

THEO Student Council By-Laws

Article I

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

Article II

Purpose

1. To incorporate all high school & 7th-8th junior high activities under one body.
2. To encourage attendance of planned activities
3. Promote respect for the property and dignity of others.

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. The president will be elected by the council at the January meeting. If the vote results in a tie, then the student body will vote in the March election.

If no one on student council runs for President then, any member of the upcoming Junior or Senior class who has participated for at least one semester in THEO is eligible to run for Student Council President. This candidate should have 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 the Student Council.

Duties

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

Section 2: Vice President of Activities

Eligibility

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 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 the Student Council.

Duties

1. 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 be organized by the class representatives.
2. 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

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:

1. 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.
2. Service Projects can be be organized by the Class Representatives.
3. 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

Section 4: Vice President of Equipment

Eligibility

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 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 the Student Council.

Duties:

1. To report on the state of the student council soda and snack machine as needed, including names of stocking assistants.
2. 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.
3. To empty the machine of money, deliver it immediately to THEO Student Council Advisor.
4. To restock the equipment at least two times per week.
5. To appoint stocking assistants as needed.

Section 5: Secretary

Eligibility

Eligibility: The secretary is appointed by the Vice Presidents at the January meeting if there are candidates within the current student council that are seeking the office. If no one from the present council chooses to run then 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 Secretary. No individual may hold more than one office in the Student Council.

Duties

1. To take minutes of all regular and special meetings of the student body and student council.
2. To carry on all necessary correspondence as directed by the president or student council advisor.
3. To keep a notebook of all school activities and publications concerning the student council.
4. To assist the president in making agendas for each meeting according to Robert' Rules of Order.
5. Post minutes for student body and distribute minutes to student council members.
6. To maintain yearlong, written attendance records of student council meetings and to notify the Council when action is necessary because of absences.

Section 6: Treasurer

Eligibility

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 the Student Council.

Duties

1. Treasurer will report on the financial state of the Student Council at every meeting.
2. Treasurer will approve all major Student Council Expenditures outside of vending purchases
3. Treasurer's reports are to be ratified by the Student Council.
4. Treasurer will collect money at all events, fund raisers or service projects or appoint a substitute Treasurer.
5. The treasurer ensures the advisor deposits all funds into Student Council checking account.
6. Treasurer shall keep a running ledger of Student Council's funds.

Section 7: 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. No individual may hold more than one office in the 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 representative from each of the upcoming eighth grade class shall be elected to serve on the Student Council as the 7th and 8th representative. No individual may hold more than one office in the Student Council. Duties

1. Representatives have the duty to represent their classes at Student Council.
2. Representatives have the duty to report Student Council business back to their class.
3. Representatives will help the Treasurer in any matters as requested
4. Representatives will organize activities as desired for their class.

5. Representatives will organize service projects as desired for their class.
6. 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 8: 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 election to Student Council Class Representative at Large. No individual may hold more than one office in Student Council.

Duties

1. To oversee the creation of posters to advertise all activities and service projects to the THEO student body.
2. To assist Class Representatives as needed.
3. 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 created by the student council.

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 and 8th grade.

Section 4:

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.

1. During the 2025-2026 school year, there will be a monthly meeting on the second Monday of each month from 4:00-5:30 at THEO. (Dates can change but will be set before the election every April.
2. The president shall call special meetings, as the President deems necessary with the approval of the Student Council Advisor or the THEO director.
3. Twenty-five percent or more of the Student Council members may petition the acting President 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. The student council advisor will update the online student council petition and email it to all eligible students 5 weeks before the election.
2. Election petition must be completed and all references turned in 4 weeks prior to the election.
3. 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.

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, anyone who is in a 4% margin of first place will be in the Student Council's vote. 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. 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 4th 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. Any vacancy that occurs shall be filled as stated in Section 2 of Article VI of these By-Laws.

Section 6

Election Guidelines

Eight posters and handouts only with consumables

Article VII

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 two excused absences from Student Council meetings for each THEO year. Any Class Representative with more than two excused absences shall be required to meet with the Student Council President, Secretary and Advisor to determine the appropriate action.

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.

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.
- 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