Constitution of Landstown High School’s Student Council Association

 Preamble

We, the students of Landstown High School, do form this association of our students to improve our school government, to promote the general welfare of our school, to develop democratic ideals, to maintain high standards of cooperation, loyalty and school spirit, to help students be better citizens, and to encourage all worthwhile activities in school, have written and adopted this constitution.

 Article **II**: Name

The name of this organization shall be “Student Council Association (SCA) at Landstown High School & Technology Academy. We can be contacted at landstownsca@gmail.com. Our webpage is [www.lhssca.weebly.com](http://www.lhssca.weebly.com).

 Article **II**: Purpose

The purpose of this organization shall be to:
A. Unify the students of LHS and promote the general welfare of our school.
B.  Aid the administration of our school including law and order.
C.  Promote positive and varied activities for our school and students.
D.  Instill a positive school climate.
E.  Develop in our students a growing appreciation of the privileges of participation in a
democratic school system.
F. Promote in all ways the best interests of our school

 Article **III**: Membership

1. All students, teachers, faculty members and administrators of the school shall be members.
2. No member of this association shall be required to pay dues as a prerequisite to membership.

Article **IV**: Legislative Powers

The legislative and executive powers of SCA shall be vested in two bodies: the Executive branch made up of the SCA Officers and Executive Council Members. The Legislative branch is made up of Student Council representatives.

**Section 1: Officers of the SCA Executive Council**

A. The officers of the SCA shall be the President, Vice-President, Secretary, Treasurer, Historian, and Public Relations, and OSCAR.
B. Officers shall be elected no later than May 18th and shall serve for one calendar year starting June 1st or date established by the sitting SCA Advisers.
C. The SCA Executive Council shall be made up of the SCA Advisor(s) and the following SCA officers: President, Vice-President, Secretary, Treasurer, Historian, Public Relations, and OSCAR. Senior Class President, Junior Class President, Sophomore Class President, and Freshman Class President are welcome.
D. Additional executive members may be appointed as needed.
E. The SCA Executive Council and/or advisor(s) may appoint the following officers to serve a ONE-year term: Second Vice President, additional treasurer, and ADHOC chair. Appointed officers may serve as voting members of the Executive Council if approved by the Advisor(s).
F. The SCA Executive Council is responsible for approving the monthly statement of SCA income and expenses, as prepared by the SCA Treasurer(s) and Advisor(s) each month. This is in accordance with Virginia State Auditor requirements.

**Section 2: Qualifications for Office of the SCA Executive Council**

1. The office of President may only be filled by a student who will be a Junior or a Senior during their year of service. The President and Vice President must have also been officers the current year. All other officers may be filled with any qualified LHS SCA member.
B. A LHS SCA Officer must:
1. Be a full time LHS Student and have at least 4 classes on campus each semester.
2. Have at least 2.5 GPA (accumulative)
3. Follow all codes of student conduct and behavior and while in office no be subject to any administrative disciplinary action (behavior or attendance).
4. Adhere to the entire drug, alcohol, and tobacco policies established by the Virginia Beach City Public School District and State of Virginia governing participation in extra-curricular activities.
5. Be responsible for all work missed while gone from class on SCA business.
6. Be an exemplary citizen in and out of school.

**Section 3: Duties of SCA Executive Council Officers-Elected**

A. **President**:
1. Oversees all SCA operations.
2. Presides over all business meetings and directs the work of the SCA.
3. Plan agendas with the advisor.
4. Official host of all assemblies.
5. Works with advisor for operations of SCA Executive Council.
6. Appoints special committees.

B. **Vice-President**
1. Assists the President in directing the activities of the SCA.
2. Serve as the presiding officer in the absence of the President.
3. Oversees all committee operations and approves committee reports prior to meetings.
4. Directs the nomination and election process for the SCA offices.
5. Performs other assigned duties that might pertain to the office.
6. Oversees the SCA Community Service (i.e. blood drive)

C. **Secretary**
1. Keeps and distributes minutes of all meetings.
2. Receives, reports, and replies to SCA related correspondence.
3. Produces and distributes meeting agendas.
4. Updates the master calendar weekly for events, changes, and report possible conflicts.
5. Places SCA items in the daily bulletin as needed or directed.
6. Plans and coordinates displays for the main hallway including bulletin boards and showcases.
7. Coordinates Student of the Month and info-line activities.
8. Performs other assigned duties that might pertain to the office.

D. **Treasurer**
1. Obtains monthly financial data from the Bookkeeper.
2. Reports to membership regarding financial status of the SCA including the production and distribution of financial statements.
3. Accepts and reviews budgets from subordinate clubs and organizations.
4. Operates the SCA Concessions project.
5. Assists advisers as needed.
6. Assist with the SCA Purchase Order (PO) process.
7. Performs other assigned duties that might pertain to the office.

E. **Historian**
1. Keeps a record of SCA happenings and events past and present.
2. Maintain an annual scrapbook regarding all aspects of the SCA including: clippings of newspaper and magazine articles and videotape of events.
3. Archives minutes and other items of significance for future reference.
4. Performs other assignments assigned duties that might pertain to the office.

F. **Public Relations**
1. Makes sure that SCA is publicized in a positive manner.
2. Is in charge of publicizing for events which include: Eagle AM, Posters, Banners, Fliers etc.
3. Maintains accurate posting of what is up & coming.

G. **Official SCA Representative**

H. Duties of Appointed Officers will be assigned by the President and Adviser as needed.

 Article **V**: Appointments

**Section 1:** The President, with the consent of the Advisee may appoint chairmen to supervise committees.

**Section 2:** The President may, with consent of he Adviser select a theme for the year.

**Section 3:** Committees may be appointed by the president with the consent of the Adviser for any length of time. Committees may be named as Standing committees or Special committees.

 Article **VI**: Leadership and Responsibility

**Section 1**: Officers and executive members may be removed by the advisors or Student Activities Coordinator for failure to attend meetings, excessive discipline problems, and/or for severe drop in grade point average.

Article **VII**: Ratification

**Section 1**: The SCA Constitution may be amended by a simple majority of votes by the SCA Executive Council.

President: You must have had one year of experience of SCA executive council to run for SCA President (must be upperclassman).

Vice President- You must be an upperclassman and have had one year of class or SCA experience.

Secretary – Must be WORD efficient, legible handwriting,

Treasurer – Must develop relationship with bookkeeper at onset of term.

Historian - Must have a personal camera, a desire for taking photographs, actively involved in yearbook, and attend school events (we also must see examples of your work).

Public Relations – Must be creative, innovative and efficient, must keep contact with the rest of the school through technology. Must establish a relationship with the Eagle AM designee.

O.S.C.A.R- Must attend city-wide.