

Student Cooperative Association Constitution Landstown High School

Modified 2018-2019

Article I: Name

The name of this organization shall be “The Landstown High School Student Cooperative Association” and will be abbreviated as “The Landstown High School SCA.”

Article II: Purpose

The purpose of this organization shall be to:

- A. To coordinate and promote unity among Landstown High School clubs, classes, and athletic organizations
- B. Promote positive and varied activities for the school and the students
- C. To cooperate with the faculty and administration in promoting better citizenship by encouraging scholarship, high ideals, and school spirit.
- D. To represent the student body in dealings with the faculty and administration

Article III: Membership

- A. All students, teachers, faculty members, and administrators of the school shall be members
- B. No member of this association shall be required to pay dues as a prerequisite to membership
- C. The levels of membership within the organization are as follows: elected officer, appointed officer, executive board, general assembly, and student body.

Article IV: Legislative and Executive Powers

Section 1: Officers of the SCA Executive Council:

- A. The officers of the SCA shall be the President, Vice President, Secretary, Treasurer, and Historian
- B. Officers shall be elected no later than May 1st (Barring any unforeseen circumstances) and shall serve for one calendar year starting June 1st or date established by sitting SCA advisors
- C. The SCA Executive Council shall be made up of the SCA Advisors, elected officers, appointed officers, and committee chairmen as appointed by the officers and SCA Advisors

Section 2: Qualifications for Office of the SCA Executive Council

- A. The office of the President may be filled by a student who will be a junior or senior during their year of service; as well as held a SCA Executive Board position previously. All other offices may be filled with any qualified LHS SCA member. (As outlined in Article IV, Section 2, Point B)
- B. An LHS SCA Officer or Executive Council Member Must:
 - a. Be a full time LHS student and have at least 4 classes on campus each semester
 - b. Maintain at least a 2.5 GPA (cumulative)

- c. Follow all codes of student conduct and behavior and while in office not be subject to any administrative disciplinary action (Behavior or attendance). A student seeking election or appointment to the SCA executive council must not have been assigned OSS for the previous school year.
- d. Be responsible for all work missed while gone from class on SCA business.
- e. Be an exemplary good citizen in and out of school (including social media)
- f. Any student who resigns, is removed, or is placed on probation from an elected office or appointed position on the SCA executive council will not be eligible to seek an office or appointed position for the following year.

Section 3: Duties of SCA Executive Council Officers

A. President

- a. Shall preside over all meetings of the General Assembly and Executive Council
- b. Shall be an ex-officio member of all committees
- c. Shall make recommendations in filling positions for Executive Council
- d. Shall have the power to call meetings to order
- e. Shall supervise and collaborate with committees of the Executive Council
- f. Shall collaborate and maintain positive relationships with our SCA officers and SCA advisors

B. Vice President

- a. Shall have the executive power vested in him/her if the president is unable to serve
- b. Shall be an ex-officio member of all committees
- c. Shall make recommendations in filling positions for Executive Council
- d. Shall aid president in any way possible
- e. Shall supervise and collaborate with committees of the Executive Council
- f. Shall collaborate and maintain positive relationships with other SCA officers and SCA advisors

C. Secretary

- a. Shall prepare an agenda and take minutes at each General Assembly meeting and make them available to the leadership team and student body
- b. Shall prepare an agenda and take minutes at each executive board meeting and make them available to the Executive Council
- c. Shall keep record of attendance for the General Assembly and Executive Council meetings
- d. Shall review all official communication upon the direction of the president or advisers
- e. Shall make recommendations in filling positions for Executive Council
- f. Shall keep a file of all SCA correspondence
- g. Shall supervise and collaborate with committees of the Executive Council
- h. Shall collaborate and maintain positive relationship with other SCA officers and SCA advisors

D. Treasurer

- a. Shall keep a record of all expenditures and income
- b. Shall supervise all collections of money from SCA sponsored activities
- c. Shall work with the advisers and bookkeeper in maintaining the SCA account

- d. Shall report all SCA financial activity at each General Assembly and Executive Council meeting
 - e. Shall make recommendations in filling positions for Executive Council
 - f. Shall supervise and collaborate with committees of the Executive Council
 - g. Shall collaborate and maintain positive relationships with other SCA officers and SCA advisors
 - h. Shall work with advisors and committee chairs to oversee fundraising endeavors.
- E. Historian
- a. Shall keep a written and visual record of SCA happenings and events past and present
 - b. Shall oversee and maintain the SCA social media accounts
 - c. Works directly with the SCA officers and advisers to apply for annual SCA awards
 - d. Serves as a liaison to the yearbook, school newspaper, and school news (announcements)
 - e. Shall maintain the website and electronic records of SCA events.
 - f. Shall collaborate and maintain positive relationships with other SCA officers and SCA advisors
- F. Appointed Officers
- a. Shall be named Second Vice-President or Parliamentarian
 - b. Shall be selected from those not elected in the general election and/or other qualified candidates and deemed appropriate by the SCA advisers
 - c. Shall serve the officer group and assist officers with duties
 - d. Shall supervise and collaborate with committees of the executive council
 - e. Shall collaborate and maintain positive relationships with other SCA officers and SCA advisors
- G. Executive Council
- a. The Executive Council shall consist of all SCA officers and committee chairmen
 - b. Executive Council members shall be selected through an application process following or in conjunction with the election of SCA officers in the spring of each year
 - c. The Executive Council shall begin each school year by establishing a theme, goals, and objectives for the year
 - d. The Executive Council shall plan projects according to their committee assignment
 - e. The Executive Council shall be responsible for guiding and implementing the agenda for all General Assembly meetings and activities
- H. General Assembly
- a. A. The General Assembly shall be composed of all elected and appointed officers, Executive Council members/committee chairmen, and student representatives chosen by an application process. The number of representatives chosen will be determined by the number of quality applications submitted.
 - b. B. If deemed appropriate, there may be a second wave of General Assembly applications distributed during the school year. All pre-existing

- members will retain their positions.
- c. C. Each member of the General Assembly shall have one vote with the president of the SCA voting only to break a tie.
 - d. D. The General Assembly shall hold regular meetings, at which time questions dealing with the general welfare of the school shall be discussed and acted upon.
 - e. E. During General Assembly meetings, members shall maintain the principles of parliamentary law, justice, courtesy, and equality to all—the will of the majority, the right of the minority to be heard, and partiality to none.

Article V: Election of SCA Officers

Section 1: Process

- A. Election procedures shall be coordinated by the Student Activities Office.
- B. Generally, candidates for all SCA offices:
 1. must maintain a 2.5 grade point average in all subjects with no failures for the previous semester.
 2. must be a member of the student body for at least one semester.
 3. must obtain signatures of all current subject teachers.
 4. must obtain teacher recommendations.
 5. may not hold an elected SCA and Class office at the same time.
 6. must have been a member of some organization within school or the community prior to running for an office.
 7. must be listed on election slate in order to run for office.
 8. must have been an Executive Council member or General Assembly member before presiding as an officer unless otherwise permitted by the advisors.
 9. Must not have previously resigned, been placed on probation, or removed from an office or executive council position

Article VI: Resignations

Section 1:

In the event that an SCA office, other than the office of President, becomes vacant, the SCA officers may make recommendations to fill the vacancy. The SCA advisors will make a final recommendation regarding vacant positions to the school principal.

Section 2:

If the office of president becomes vacant, the Vice President will assume office and the office of Vice President will become vacant.

Article VII: Dismissal From Office/Positions

Section 1: Code of Student Conduct

Any SCA officer, Executive Council member, or General Assembly member may be dismissed, pending a meeting with the advisors, for any infraction of the School Board Code of Student Conduct and/or Landstown High School rules/policies.

Section 2: Duties/Responsibilities

- A. Any officer and/or Executive Council member may be dismissed, pending a meeting with the advisors and/or school principal, for not fulfilling the duties of the position as outlined in the Executive Council/Officer contract and/or other defined responsibilities.
- B. Any General Assembly member may be dismissed, pending a meeting with the advisors, for not fulfilling the duties of the position as outlined in the General Assembly application.

Article VIII: Committees

- A. Standing committees are those that remain for the duration of the school year. They shall be established by the advisors and officer team before the Spring SCA application process in accordance with the current needs of the SCA.
 - a. Standing committee chairmen shall serve on the Executive Council and shall be responsible for all duties outlined on the Executive Council Application.
- B. Special committees may be established as needed based on the needs for the school year.

Article IX: Constitution

Section 1: Ratification

- A. A Constitution shall be first presented to the SCA advisors, SCA officer group, and Executive Council for discussion
- B. After being approved by the officer group and Executive Council, a Constitution shall be presented to the SCA advisors and principal for their approval
- C. After receiving approval from the officer group, Executive Council, SCA advisors, and principal, the Constitution shall be made available to the student body electronically by way of the General Assembly representatives. The Constitution shall also be made available online.

Section 2: Interpretation

- A. The official interpretation of the Constitution shall be the decision of a committee consisting of:
 - a. The school principal or other administration representative
 - b. Student Activities Coordinator

- c. The SCA Advisors
 - d. The SCA President
 - e. One member of the Executive Council
 - f. One member of the General Assembly
- B. The above-mentioned committee may be called at the request from any level of the SCA

Section 3: Amendments

- A. Any member of the student body may submit an amendment in written form to the SCA advisors or an SCA officer
- B. The amendment will be “laid on the table” for the Executive Council to discuss. At the meeting, a vote will be taken on whether or not to clear the amendment for voting. A majority vote will be necessary for clearance.
- C. Once the amendment has cleared vote, it must be “laid on the table” until the next meeting of the General Assembly, at which time the amendment will be voted on. A $\frac{2}{3}$ vote shall be necessary for the amendment to be ratified.
- D. Ratified amendments shall take effect immediately after final approval from the principal.