**The**

**Lewisville High School**

****

**CONSTITUTION**

# Table of Contents

# Purpose/Structure

# Executive Board

## President

## Vice-President

## Secretary

## Treasurer

## Historian, Parliamentarian, Appointed Positions

# Committees

## Descriptions

## Committee Chairpersons

# Class Officers

# Representatives

# Elections

## Executive Board

## Committee Chairperson

## Class Officers

# Awards and Discipline

## Point System

## Requirement

## Probation

## Graduation

# Parliamentary Procedure

# Procedure for Removal of Office and Leadership Class

# All School Elections

**Purpose**

The Lewisville High School Student Council will serve as the governing body of the high school. This organization is the umbrella that covers all student activities. The principal works closely with this student governing board. This organization exists to promote citizenship, scholarship, and leadership. It also exists to serve the needs of the students, administrators, teachers, and staff members at Lewisville High School to the best of its ability. Citizenship is encouraged by helping each student develop a sincere regard for law and order, by helping young people to contribute to the welfare of the culture, by promoting desirable attitudes and the continued upward development of valued patterns of good citizenship, and by encouraging the students at Lewisville High School to exhibit the Pride and Tradition that binds our student body together. Scholarship is encouraged by making all members follow U.I.L. standards for eligibility. Leadership is advocated by providing members with the power to vote and speak on issues within the school that matter to them, providing opportunities to lead within the student body, and by utilizing the ideas and support of students in solving relevant school problems. Student Council meetings are held each Monday before and after school so that all students will be able to take part in their governing board. This organization is part of the Texas Association of Student Councils and the National Association of Student Councils, which is governed by the Texas Association of Secondary School Principals (TASSP).

The following chart is an example of the officers and committees but each executive group may decide a different committee to oversee each year. We may also appoint officers if the need arises.

***Executive Board***

**All office positions must attend Summer Leadership Workshop and must be installed at our annual Spring Banquet each May. Failure to attend either event will result in automatic removal from office. Advisor will determine eligibility in office if extenuating circumstances (emergencies) occur and an officer is excused from the banquet or camp.**

**Advisors have the right to change committees as they feel needed. Below is the structure of an example of where committees may be. The advisors have the right to decide if positions should be elected or appointed. That determination is made each year.**

**Student Body President/Senior Class President**

He/She must:

1. Be a senior.
2. Have been in the class the full year your junior year.
3. Have been an active member of student council for two years prior to his/her senior year.
4. Must not have any other activity that will take priority over StuCo. You must give Student Council top priority.
5. Must attend all workshops and summer camp.
6. Oversee the President’s Club and all school activities.
7. Oversee the other officers and committee chairs.
8. Be a leader that sets and achieves goals with high standards.
9. Have a work ethic and be responsible for all activities.
10. Be in the student council class for the full year.
11. Have a planning period as an aide with sponsor all year.
12. Attend all student council functions and events.
13. Set the time and place for executive board meetings.
14. Be an active member in the student body.
15. Follow U.I.L eligibility standards.
16. Know the names of all student council members.
17. Not graduate early.
18. Not hold a national, state, or local office in any other group that is outside the Student Council umbrella.
19. Be at all student council meetings and activities.
20. Be available to take a class with Mrs. Stamey or be her aide for a year. If this is not possible, then the VP or Secretary needs to fulfill this obligation.

***Duties in class:***

1. Check daily emails on duties of other officers and mark on my calendar to check on each activity.
2. Oversee and check on committees.
3. Make a schedule for StuCo table and school store. Make sure the basket has everything needed for the table each day.
4. Keep updated with treasurer and demerits.
5. Work on projects from board meetings.
6. Work with junior president and teacher him/ her more about president duties.
7. Major tradition project is the Thankful Tree around Thanksgiving.
8. Make appreciation gifts for School Board Appreciation Month.
9. Make a gift basket for Pedi Place a non-profit medical center.
10. Make Weekly agenda for StuCo Meetings Wednesday A block and Thursday B block
11. Leading the Class and making announcements to the StuCo class.
12. Meet monthly with school principal.
13. Ask for suggestions from class, student body, and membership.
14. Order supplies each month
15. Make sure room is clean each day before the period ends.

***Duties Outside of Class***

1. Attend all PTSA meetings once a month and give updates from Lewisville High School
2. Attend LISD Student Advisory Board meetings once a month with Flower Mound, Hebron, Marcus and The Colony and give updates on each school we also work on a community project together.
3. Make sure all officers send Plan Of Work in on time every Sunday.
4. Keep all officers in the loop and update them when a meeting is missed.
5. Check in with other officers and send reminders making sure they meet deadlines.
6. Send out remind Messages Via Remind 101
7. Post accomplishments, reminders, and promote on StuCo Twitter.
8. Run Presidents club meetings with Secretary
9. Morning Announcements over the intercom with Mrs. Wells

***Other responsibilities***

1. Attend all functions for school, community representing LHS.
2. Plan a lunch in for officers with Stamey and Moser
3. In charge of Senior Rosecutting ceremony with Historian.
4. In charge of Senior Breakfasts at Elementary schools. I make signup sheets and send students names to elementary schools.
5. In charge of planning Christmas Party with Harmon and Killough Freshman and Sophomore officers.
6. In charge of planning and hosting our Elementary school tour at LHS.
7. Privilege- The Pledge of allegiance at Academic Decathlon
8. Plan a Middle School night and Host with Officers.
9. Speak at graduation and assemblies
10. Ordering thank you gifts for officer and you and Moser
11. Speak at Veterans Day Ceremony
12. Speak at 9/11 Ceremony and be prepared to speak in a moment’s notice on interviews for media.
13. Responsible for OUTSTANDING STUDENT COUNCIL REPORT and checking other reports.
14. Plan StuCo Middle School Night
15. Plan Elementary Tour

**Student Body Vice-President/Senior Class Vice President**

He/She must:

1. Be a senior.
2. Have been in the Leadership class a full year as a junior and an active member in student council prior to his/her office.
3. Act as President in the absence thereof.
4. Must attend all workshops and summer camp.
5. Supervise Pride and Patriotism Committee and Chairs (Teacher App, Pride, Sports, and Spirit)
6. Be in the Student Council class for the full year.
7. Attend all Student Council activities and meetings.
8. Must fall under U.I.L. eligibility standards.
9. Must put Student Council as top priority in school activities or community activities.

 ***Duties in class:***

1. Oversee Patriotism, Pride, Spirit, Teacher Appreciation, and Multicultural committees
2. Organize Farmer Girls for each football game and pep rally
3. When The President is not present I take over the class and complete their plan of work
4. Follow up on Teacher Appreciation and Multicultural Chairperson
5. Make Goodie Bags for all sports throughout the year
6. Make spirit signs for all events at LHS
7. Make order for supplies with all officers and president
8. Take down old signs and put up new signs
9. Make sure room is clean at end of every period
10. Make gift exchange gift boxes
11. Decorate megaphones for pep-rallies
12. Put up put-in cups for special games
13. Make run through signs for important games
14. Make sure every in season sport is receiving support
15. Keep up with committee members at all times
16. Promote all dress up days and school spirit
17. Responsible for PRIDE AND PATRIOTISM REPORT.
18. Work with Junior VP all year.

***Duties Outside of Class***

1. Veterans Day Ceremony and 9/11 Remembrance Ceremony
2. Whatever doesn't get done in class gets done after school
3. Plan of work weekly on Sunday
4. Make sure you promote things on social media
5. Plan things out for committee to do in class
6. Keep up with farmer girl letters and bring them to all the games
7. Assign Farmer girls for each pep rally, game, and Thursday night yell and send them reminders
8. Represent Student Council in a positive way at all events
9. Take suggestions from the student body
10. Be the voice for the students

***Other responsibilities***

1. Keep up with calendar, and dates
2. Make sure you take off work ahead of time for activities
3. Make sure Patriotic projects/events are held during the school year
4. Hold student confidence building projects

**Student Body Secretary/Senior Class Secretary**

He/She must:

1. Must be a Senior
2. Have been in the Leadership class as a junior and an active member in student council prior to his/her office.
3. Must attend all workshops and summer camp.
4. Must put Student Council as number one priority.
5. Must have computer skills for making calendars, typing minutes, and making databases.
6. Be responsible for the monthly calendar and point sheet.
7. Record information for student council.
8. Take minutes at meetings.
9. Coordinate the executive board.
10. Be in the student council class for a full year.
11. Collect written motions.
12. Be in charge of correspondence, written thank you notes, letters and all documents.
13. Fall under U.I.L eligibility standards.
14. Keep the computer database in order.
15. Attend all student council activities and meetings.

***Duties in class:***

1. Responsible for the monthly calendar. Complete by the last meeting the month before. Make 500 copies of different colors each month.
2. You need to have all sign in sheets for all student council meetings and events.
3. Collect all class forms for each period and make a spreadsheet of items turned in.
4. Organize the Halloween Carnival or we might have another officer over it. We printed over 5,000 flyers and made 14,000 small flyers for our elementary and middle schools. You will also make a floor plan of where the games will be set up to make it easier.
5. You are responsible for running President's Club meetings. In the beginning of the year you'll receive all the Team Captains and a President of every club in the building to keep track of all events. This meeting will be helping you to complete your monthly calendar. You provide them snacks and talk about what all events are coming up and each person has suggestions and has a chance to speak out. It’s your job to be writing this down on order to make announcements and spread the word. A week before the meeting will be held, you send each Team Captain and President a reminder of when the meeting will be at and where it'll be taking place. You also attach to the reminder a calendar of the following month (For example today is October you send them a blank calendar of November for them to fill it out with their events). These calendars will be turned in at the meeting and that will be your key for your Student Council Calendar.
6. Write thank you notes or any other correspondence.
7. Work with Junior class secretary all year.

***Duties Outside of Class:***

1. You have to be willing to stay after school for Homecoming Week and other events, because we are the people that organize most of the events in our school.
2. You stay after school to finalize the calendar and before printing you email each and every officer the calendar to make sure you have not missed something.
3. Even if Angel Tree or other events aren’t yours, be prepared to stay and help each officer. So you make sure things are done after you've had taken care of your responsibilities and help each other. For example: Homecoming, Angel Tree, Pasta for Pennies, Operation Beautiful, Goody Bags for all teams and organizations and others.

***Other responsibilities***

1. You are responsible to make sure room is organized and help others clean.
2. You are responsible to keep the Farmer Pride going and make sure to have fun your Senior Year and also make it fun for others.

**Student Body/Senior Class Treasurer**

He/She must:

1. Be a senior.
2. Have been in the Leadership class as a junior and an active member in student council prior to his/her office.
3. Must attend all workshops and summer camp.
4. In charge of the point and demerit system.
5. In charge of daily class attendance.
6. Be in charge of student council balances.
7. Be in the student council class for a full year.
8. Supervise Fundraising Committee Chair and Membership
9. Keep in contact with the advisor for budget.
10. Give budget reports at each meeting.
11. Attend all student council activities and meetings.
12. Work with advisor on purchase orders.
13. Fall under U.I.L eligibility standards.

***Duties in class:***

1. In charge of point system, putting them into a spreadsheet on excel.
2. Post points and demerits on Tuesday of each week.
3. In charge of demerits, making sure they sign them and then file. They go on a spreadsheet as well.
4. In charge of fundraising committee. I have my committee constantly looking for fundraising projects.
5. In charge of Memberships and recording paid members for the point sheet. Make sure they get a shirt once they've paid and have 2 Manila folders ready, one for membership and the other for completed (Receipts and Shirt ✔️)
6. Work with Junior Class Treasurer all year.
7. Responsible for Senior Picnic. Make sure people have turned in their money and handing out T-Shirts to everyone that has paid. During this project Moser will be helping writing receipts and help Stamey do the bus list and prepare chaperone list.

***Duties Outside of Class:***

1. Be available after school for officer meeting.
2. Staying after school in case someone needs help.
3. If not finished with points, demerits, or memberships I stay after school and finish them.

***Other responsibilities:***

1. In charge of signing people in at the meetings.
2. Making sure people have their 500 points for cords and are attending meetings.

**Student Body Parliamentarian**

1. Be a senior.
2. Have been in the Leadership class as a junior and an active member in student council prior to his/her office.
3. Be in the student council class for a full year.
4. Must attend all workshops and summer camp.
5. Parliamentarian is in charge of the Energy/Environment Committee.
6. Keep order at meetings and find meeting rooms
7. Attend all student council activities and meetings.
8. Learn Robert's Rules of Order for meetings.
9. Make sure parliamentary procedure is being followed
10. Be in charge of meeting room, making sure that furniture is in order and the room is unlocked.
11. Correct tardiness at meetings with proper discipline.
12. Fall under U.I.L. eligibility standards.

***Duties in Class***

* 1. In charge of Energy & Environment committee.
	2. Make a recycle schedule and recycle daily. Especially offices and copy rooms.
	3. Make sure officers and class members are properly recycling.
	4. Provide and fulfill student council class with Energy & Environment projects year round.
	5. Complete state packet for the Energy & Environment committee.
	6. Recycle ink cartridges

***Duties outside of Class***

* + 1. Make a Plan of work for each up coming week.
		2. Have a recycling schedule for each week/semester.
		3. Rebuild and reuse broken equipment from the student council room.
		4. Provide student council meetings with Energy & Environment facts.

***Other Responsibilities***

* + - 1. Plan, organize, and run Senior Honors Night.
			2. Work Student Council table once a week.
			3. Help lead our Student Council class.
			4. Learn Robert's Rules of Order for meetings.

**Student Body Historian - APPOINTED POSITION – INTERVIEW ONLY**

1. Be a senior.
2. Have been in the Leadership class as a junior and an active member in student council prior to his/her office.
3. Be in the student council class for a full year.
4. Must attend all workshops and summer camp.
5. Parliamentarian is in charge of the Energy/Environment Committee.
6. Attend all student council activities and meetings.
7. In charge of all newspaper publicity for all events of student council
8. Keep Yokel on TV’s updated daily.
9. Keep Web page updated.
10. Capture the year on film
11. Supervise membership/publicity committee chair
12. Be in charge of the student council scrapbook
13. Be in charge of the end of the year PowerPoint slide show
14. Keep school activities on video and camera.
15. Fall under U.I.L. eligibility standards.

***Duties in class:***

1. You are in charge of all Public Relations and Promotions of events.
2. Run a committee of 3-5 kids everyday
3. Make sure slideshows are updated on all the TV's around the school
4. Come up with new projects (community service) or national holidays to keep members active
5. Update StuCo, senior class & presidents club website
6. Help other officers with any big projects they might have
7. Be in constant contact with the nursing home. – should be community so we will move this!
8. Stay organized with calendar.
9. Work with Junior Class Historian all year.

***Duties Outside of Class***

1. Promote events on social media
2. Send in announcements for morning announcements to indicated people.
3. Take pictures of events in order to keep a history of everything we've done.
4. Be in charge of senior citizen prom at the end of the year.

***Other responsibilities***

1. Helping other officers with their constant duties. Ex. Having pictures for them to use for their reports
2. In charge of Mavericks Leadership Day & Rosecutting Presentation.
3. Provide 15 - 20 minute slide show for the StuCo Banquet.
4. Will be put in charge of small projects that Moser & Mrs. Stamey need to be completed.

**Student Body LISD Liaison – APPOINTED POSITION – INTERVIEW ONLY**

1. Be a senior.
2. Have been in the Leadership class as a junior and an active member in student council prior to his/her office.
3. Be in the student council class for a full year.
4. Must attend all workshops and summer camp.
5. Attend all student council activities and meetings.
6. Fall under U.I.L. eligibility standards.

***Duties in class:***

1. In charge of any LISD events needing student volunteers.
2. Handle mentors and make sure they all have rides to schools
3. Make school signs for first two weeks of mentoring
4. Announce and promote all sign ups I have for feeder school events
5. Get attendance forms out one week before all events.
6. Get permission forms ready three weeks before events.
7. Keep track of students that have a school that does not mentor each day
8. Keep track of Maroon mailboxes at feeder schools and get letters sent back to students.
9. In charge of Senior Sunrise and Sunset.

***Duties Outside of Class***

1. Constantly keep track of emails
2. Find volunteers for every event
3. Send out reminders before the day of the event

***Other responsibilities***

1. Creating permission slips
2. Creating absent forms
3. Communicating with elementary schools if we are not able to attend an event
4. Working with contact officers at Harmon and Killough.

**Student Body Community Service - APPOINTED POSITION – INTERVIEW ONLY**

1. Be a senior.
2. Have been in the Leadership class as a junior and an active member in student council prior to his/her office.
3. Be in the student council class for a full year.
4. Must attend all workshops and summer camp.
5. Attend all student council activities and meetings.
6. Fall under U.I.L. eligibility standards.

***Duties in class:***

* + - * 1. Responsible for every Community event that is not an LISD or LHS event.
				2. Create sign-ups and collect volunteers, proceed to create absence form(s) and permission slips to participate in the designated activity.
				3. Monitor and work with committee to produce new community service ideas, get ideas approved, start working towards that particular project or activity daily until it's over.
			1. All year, mentor and teach said junior officer the ins-and-outs of the position and what all responsibilities are included in the title.
		1. Work with fellow officers maturely, promptly taking over their committees if needed, have honest communication, and help with any of their committee’s projects after completing the current community service project and vise versa.

***Duties outside of class:***

* + - 1. Staying after school lets out to take over current project (some projects require doing things on your own outside of your daily committee).
1. Must produce some projects that aren't during school, such as: volunteer walks, a day of animal shelter volunteering, etc.
2. Must show up to any appearances outside of school hours in required dress and attitude for the occasion.

***Other responsibilities:***

* + - * 1. Constant updating of communication is a necessity. (Emails, calls and group texts from teachers/advisors/other officers).
				2. Keeping up with planner on correct dates and having a clean cabinet between you and other officer.

**School Service Officer - APPOINTED POSITION – INTERVIEW ONLY**

1. Be a senior.
2. Have been in the Leadership class as a junior and an active member in student council prior to his/her office.
3. Be in the student council class for a full year.
4. Must attend all workshops and summer camp.
5. Attend all student council activities and meetings.
6. Fall under U.I.L. eligibility standards.

***Duties in class***

1. Order merchandise with Stamey in June of each year.
2. Daily deposits with Moser
3. Organize and restock school store and make price list
4. Make sure school store is kept clean
5. Promote store sales and make a PowerPoint of all inventory for web page
6. Close school store
7. Check in new inventory when it comes in
8. Write receipts when needed
9. 2nd period, set up store with register, 3rd period take up everything.

***Duties outside of class***

1. Take inventory of all school store merchandise
2. Work at least one shift in store every day during block lunch
3. Organize and run open house babysitting
4. Travel to feeder schools and sell merchandise there
5. Other responsibilities
6. Senior Revue
7. Male sale

***Other Responsibilities***

* 1. Make schedule for senior and junior officers to work school store & student council table during lunch
	2. Oversee organizing and delivering Homecoming shirts
	3. Oversee organizing and selling of PowderPuff, Senior Picnic, and Operation Beautiful
	4. Sell Homecoming Dance tickets and make deposits

**Student Body Multicultural Officer - APPOINTED POSITION – INTERVIEW ONLY**

1. Be a senior.
2. Have been in the Leadership class as a junior and an active member in student council prior to his/her office.
3. Be in the student council class for a full year.
4. Must attend all workshops and summer camp.
5. Attend all student council activities and meetings.
6. Fall under U.I.L. eligibility standards.

***Duties in class:***

* + - 1. Make daily announcements over upcoming cultural holidays/events
		1. Update the weekly calendar with all holidays of the world plus a description
		2. Check this site for fun days to recognize - <http://www.holidayinsights.com/>
		3. Recognize all cultures and religions
	1. Make signs with upcoming dates of holidays for the student body to gain worldly knowledge

***Duties Outside of Class***

1. Research facts and history of cultures and religions
2. Have a calendar with all international holidays made every month
3. Create projects for the holidays that will spread knowledge within the student body

***Other responsibilities***

1. Run Open House babysitting and Grand Ball babysitting
2. Run school supply drive
3. Run International Week

**ALL OFFICERS REQUIRED TO PURCHASE A TWO OR THREE YEAR MONTHLY PLANNER (Jostens has them available to purchase), HAVE AN EMAIL ACCOUNT SET UP THAT WILL NEED TO BE CHECKED MANY TIMES EACH DAY, HAVE A MOBILE PHONE WITH CAPABILITY TO TEXT AND RECEIVE PHONE CALLS. Must have Twitter and Facebook accounts to promote.**

**JUNIOR OFFICERS**

**Junior Officers hold the same titles as the senior officers and work as their partner all year. As we approach the end of the school year junior officers will shadow the position they want to hold as seniors. The 9/10 campus officers will also hold the same positions as the seniors and will be in constant communication with all senior leaders.**

He/She must:

1. Be a junior.
2. Have been an active member in student council for their sophomore year at Harmon or Killough Campuses prior to his/her office.
3. Be in the 2nd or 3rd period Student Council class for 27 weeks, 18 of those being the Spring Semester. (may take off first 9 weeks if on the PSAT team)
4. Attend junior class meetings and officer meetings during block lunch each week.
5. Shadow a senior officer during class
6. Be able to go to work sessions for homecoming float, prom.
7. Be in charge of prom
8. Be able to attend some after school work sessions.
9. Decorate the morning of Prom and at Prom decorating.
10. Attend Prom
11. Arrange clean up of prom by sophomore and freshman officers.

**COMMITTEES**

Committees exist to make the job of the executive board easier. Each committee will have a chairperson that will be required to be in the Student Council class for the entire school year. The individual committees are in charge of all projects that Student Council undertakes. All Committee Chairpersons are to report to the designated officer for that committee. The reports are to be made in written form and documented to show what each committee is doing each month. To join a committee, a committee selection sheet should be filled out. The member will then be placed in the committee he/she selected as his/her first choice. If the first choice is not compatible or is too full, the member will be placed in the second choice committee. The committees are selected on first come, first serve basis. The following are committees in the Lewisville High School Student Council:

**Pride/Patriotism Committee:**

 This committee consists of the following subcommittees. Each sub-committee will have a separate chairperson.

* **Pride/Patriotism**-Large Committee Chair

 (Sub-Committees)

* **School Service**-all socials, dances and activities that we do within Lewisville High School
* **Teacher Appreciation**-acknowledging teachers monthly and during teacher appreciation week. Also responsible for Bosses Day, Counselor's Week, Nurse's Day, Etc.
* **Multicultural**-To plan and promote activities for all races and cultures.
* **Spirit-**Good sportsmanship, pep rally awards, signs and posters

This committee will follow the state guidelines for the Pride and Patriotism committee. This committee will help to promote pride and unity in Lewisville High School and our feeder schools.

**Community Service**- The purpose of the community service committee is provide help to our community of Lewisville.

**Fundraising**- The purpose of the fundraising committee is to raise funds for Student Council.

**Membership/Public Relations**- The purpose of the Membership/ public relations committee is to increase membership in Student Council, keep all members involved, and better the image of not only Student Council but also of Lewisville High School. This is achieved through public service announcements and the support of community activities. This person will be responsible for our membership drive and the phone calling committee.

**DASH (Drugs, Alcohol, Safety, and Health)** -The purpose of this committee is to make all students aware of the dangers of drugs and alcohol. This committee will also have safety and health projects to keep students informed. This chair will work closely with the SADD President.

**Energy & Environment** - The purpose of this committee is to promote environmental awareness and energy conservation. This chairman will also work with the Environmental Club President.

No organization operates without its members being able to function together. Having fun is s good way to alleviate stress; therefore, the members will more readily function on a healthy level.

**Requirements of Committee Chairpersons**

A committee Chairperson must:

1. be a junior or senior
2. have one year experience as an active member of student council
3. be organized
4. see that a job is well done and finished
5. know his/her committee members
6. report to the executive board through the vice president
7. give a committee report at both morning and afternoon council meetings
8. be at all student council activities and events.
9. Must be in the Student Council class with officer that you serve with

**Elections**

The elections of Student Council Officers, Committee Chairperson, and Class Officers are held in the spring of every year. Members of the Student Class will organize the elections. Students may not, though, have any contact with or see the election ballots during or after the election. The viewing of these ballots by any student would invalidate the election. The following are requirements that must be met before a candidate can qualify to run:

**Student Body/SENIOR Officers (Part of the Executive Board)**

1. The candidates must be going into their senior year and be a member is good standing without demerits and with a good discipline record and must be approved to run by the current StuCo advisors.
2. Candidates must have been in the Student Leadership Class their Junior year.
3. Candidates must have been a current student at LHS for one full year before running for office.
4. A speech may be made so that the student body can see the candidates and hear their platforms. The commercial must be taken seriously. If the content of the commercial is not fit to show over the school's tilt-rack system, the candidate will be disqualified from the race. (This does not mean humor cannot be used).
5. The presidential and vice-presidential candidates must have three signatures of recommendation from unrelated adults. The remaining candidates must have only two signatures of recommendation from unrelated adults.
6. The candidates must sign a “rules of campaign” form.
7. Candidates must be in good standing with Student Council.
8. Candidates must follow all rules of Student Council and before running be approved by advisors.
9. Candidates must not have any inappropriate texts, emails, or anything inappropriate on social media accounts or they will not be on the ballot.
10. The candidates for president must have been an active member for at least two years preceding and have held a previous Student Council Office.
11. The candidates for vice-president, secretary, and treasurer and historian must have been an active member of Student Council for at least one year preceding.
12. The candidates must follow U.I.L. eligibility standards.
13. Officers will be removed from office for not acquiring points, or receiving any school violation, where PASS, or suspension is given. Removal from office depends on the offense. The final removal is decided on by the principal and Student Council advisor.
14. Officers must work closely with the Student Activities Director/StuCo sponsor and follow his/her guidelines entirely.
15. All student body officers and the junior class officers must be in 2nd Period Student Council Class for the entire school year. Seniors are encouraged to be in both 2nd and 3rd and may not have a period off if they aren’t in both.
16. All officers must attend banquet to be sworn into office. If they fail to come be inducted, they will be removed from office without warning.
17. Must attend all workshops, summer camp, and must attend the May banquet to be sworn into office as stated on the officer application form.
18. All officers will be expected to purchase a Student Council T-shirt and dress shirt.

**Class Officers:**

1. The Student Body officers will serve as senior class officers. Junior officers must run and be elected and appointed positions will be assigned after the election.
2. All activities for classes must be approved through each class sponsor before scheduling.
3. The candidate must sign a rules of campaign form.
4. The candidates must follow U.I.L. eligibility standards
5. The candidate must have been a member of Student council for at least one year preceding.
6. Candidates must be in good standing with Student Council.
7. Candidates must follow all rules of Student Council and before running be approved by advisors.
8. Candidates must not have any inappropriate texts, emails, or anything inappropriate on social media accounts or they will not be on the ballot.
9. The candidates must have two signatures of recommendation from unrelated adults.
10. The candidates must sign an acknowledgement of the expectations set on Class Officers.
11. All officers must attend banquet to be sworn into office. If they fail to come be inducted, they will be removed from office without warning.
12. The Presidents must be in 3rd Period Class.
13. Officers will be removed from office for not acquiring monthly points, performing their duties for their class council, or receiving any school violation, where PASS, or suspension is given. Removal from office depends on the offense. The final removal is decided on by the principal class sponsor, and student activities director.
14. It is recommended, but not required for all other class officers to be in the 3rd period Student Council Class the entire year.
15. All Officers must attend Summer Leadership Workshop.
16. Each class will elect a President, Vice President, and Secretary. Each sponsor has the right to appoint a Treasurer, Historian, or Parliamentarian at their discretion. (or any other three officers of their choice for a total of three appointed).

**Committee Chairperson**

1. The Committee Chairpersons will apply for the position and must be in the 2nd period or 3rd period Student Council Class.
2. The Committee Chairpersons will be selected by the Advisor and the Executive Board of Student Council.
3. The candidates for committee chairs will apply to the executive board. The past record in student Council will be looked at by the Student Council sponsor and executive board to see if the candidate ill be allowed to run.
4. All committee chairs will be required to attend a summer planning workshop.
5. All committee chairs will be expected to purchase a Student Council T-shirt and dress shirt.

**AWARDS/DISCIPLINE**

1. **Point System/ Senior Honor Stoles for graduation**

The Lewisville High School Student Council follows a point system to encourage participation and to keep members involved in the activities of the council through the whole year. Each year, in May, the Student Council Executive Board will select the senior members with the highest points and allow them to be recognized at graduation. These outstanding Student Council members that meet the required points set each year will wear white stoles to acknowledge that they are an Outstanding Student Council member. They will also receive a transcript stamp. Point systems are not meant to punish, but are meant to do the exact opposite. The system that has been adopted by the Lewisville High school Student Council is stated below.

If a member is removed from Student Council for discipline purposes the principal will have final approval on whether the member may receive the honor stole at graduation and receive the symbol.

1. Every month, members must meet the required points.
2. Each member will be required to keep a point sheet and turn it in at the end of each month. This sheet will have a calendar of all activities and have each point earned.
3. Points earned over the required points may roll over to the next month.
4. The required points will be set by the executive board each month depending on what is on the agenda for the month.
5. Each month, the points required will change.
6. Each year that the member is at LHS, their points will accumulate, but they MUST have at least 500 points or the required points for that year and remain active. However, the advisor may pull some points from their previous years if needed and approved by advisor. Demerits remove points.

**Demerit System:**

Membership, Class members, and officers will follow our demerit system. Demerits are issued according to issue. Unworkable demerits will not be able to be worked off. Workable demerits may be worked off.

If at any time a member has more than 3 demerits that they haven’t worked off or 8 total demerits they will be removed from the class.

Officers also follow the demerit guidelines. Officers that have received a total of 8 demerits, either workable or non-workable, they will be removed. However, they must never have more than 3 demerits at one time without working them off.

After three demerits are issued, workable demerits will remove 20 points per demerit and unworkable demerits are 50 points.

**Active or Inactive Status in Student Council –**

Members that attend regular meetings and turn in point sheets are considered active members. If any member misses more than two meetings in a row, they will be placed on inactive status. If a student must miss the meeting for tutorials or other events, an email in writing to the sponsor is required to stay active.

If a member is inactive, or has demerits, they will be considered on Probation.

ANY SENIOR THAT IS INACTIVE, BEEN REMOVED FROM THE STUDENT COUNCIL CLASS, OR HAS MORE THAN 3 CURRENT DEMERITS OR 8 CUMMULATIVE DEMERITS WILL NOT RECEIVE HONOR CORDS FOR GRADUATION.

**Probation**

Probation is defined by Webster's New World Dictionary as

1 : critical examination and evaluation or subjection to such examination and evaluation
2 a : subjection of an individual to a period of testing and trial to ascertain fitness (as for a job or school) b : the action of suspending the sentence of a convicted offender and giving the offender freedom during good behavior under the supervision of a probation officer c : the state or a period of being subject to probation

The probationary process is created to make sure members are staying active within the council. Probation within the Lewisville High School student Council is as follows.

* If the required points are not met for a two month period, the member will be placed on probation. If the required points are not met for month of probation, the member will have their name taken off the Student Council roll and will not be able to participate in Student Council activities. The student will be eligible to join student council activities again at the next appointed sign up time.

**Removal From Officer Position:**

**Each officer is required to sign a yearly Officer Contract that states the following. The contract must be signed by the officer parent, advisor, and principal.**

LEWISVILLE HIGH SCHOOL’S STUDENT COUNCIL OFFICER CONTRACT

**Congratulations on becoming an officer for the LHS Student Council/Student Body or Class Officers. Please read over the Constitution and be aware of rules and details.**

**REQUIREMENTS & EXPECTATIONS OF EVERY ELECTED OFFICER:**

1. YOU MUST FOLLOW ALL SCHOOL RULES AND BE A LEADER AT LEWISVILLE HIGH SCHOOL WITH CLEAN SOCIAL MEDIA.
2. YOU MUST ATTEND ALL REGULARLY SCHEDULED MEETINGS, FUNDRAISERS, ACTIVITIES OR MAKE CONTACT WITH MRS. STAMEY OR MR. MOSER IN ADVANCE OF ANY ABSENCE.
3. YOU MUST ATTEND THE SUMMER LEADERSHIP WORKSHOP JULY 22 – 26, 2019 IN GEORGETOWN FOR A COST OF $425 AND ATTEND THE ADVANCED LEADERSHIP WORKSHOP, FEB. 7-9, 2020 FOR $250 AND STATE CONVENTION APRIL 25 – 27 FOR $250. YOU CAN PLAN FUNDRAISERS TO HELP.
4. YOU ARE EXPECTED TO ATTEND THE DISTRICT CONVENTIONS, MO RANCH AND THE STATE CONVENTION.
5. YOU ARE EXPECTED TO MAINTAIN A “B” AVERAGE. (Below a “B” average may result in removal from office. This is at the advisor’s discretion)
6. YOU MUST NOT OBTAIN ANY MAJOR DISCIPLINARY INFRACTIONS. YOU MUST BE A MODEL CITIZEN AT LHS, AND HAVE A POSITIVE ATTITUDE ABOUT ALL PROJECTS, ACTIVITIES AND EVENTS.

There are times when an officer is removed from their position. If an officer is removed from office or quits their office position, they will be removed from the class. Listed below are reasons that may cause automatic removal. (discretion of the principal and advisors)

1. Insubordination or discipline referral by Faculty member or adult in authority.
2. Bad attitude or disrespectful to advisors – you will receive one warning and the next time disrespectful behavior is given, you may be removed.
3. Speaking negatively about the council, officers, or advisors.
4. Receiving 2 unworkable demerits or 6 workable demerits (need to work off), receiving no more than a total of 8 demerits.
5. Inappropriate Social Media posts or images or having a Private Twitter.
6. Failure to do your job – 3 demerits total and you will be put on probation. You may work them off if they are workable. Unworkable demerits may not be worked off. Total demerits can’t exceed 8 even if you work them off.
7. Failure to not have your committee working daily in leadership class.
8. Not checking communication tools. It is mandatory to check three times a day.
9. Not providing a weekly plan of work every Sunday by 9pm to everyone including advisors.
10. Failure to attend Student Council activities.
11. Any negative comments posted on public forum about the council, school students or advisors.
12. Any outside of school illegal activities or activities not becoming of a leader. (parties, drinking, drugs etc.)
13. If for some reason you have to be removed from the StuCo class.
14. The student will be required to take an Oath of Office at our banquet on May 10, 2019 and must be present to be an officer.

Parents: Please go over the Constitution and rules & requirements with your child as well as the job descriptions for which they are running.

**SENIOR OFFICER PARTICIPATION AT GRADUATION**

The principal of Lewisville High School determines all stage guests and officer speaking parts at Graduation each year. It is tradition for an officer in good standing to have a small speaking part. The President makes the President’s speech, if the president is in good standing. Being an officer does not guarantee you a speaking part a graduation. Ultimately, the principal has the final decision.

If an officer has 7 demerits (*need to be at 7 since removal is at 8 and they would be speaking*) on the first Monday in May of each school year, they will NOT be invited to sit on the stage or have a speaking part in graduation. All Workable demerits need to be worked off (2 hours works off 1 demerit) before this date.

Any officer that receives a total of 8 demerits regardless if workable or unworkable will be removed from office and will NOT sit on the stage or have a speaking part.

The principal will determine who will be allowed to speak at graduation and sit on stage. The senior advisor will determine who has what part in the script.

**STUDENT COUNCIL EXECUTIVE BOARD**

**Executive Board:**

The executive board is elected to serve the student body of LHS. The executive board consists of the officers, sponsors, and an administrator. The elected officers have responsibilities and duties that have to be completed. THE GUIDELINES ON THE PREVIOUS PAGE EXPLAINS EXPECTATIONS OF OFFICERS AND THE REMOVAL PROCESS.

IN CASE OF MINOR ACTIONS: First Offense - The officer will be verbally warned by the sponsor or Student Activities Director and demerits will be issued and reviewed.

Second Offense-A probation letter will be sent to the officer, which gives them the opportunity to resolve the conflict on a weekly basis. If the required points are not met, within two weeks, the third offense will take place. Demerit issued.

Third Offense-A conference will be scheduled with parents, sponsor, officer and principal to discuss removal from office, other options to stay in office or to remove the officer. Demerit issued.

\*All the above offenses are not needed if one of the following violations occur:

ALL OFFICERS WILL SIGN A CONTRACT UNDERSTANDING THEY MAY BE REMOVED FROM OFFICE FOR ANY DISCIPLINE ISSUE.

Each student body officer and junior class officer must be in 2nd period. We also suggest being in 3rd if possible. Having a period off will not be permitted unless the officer is in both periods. This is a requirement. There may be some members that will be in the class to help the officers and committee chairpersons. The class will meet every day during third period. This is our planning time and working time. Each person will need to have their parents/guardian sign a permission slip to travel off campus for Student Council activities. The class grade will depend on the amount of work and planning that each person does. The class will also be expected to attend any important Student Council functions.

**Removal From Leadership Class:**

The Student Council Class Member may be removed from the 2nd or 3rd Period class, if they have any school violations on their records that result in ISS or suspension from school, or will be put on probation from the class if negative statements are brought to the sponsor from another teacher. The comments will be investigated, and the student may remain in the class until cleared. Removal will be made if the teacher feels that you are not fulfilling your projects in the class. Also, any member will be removed if they are taking part in any illegal acts in or outside of school. Automatic removal from the class may happen for any insubordination to an authority figure. They may also be removed if they have 3 or more demerits.

**SCHOOL ELECTIONS:**

The Student Activities Director will run and organize all school-wide elections. The elections held on campus each year are: Homecoming elections, Senior Superlative election, which includes Class Favorites and Mr. and Miss LHS, and our Prom Royalty elections. The Student Activities Director may ask for approval of all nominees from the administration and counselors of LHS. To run for any election, the student must be a current student for one semester before the election. If a student has a discipline record, they may be removed from running, depending on the violation and is determined by their Assistant Principal. If they have served three or more days of PASS, or sent to DAEP or JJAEP, they will **not** be allowed to be on the ballot and the administration will remove them.

**Homecoming Court Elections:**

Nominations for Homecoming elections are four weeks before Homecoming. The nomination forms are picked up during lunches or in the Student Activities Director’s office. Each nominee must be a member of two LHS teams or organizations and in good standing with grades and discipline. The elections take place two weeks before Homecoming. Each class elects their Homecoming candidates. The Freshmen, Sophomore, and Junior classes each elect one boy as a Duke and one girl as a Duchess. The Senior class elects six senior girls and six senior guys. This makes up the 22 members of the Homecoming Court. The court is announced at the Pep Rally three weeks before the Homecoming game.

**Homecoming King and Queen Elections:**

The Homecoming Queen and King elections are a school-wide election held the week before Homecoming. The Juniors, and Seniors elect one female and one male from the six senior court members to serve as King and Queen of Homecoming. The court is presented at the Homecoming game and the King and Queen is announced during the game.

**Mr. and Miss LHS Election:**

Mr. and Miss LHS nominations are available in January, with the election held in February. The candidates must be a senior in good standing with grades and discipline. This is a school-wide (10-12) election. Winners are announced at a Senior Assembly in February and presented at PROM as Royalty. You may be elected Mr. or Miss LHS if you were Homecoming King or Queen.

**Senior Superlative Elections:**

There are 11 senior superlatives that seniors may run to win. This election is the same time as the Mr. and Miss LHS Election. The candidates must be a senior in good standing with grades and discipline. Only seniors will vote on superlatives. Winners are announced at a Senior Assembly in February and presented at PROM as Royalty.

**Class Favorite Elections:**

Each class elects one male and one female as their favorites for the year. It is the same time as Mr. and Miss LHS.

**Student Body Officer and Class Officer Elections:**

These elections are held in late March/early April each year. The guidelines are stated in the constitution for each category. There is a limit of $200 per candidate on expenses for their campaign. Advisors determine which positions are elected and which are appointed.

**Bonehead Elections:**

The bonehead elections are during the Class Officer/Student Body Elections in April. Speeches are made and only two boneheads are chosen with an alternate. They must run individually. Signs may be posted one week before election with a $200 limit on campaign costs.

**Bonehead behavior after elections.** The boneheads, Farmer Girls, and Rowdy crowd are supervised by the LHS administrative team and a bonehead or Farmer Girl can be removed for any ISS violation, or if seen being involved in any outside activities that are not becoming of a leader. Automatic removal from bonehead for any discipline infractions and any proof of drinking alcohol, using drugs, or talking about inappropriate items on a social forum.

**Prom Royalty Elections:**

Senior Class members are nominated for royalty. They may vote for six female and six males. The female and male with the most votes will be the Prom Queen and King. However, if the female or male was Homecoming King or Queen, they may not win Prom King or Queen. They may however, win the royalty position if they were not elected a senior superlative. Elections may be held at lunch or at the Prom event.