

THEO Student Council By-Laws  
Revised changes Ratified on 2/11/2022

Article I

The members of the student council shall consist of all 8-12<sup>th</sup> grade individuals enrolled in at least one THEO course during the school year.

Article II

Purpose

- A. To incorporate all high school activities under one body.
- B. To encourage good conduct, leadership, respect, and honesty.
- C. To develop school spirit.
- D. Promote respect for the property and dignity of others.
- E. To maintain good relations and communications with other Christian organizations.
- F. To bring glory to God in all of our actions and decisions.
- H. To facilitate opportunity for THEO students to interact with local college representatives and the armed forces.

Article III

Statement of Belief

The student council will adhere to THEO's Statement of Beliefs.

Article IV

Officers of the Student Council

Section 1: President

### Eligibility

Any member of the upcoming Junior or Senior class who has participated in THEO Student Council for at least one year is eligible to run for Student Council President. This candidate should have working knowledge of Robert's Rules of Order or be willing to learn Robert's Rules of Order. No individual may hold more than one office in Student Council.

### Duties

- A. The President's duties will be to call and preside over all student body and executive Council meetings.
- B. The President shall appoint student representatives to various positions on special committees as needed.
- C. In case of the absence of the Vice President, the President will perform the duties and responsibilities of the Vice President as listed below.
- D. If absent, the President will appoint a Vice President of Student Council to call and preside over Student Council meetings.
- E. The President shall be the ex-officio member of committees to all committees and shall oversee all committees.

## Section 2: Vice President of Activities

### Eligibility

Any member of the upcoming Junior or Senior class who has attended THEO for at least one semester is eligible to run for Student Council Vice President of Activities. This candidate should have working knowledge of Robert's Rules of Order or be willing to learn Robert's Rules of Order. No individual may hold more than one office in Student Council.

### Duties

- A. The Vice President of Activities shall plan and coordinate the spring Student Council election with the help of the Vice President of Service Projects.

- B. The Vice President of Activities shall play an integral part in the organization of all activities for THEO student body, overseeing the coordination of all activities each school year, working closely with the Class Representatives. Activities will actually be organized by the class representatives.
- C. The Vice President of Activities shall play an integral part in the organization of all activities for THEO student body.

### Section 3: Vice President of Service Projects

#### Eligibility

Any member of the upcoming Sophomore, Junior or Senior class who has participated in THEO for at least one semester is eligible to run for Student Council Vice President of Service Projects. This candidate should have working knowledge of Robert's Rules of Order or be willing to learn Robert's Rules of Order. No individual may hold more than one office in Student Council.

#### Duties:

- A. To assist the Vice President of Activities in planning and coordinating the spring Student Council election.
- B. The Vice President of Service Projects shall play an integral part in the organization of all service projects by THEO student body, overseeing the coordination of all service projects each school year, working closely with the Class Representatives. Service Projects will actually be organized by the Class Representatives.
- C. The Vice President of Service Projects has authority to create a Service Projects Committee of up to five THEO students with final approval by the Student Council Body.

### Section 4: Vice President of Technology

#### Eligibility

Any member of the upcoming Freshman, Sophomore, Junior or Senior class who has participated in THEO for at least one semester is eligible to run for Student Council Vice President of Technology. This candidate should have working knowledge of Robert's Rules of Order or be willing to learn Robert's Rules of Order and more than a working knowledge of computers and digital technology. No individual may hold more than one office in Student Council.

### Duties

- A. To maintain Student Council owned equipment.
- B. To oversee the technological aspect of creating student and teacher identification cards each year.
- C. To assist THEO Director as opportunity arises.
- D. To lead communication through THEO web site's online Student Council group.

### Section 5: Vice President of Equipment

#### Eligibility

Any member of the upcoming Freshman, Sophomore, Junior or Senior class who has participated in THEO for at least one semester is eligible to run for Student Council Vice President of Equipment. This candidate should have working knowledge of Robert's Rules of Order or be willing to learn Robert's Rules of Order. No individual may hold more than one office in Student Council.

#### Duties:

- A. To report on the state of the student council soda and snack machine as needed, including names of stocking assistants.
- B. To purchase sodas and snacks to keep the machine stocked during the school year and summer classes, being reimbursed from the Student Council checking account via check using the Student Council Reimbursement form.
- C. To empty the machine of money, delivering it immediately to THEO Student Council checking account at Legacy Bank.
- D. To restock the equipment at least two times per week.
- E. To appoint stocking assistants as needed.

### Section 6: Secretary

### Eligibility

Any member of the upcoming Freshman, Sophomore, Junior or Senior class who has participated in THEO Student Council for at least one year is eligible to be appointed by the Vice Presidents for Student Council Secretary. If no experienced member of Student Council is available to run for Secretary, then the office will be available for the entire THEO student body grades 9-12<sup>th</sup>. The President will serve as a tiebreaker. This candidate should have working knowledge of Robert's Rule of Order or be willing to learn Robert's Rule of Order. No individual may hold more than one office in Student Council.

### Duties

- A. To take minutes of all regular and special meetings of the student body and student council.
- B. To carry on all necessary correspondence as directed by the president or student council advisor.
- C. To keep a notebook of all school activities and publications concerning the student council.
- D. To maintain the student body and student council files.
- E. To assist the president in making agendas for each meeting according to Robert's Rules of Order.
- F. Post minutes for student body and distribute minutes to student council members.
- G. To maintain yearlong, written attendance records of student council meetings and to notify the Council when action is necessary because of absences.

### Section 7: Treasurer

#### Eligibility

Any member of the upcoming Sophomore, Junior or Senior class who has participated in THEO for at least one semester is eligible to run for Student Council Treasurer. No individual may hold more than one office in Student Council.

#### Duties

- A. Treasurer will report on the financial state of the Student Council at every meeting.
- B. Treasurer will approve all Student Council Expenditure Forms before check are disbursed.
- C. Treasurer's reports are to be ratified by the Student Council.
- D. Treasurer will collect money at all events, fund raisers or service projects or appoint a substitute Treasurer. Treasurer will deposit all funds into Student Council checking account.
- E. Treasurer shall keep a running ledger of Student Council's funds.

## Section 8: Class Representatives

### Eligibility-High School Representatives

Up to one male and one female representative from each of the upcoming high school classes shall be elected to serve on the Student Council. Any current high school student who has participated in THEO for at least one semester is eligible to run for Class Representative, to be voted for by members of his own class. No individual may hold more than one office in Student Council.

Class representatives must hold at least two events per school year. (Exceptions may be approved by STUCO President or STUCO Adult Advisor.)

### Eligibility – Middle School Representatives

Up to one male and one female from the upcoming 8<sup>th</sup> grade class shall be elected to serve on the Student Council. Any current 7<sup>th</sup> grader who has participated in THEO for at least one semester is eligible to run for Class Representative, to be voted for by incoming 7<sup>th</sup> and 8<sup>th</sup> graders.

### Duties

- A. Representatives have the duty to represent their classes at Student Council.

- B. Representatives have the duty to report Student Council business back to their class.
- C. Representatives will help the Treasurer in any matters as requested
- D. Representatives will organize activities as desired for their class.
- E. Representatives will organize service projects as desired for their class.
- F. Activities and Service Projects will be organized by the class representatives but overseen by the Vice President of Activities and Vice President of Service Projects.

### Section 9: Class Representative at Large

#### Eligibility

Any member of the upcoming Freshman, Sophomore, Junior or Senior class who has participated in THEO for at least one semester is eligible for appointment to Student Council Class Representative at Large. No individual may hold more than one office in Student Council. This position will be appointed by the Student Council body after the election each year.

#### Duties

- A. To oversee the creation of posters to advertise all activities and service projects to the THEO student body.
- B. To assist Class Representatives as needed.
- C. To represent THEO Students of all grades

### Article V

#### Governing Body: Student Council

##### Section 1:

The legislative power of the student body is invested in the students, who annually elect Student Council officers and class representatives. Student Council will operate meetings according to the abbreviated Robert's Rules of Order attached to these By-Laws.

## Section 2:

All members of the Student Council are subject to rules and guidelines at THEO. Any vacancy created due to unexcused absences or discipline issues shall be filled as stated in Section 2 of Article VI of these By-Laws for any office except that of President which shall be filled according to Item D of Article IV of these By-Laws.

## Section 3:

The membership of the student council shall include student body officers and class representatives. There will be up to two (2) elected representatives to the student council from each of the following classes: freshman, sophomore, junior, senior. However, all Student Council meetings will be open to spectators who are currently enrolled as THEO students in 8-12<sup>th</sup> grade. Spectators enrolled in 9-12<sup>th</sup> grade may add items to the agenda by contacting their Class Representatives prior to the meeting. Spectators in the 8<sup>th</sup> grade may add items to the agenda by contacting the Class Representative at Large prior to the meeting. They should follow the same procedure to have permission to speak at a meeting.

## Section 4:

A quorum shall consist of two thirds of the voting members of the Student Council which are student council officers and class representatives. A majority will be one more than half of the voting members present at any meeting.

## Section 5:

The Council shall regulate the frequency of the Student Council meetings.

- A. During the 2019-2020 school year, there will be a monthly meeting on the fourth Thursday of each month from 4:00-5:00 at THEO. (Dates can change but will be set before the election every April.)
- B. The president shall call special meetings, as the President deems necessary with the approval of the Student Council Advisor or the THEO director.
- C. Twenty-five percent or more of the Student Council members may petition the acting chairperson for a special meeting. When petitioned by four or more student council members, then the President must call a meeting for the upcoming week.

## Article VI

### Section 1:



## Election Board

The purpose of the Election Board will be to run elections by:

- 1 Appointing two students from THEO's student body to assist with the Election Board. These two assistants must be approved by the entire Student Council.
- 2 Creating THEO Student Council Petition Form
- 3 Copying the Petition to be available in the THEO Lobby for no less than five days
- 4 Setting the timeline for the election
- 5 Reporting the Petition Forms and timeline to the entire Student Council during January of each year
- 6 Checking Petitions upon receipt
- 7 Creating the Election Ballots which are to be available through the THEO Front Desk
- 8 Creating a method to confirm only one vote per student
- 9 Appointing someone who is not on the ballot or related to someone on the ballot to count the ballots and report the results to the THEO Director for communication to THEO student body
- 10 Taking care of other miscellaneous matters concerning the election.

### A. Membership

The election board shall consist of all of the Student Council Vice Presidents who can appoint up to two others to assist with the Election Board. The Student Council President oversees the Election Board and the Student Council will reserve the right of veto.

### B. Powers

1. This board shall make all decisions concerning the elections, though they must follow the Student Council By-Laws. The Election Board will bring points of controversy to the Student Council for discussion and recommendations.
2. During the election, the Election Board governs the Student Body, which consists of eighth grade students, freshmen, sophomores, juniors and seniors.

### C. Election Schedule

The election will be held annually every spring, the week after spring break. Petition Forms are due from candidates before spring break to the THEO Director's Office.

### D. Meetings

The Election Board shall meet in January to draw up petitions and to propose an election procedure to the Student Council for approval. The appointed person or people counting ballots will count and recount the ballots until the election is ratified.

Section 2:

Special Election

With the help of the Student Council Advisor, the Student Council shall appoint a replacement when any office is vacated during the school year.

Section 3:

President Special Election

The Student Body will vote on who to nominate to the following year's President position in February. Then the Student Council will privately vote on who will be President at the February meeting. The current President must resubmit an application if he or she wishes to continue in the President position. However, it is not guaranteed that the President will be voted to the position again. Members may vote for themselves when running for President. If no member of Student Council runs, election will occur with the spring election in Section 1 of Article VI. Any member of the upcoming Junior or Senior class who has participated in THEO for at least one year would be eligible to run. After the petitioning period is over Student Body will vote on who to appoint to the following year's President position. Any vacancy that occurs shall be filled as stated in Section 2 of Article VI of these By-Laws.

Section 4:

Middle School Representative Election

The Middle School Representatives shall be elected in the annual election to serve on THEO's STUCO. Any vacancy that occurs shall be filled as stated in Section 2 of Article VI of these By-Laws. Duties correspond with the class representative duties.

Section 5:

Secretary Election Special Election Procedures

Each year in the 4<sup>th</sup> quarter, the Student Council Vice Presidents will privately vote on who to appoint to the following year's Secretary position. In the case of a tie vote, the STUCO President will serve as a tiebreaker. Emails for appointment to the Secretary position are due to be sent to the Vice Presidents by the November meeting. The current Secretary must resubmit an application each school year if he or she wishes to continue in the Secretary position. However, it is not guaranteed that the Secretary will be voted to the position again. Vice Presidents may not vote for themselves when running for Secretary.

## Article VII

### Veto Power and Impeachment

#### Section 1: Impeachment

Grounds for impeachment:

- a. Neglect duties
- b. Inability to hold office
- c. Poor attendance at THEO
- d. Poor attendance at Student Council meetings

Any of the above accusations and grounds for impeachment may be brought against any member of the student council by another student council member. Eighty percent (80%) of the members on the student council roster must attend the meeting before the impeachment proceedings can take place. If the accused is found in violation by two-thirds (2/3) vote of those present, he shall be removed and his office shall be filled according to Article VI, Section 2 of these By-Laws.

#### Section 2: Automatic Removal from Office

##### Unexcused Absences

Each member will be allowed two unexcused absences from Student Council meetings for each THEO semester. Any member with more than two unexcused absences from Student Council meetings shall automatically be removed from office. Failure to prearrange an absence can result in an unexcused absence. The Council members can prearrange to miss Council meetings by having the Adult Sponsor complete their prearrange absence form.

##### Excused Absences

Each Class Representative will be allowed five excused absences from Student Council meetings for each THEO year. Any Class Representative with more than five excused absences shall automatically be removed from office. The signed Excused Absence Form must be submitted to the Student Council Secretary prior to the upcoming meeting.

Each Student Council Officer will be allowed two excused absences from Student Council meetings for each THEO semester. Any Student Council Officer with more than two excused absences shall be required to meet with the Student Council President, Secretary and Advisor to determine the appropriate action. The signed Excused Absence Form must be submitted to the Student Council Secretary prior to the upcoming meeting.

## Article VIII

### Amendments

#### Section 1:

Any member of the student body may submit a written amendment to the By-Law committee of the Student Council. It must have a two-thirds (2/3) majority of the Student Council vote to pass.

## Article IX

### Student Council Adult Advisors

#### Eligibility

The THEO Director or a representative of her choice will be the Student Council Adult Advisor.

#### Duties

- The Advisor of the Student Council shall attend all Student Council meetings and all Student Body meetings.
- At least one adult sponsor must be in attendance at every Student Council meeting and at every student body meeting.
- In the absence of one adult advisor, a parent of a Student Council Officer can attend on behalf of the missing adult advisor.
- These advisors should maintain their own record of minutes of the meetings.

## Article X

### Terms of Office and Annual Transition between Council Members

The term of each Student Council office runs from May, after the election, until May, after the election, of the following year.

By the May Student Council meeting, the outgoing officers shall, if reasonably possible, meet with the incoming officers to pass on the Office notebook and to educate them of the requirements and latest projects of the office.

### Roberts Rules of Order

#### Section 1: Scripted Agenda

- Call to Order
- Treasures Report
- Minutes
- Members Business
- Special Business
- General Business
- New Business
- Adjournment

#### Section 2: Making and Handling Items

- The member addresses the chair
- The chair recognizes the members one at a time to make recommendations
- The member addresses their recommendation
- A motion is made to adopt the recommendation
- The motion is passed or failed
- The next order of business is addressed