

THE CONSTITUTION OF THE LANCASTER CENTRAL HIGH SCHOOL STUDENT UNION

ADOPTED - JUNE 1979
REVISED - APRIL 1994
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PREAMBLE

We, the students of Lancaster Central High School, in order to establish better relations among the administration, faculty, and students, to create a feeling of unity among all students, to encourage student participation in the operation of the school, and to develop leadership within the student body do ordain and establish this constitution. This constitution, by and for the student body of Lancaster Central High School shall supersede all previous constitutions of the Student Government.

I. ARTICLE I—Name of the Organization

The name of this organization shall be the Lancaster Central High School Student Union.

II. ARTICLE II—Purpose

The purpose of the Student Union shall be:

- A. To develop in the student body attitudes and practices of good citizenship and to promote appreciation of democratic ideals.
- B. To promote better understanding and cooperation among the students, the faculty, the administration, the Board of Education and the community.
- C. To encourage and promote student pride and interest in their school's activities and its reputation.
- D. To be responsible for raising money for its own use which would include planning and conducting functions for the school community.

III. ARTICLE III—Membership and Qualifications for Membership

Section 1—

The voting members of the Student Union shall consist of Student Union officers, Student Union representatives, Superintendent's Student Advisory Council Members, and presidents or representatives from each class and each active school organization, and appointed chairpersons of annual committees.

Section 2—Representatives

The election of representatives and their alternates shall take place by secret ballot, within the first three weeks of the fall term of school. The duties of an absent representative shall be fulfilled by his/her alternate.

A. Representatives of the Class and Organizations

Within the first three weeks of the fall term of the school year, the representative's name from each class and each active organization are to be submitted by each advisor to the Student Union Corresponding Secretary. The duties of an absent representative shall be fulfilled by his/her alternate.

B. Chairpersons of Annual Committees

The president, with the advice and consent of the Student Union Officers, shall appoint chairpersons of annual committees when needed.

IV. ARTICLE IV—Responsibilities and Dismissal of Members

Section 1—Responsibilities of Members

- A. Attend and participate in Student Union meetings.
- B. Volunteer for and fulfill responsibilities as members of committees and/or projects.
- C. Discuss Student Union minutes and agendas with other students.
- D. Voice concerns and opinions of the students at Student Union meetings.
- E. Keep student well informed about Student Union meetings and activities.
- F. Help establish Student Union activities and policies.
- G. Act as a source of information to the Student Union on matters related to the objectives of their respective organization or class.
- H. Act as a means of communication from the Student Union to their class or organization.
- I. Help establish joint projects and activities with their organization or class with the Student Union.
- J. Complete 6 hours of service by the end of the third quarter of the school year, specific date to be determined by the Student Union officers on a year-by-year basis. Hours must be completed through Student Union sponsored projects and activities, or through participation in Student Union subcommittees; any other hours must be approved by the Student Union Officers. Monthly meetings will not count towards the hours requirement. Hours will be monitored by the Corresponding Secretary, and will have the responsibility of taking disciplinary action if hours are not completed. Failure to complete hours by the due date may lead to removal, and ineligibility to participate as a Representative or Officer the following school year.

Section 2— Dismissal of Members

A member will be removed from his/her position for failure to attend two meetings without a legitimate excuse. A member may be removed from his/her position for failure to represent his/her fellow students properly and fairly, failure to fulfill his/her responsibilities, or for any other actions which are determined to be detrimental to the reputation and/or welfare of the school or the Student Union. A member will be removed from his/her position by a two-thirds secret ballot vote by all voting members of the Student Union.

Section 3 - Suspension of Members

If a member is removed from the Student Union in accordance with Section 2, that member will be suspended from the Student Union for the following school year. The member may not run to be a Student Union Officer, may not run to be a class representative, may not be a representative from any club or organization, and may not be appointed or elected to any committee or subcommittees that would automatically entail membership to an individual. At the conclusion of a one-school-year suspension, a student will have the ability to be appointed or elected to the Student Union.

V. ARTICLE V—Officers

Section 1—

Student Union Officers shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2—

If the President is unable to fulfill his/her duties or to complete his/her term of office, the Vice-President shall automatically become the new President.

Section 3—

If any of the officers, other than the President, are unable to fulfill their duties or complete their term of office, all voting members of the Student Union at the next regularly scheduled meeting shall elect by secret ballot an eligible representative from the Student Union to complete the remainder of that term.

Section 4—

- A. The Student Union President shall be a member of the Junior or Senior class; the Vice-President shall be a member of the Junior or Senior class; all other officers shall be held by members of the Sophomore, Junior or Senior class.
- B. To insure the full and undivided attention of these officers to the Student Union business, Student Union officers shall not be the President of a class or any organization.
- C. Student Union officers should accept his/her position in Student Union as his/her priority above all other organizations and activities.
- D. All Student Union officers must be a member of the Leadership in Action class for each school year they are in office.

VI. ARTICLE VI—Duties of the President

Section 1—Duties of the President

- A. He/She shall be the official representative of the Lancaster Central High School Student Union.
- B. He/She shall act as a liaison among the student body, the faculty and the administration.
- C. He/She shall preside over the meetings of the Student Union.
- D. He/She shall appoint any necessary committees.
- E. He/She shall be an ex-officio member of all Student Union committees.
- F. He/She shall prepare the agenda for the Student Union meetings at least seven days prior to the general meeting.
- G. He/She shall vote only in case of a tie.
- H. He/She shall have the power to call special meetings of the Student Union.

Section 2—Duties of the Vice-President

- A. He/She shall assume all duties of the President in his/her absence.
- B. He/She shall oversee all committees and see that they provide regular reports.

Section 3—Duties of the Recording Secretary

- A. He/She shall take and read all minutes of regular and special meetings of the Student Union.
- B. He/She shall keep a file of the minutes and important documents of the Student Union and see that they are available to all concerned.

Section 4—Duties of the Corresponding Secretary

- A. He/She shall be responsible for receiving and writing any correspondence concerning the Student Union.
- B. He/She shall take attendance of all Student Union members at each Student Union meeting.
- C. He/She shall make a monthly check of the attendance of every Student Union member and shall provide a written report of all members who have two unexcused absences from Student Union meetings.

Section 5—Duties of the Treasurer

- A. He/She shall provide accurate and up-to-date records of the Student Union's financial standing.

- B. Collecting and disbursing of Student Union money according to the rules of the district treasurer.
- C. Compiling all financial information in the treasurer's book—verifying this with district treasurer monthly.
- D. Preparing a Treasurer's report to be presented to all Student Union members at each meeting.
- E. He/She shall be responsible for the cash box during fund raising activities.
- F. He/She shall be responsible for counting, sorting and rolling money received.

VII. ARTICLE VII—Election of Officers

Section 1—

All Student Union Offices shall be held for one calendar year, beginning on June 1.

Section 2—

All Student Union officers shall be elected by a majority vote by secret ballot.

Section 3—

All Student Union officers shall be elected by the student of the existing Freshman, Sophomore, and Junior classes.

Section 4—

Elections shall be conducted in the following manner:

- A. Those students wishing to become candidates for a Student Union office must register their intentions at the candidates' meetings with the Student Union advisor, which will begin during the last week of the third marking quarter.
- B. A candidate must acquire 110 student signatures, in the following manner:
 - a. Fifty signatures from his/her class
 - b. Thirty signatures from each of the two remaining classes, excluding the existing Senior class
 - c. An additional eleven signatures are also required:
 - i. Four administrator signatures
 - ii. Seven faculty signatures
- C. These signatures must be submitted to the Student Union advisor within ten school days after the first candidates' meeting.
- D. Upon submission of the petition forms, the candidates must submit a written platform which would include his/her reasons for running and personal objectives for the following year.
- E. All potential candidates who have fulfilled the above requirements as stated in ARTICLE VII, Section 4, A, B, C, and D, shall have their name placed on the ballot for the respective office.

- F. A general election of all Student Union officers shall be held anytime during the last 2 weeks of April or the first 2 weeks of May.
- G. If any candidate does not receive a majority vote, a run-off election will take place between the two candidates who received the most votes during this general election.

VIII. ARTICLE VIII—Standing Committees

Section 1—Superintendent’s Student Advisory Council (S.S.A.C.)

- A. The high school membership in the S.S.A.C. shall consist of eleven representatives: the Student Union President, four representatives from the Senior Class, three representatives from the Junior Class, two representatives from the Sophomore Class, and one representative from the Freshman Class.
- B. Any student who wishes to be a candidate for S.S.A.C. membership must register his/her intention at a candidates’ meeting with the Student Union Advisor. Each candidate must submit a completed application and petition form. The election S.S.A.C. representatives will take place by plurality, using a secret ballot vote of the Student Union Members at the first meeting of the Student Union.
- C. The responsibilities of the S.S.A.C. members are:
 - a. To attend and participate in all S.S.A.C meetings.
 - b. To attend and participate in all Student Union meetings.
 - c. To act as a liaison of communication and information among the Lancaster Central School District Administration, the Student Union, and the LHS student body by keeping, submitting and presenting written reports of each S.S.A.C. meeting to the Student Union membership.

Section 2 – Sunshine Committee

- A. The members of the Sunshine Committee will be appointed by the Student Union Officers and will be announced at the first Student Union meeting of each school year.
- B. The responsibilities of Sunshine Committee members are:
 - a. To attend and participate in all Student Union meetings.
 - b. To identify students, faculty, and staff members who have experienced an illness/injury or a major change in their normal everyday lives; for example, marriage, a death in the family, childbirth, or adoption.
 - c. To present appropriate cards and gifts to the identified individuals by following the guidelines set forth by the Student Union membership.

Section 3 – Building Planning Team (B.P.T.)

- A. Procedures for Membership
 - a. In June the freshman representative will be appointed from the existing 8th grade LMS class to a two school year term by the newly elected Student Union Officers and existing BPT representatives in conjunction with the LMS Student Council advisor.

- b. At the end of the sophomore representative's term, the Student Union Officers and existing BPT representatives will evaluate his/her performance and if determined satisfactory this representative will be appointed for another two school year term. This re-appointed representative must complete the election application and petition requirements.
 - c. Any eligible sophomore in the student body who wishes to be a candidate for a B.P.T. representative for his/her junior and senior years must register his/her intention at a candidates' meeting with the Student Union advisor. Each candidate must submit a completed application, petition form, and complete other election requirements. The election of BPT representative(s) will take place by plurality, secret ballot vote at the last Student Union meeting of the school year.
- B. The responsibilities of the Building Planning Team student representatives are:
- a. To attend and participate in all Building Planning Team meetings.
 - b. To attend and participate in all Student Union meetings.
 - c. To act as a liaison of communication and information among the Building Planning Team, the Student Union, and the student body by keeping, submitting and presenting reports of each Building Planning Team meeting to the Student Union membership.

Section 4 – Students Working to Improve the School Setting (S.W.I.S.S.)

- A. The members of S.W.I.S.S. will be appointed by the Student Union Officers and will be announced at the first Student Union meeting of each school year.
- B. The responsibilities of S.W.I.S.S. representatives are:
- a. To attend and participate in all S.W.I.S.S. meetings.
 - b. To attend and participate in all Student Union meetings.
 - c. To act as a liaison of communication and information among the Lancaster High School Administration, Student Union and the LHS student body by keeping, submitting and presenting written reports of each S.W.I.S.S. meeting to the Student Union membership

BY-LAWS

ARTICLE I—Quorum

- A. Two-thirds of the total membership of the Student Union shall constitute a quorum.
- B. A quorum must be present at any meeting at which business is transacted.

ARTICLE II—Parliamentary Authority

- A. The parliamentary authority of the Student Union shall be Robert's Rules of Order.

ARTICLE III—Constitutional Amendments

- A. Amendments to the constitution may be submitted, in writing, by any member of the Lancaster Central High School Student Union at a regularly scheduled meeting.

- B. The five Student Union officers will act as the Amendment Committee. This committee will discuss and study the proposed amendment and will make a recommendation for action to the entire Student Union at the next regularly scheduled meeting.
- C. The Student Union will discuss and debate the Committee's recommendations at the meeting, but no vote will be taken on adoption of the amendment. The Student Union may decide if more study on the amendment by the Amendment Committee is necessary.
- D. At the following regularly scheduled meeting, the Amendment Committee will make its final recommendation. This proposed amendment will be adopted when it has been approved by two-thirds, secret ballot vote of all voting members of the Student Union.
- E. If this proposed amendment is defeated, it may not be re-submitted until the following school year.