is mandatory for all prospective candidates to attend. Campaign regulations, as well as the requirements stated in this Constitution, are to be explained in this meeting. A list of attending prospective candidates is to be drafted and sent to administration for approval.

Section 7: There must be one “Silent Day” before the Elections, where all campaign materials must be taken down and no new campaigns may be distributed. Failing to meet these requirements may result in disqualification.

Section 8: The voting is to occur electronically following the procedure in Bylaw Chapter 4.1 on Election Day. The person with the greatest number of votes for each office position will be the winner. If there is a tie then a second election should be carried out on the same day. Winners will be announced the same day of the elections and an induction will follow the End of The Year Assembly.

Section 9: If there is a single candidate for an office they must receive at least 50% of the votes. If this does not happen, the procedure outlined in Bylaw Chapter 2.2 is to be followed.

ARTICLE IX: PROBATION, REMOVAL AND REPLACEMENT PROTOCOLS

Section 1: If the student fails to meet the requirements in Article VI, they are to be given a probation period of one month. They receive a probation letter from the Parliamentarian, which will be signed by the President and the appropriate division principal. If by the end of the probation period they do not improve, a meeting will be called with the entire Student Council and the Principal. A whole council vote will be taken in order to decide if that person should remain in AST STUCO. A Student Council member can be voted out of office by a 2/3 majority vote.

Section 2: All Student Council members are permitted to resign their positions at any moment during their time in office under the discretion of the advisors and administration.

Section 3: If a Class President resigns or is voted out of the Council, their 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 AST STUCO President and Parliamentarian. 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.

Section 4: If a member of the Executive Board resigns or is voted out of the Council, AST STUCO will decide how to proceed under the close supervision of the High School Principal and advisors.

Section 5: If an Honorary Member resigns or is voted out of the Council, the Executive Board will decide how to proceed under the supervision of the appropriate principal and advisors. In the case that it's decided to choose a new Honorary Member, they will be chosen by the same procedure that was originally used to choose Honorary Members (Article VI, Section 10).

Section 6: Any outgoing AST STUCO member is required to turn in any materials related to AST STUCO to the Executive Board before leaving.

ARTICLE X: NATSTUCO MEMBERSHIP FEE

The administration has the responsibility of paying all membership fees in order for STUCO to be associated with NatStuCo.

ARTICLE XI: AMENDMENTS

This constitution and its bylaws can be periodically revised and amended when necessary. After a change has been proposed, and a revision has been drafted, the Student Council must discuss it prior to passing the amendment. All amendments require a 2/3 majority vote and are subject to approval by the administration. If the amendment is passed, it will be implemented the following school year.

BYLAWS

CHAPTER 1: MEETINGS

1.1: Meeting Outline

- a. Call to order: The President calls the meeting to order at the agreed time. The meeting agenda must have been sent out by the Secretary at least one day prior.
- b. Roll Call: The Secretary calls roll.
- c. Old Business: Old business that was left unfinished or needed a follow-up is to be discussed.
- d. New Business: New information is brought to the table for discussion.
- e. Final Recap: Important deadlines and details are reviewed at the end of the meeting.
- f. Adjournment: AST STUCO members motion to adjourn the meeting.

1.2: Attendance Policy

- a. Excused Absences and Tardies:
 - i. If late: bring signed pass by teacher or supervisor;
 - ii. If absent: bring an excuse stating the reason for their absence with a valid signature.
- b. Unexcused Absences and Tardies:
 - i. 1 tardy/absent unexcused: first warning;
 - ii. 2 tardy/absent unexcused: second warning;
 - iii. 3 tardy/absent unexcused: probation process begins.

CHAPTER 2: ELECTIONS

2.1: Digital Elections

- a. One week in advance, the AST Technology Center is informed that there will be electronic voting.
- b. The forms are done by Google Forms, with the following options:
 - i. blank votes are available and valid;
 - ii. voter emails are recorded;
- c. Only the STUCO advisor, Activities Coordinator, and Administration will have access to edit the Google Form.
- d. On the day of the elections, the appropriate forms are sent one grade at a time, from 6th grade through 11th grade, by the IT department during the first class period of Election Day.
- e. Results will be sent by the end of the day by the Middle and High School principals via email.
- f. Any candidate can request their personal results directly from the AST STUCO advisors.

2.2: Procedure in case lone candidate receives under 50% of the votes

- a. A second round of elections will be held.
- b. The original single candidate should be encouraged to participate in the second round of elections.
- c. The second election will be held seven days after the first elections.
- d. All candidates must present themselves no later than two days after the first elections.
- e. If no candidates present themselves before that time established in point d, the first single candidate instantly becomes a winner.
- f. Any remaining issues concerning elections will be regulated by the Student Council, Advisors and Administration.

CHAPTER 3: INFO AND THE TEAM DRIVE

3.1: Team Drive

- a. The official Team Drive is owned by the infostuco@amschool.org account, the password of which is held by the AST STUCO advisors and passed on as needed;
- b. The AST STUCO Secretary is responsible for organizing the Team Drive, which is to hold a historical record of all documents used by the Student Council;
- c. At the end of each member's term, they must ensure all AST STUCO-related documents are transferred to the Team Drive. It is highly recommended to work within the Team Drive and to create documents within the appropriate folders;
- d. After every induction, any departing AST STUCO members are to be removed from the Team Drive by the current Secretary. All new members are then given "Content Manager" access.

3.2: Confidentiality

- a. AST STUCO members are expected to keep the organization's information, including financial, personal, disciplinary or project information relating to the Student Council, confidential;
- b. Current members should keep all election information, including updates on Executive Board or Honorary Member candidates, confidential. No election-related information should be shared with classmates or candidates;
- c. Members should not keep any personal copies of AST STUCO related documents outside of the Team Drive.

REFERENCES

1. [Student Congress Constitution](#) (should probably get final copy permalinked inside team drive)
2. [Robert's Rules of Order](#): the specific set of regulations within Parliamentary Procedure followed by AST STUCO.
3. [Minutes Template Format](#)
4. [Probation Letter Format](#)

