

GREEN BAY AREA SCHOOL DISTRICT
Board Policy Manual

441.1-Rule

INTRA CITY HIGH SCHOOL STUDENT COUNCIL
CONSTITUTION AND BY-LAWS

A. Preamble

We, the members of the Intra-City Student Council, in order to promote a direct line of communication between the faculties and the student bodies of the Green Bay Public High Schools, the administration, and the School Board, and to plan, encourage, and promote worthwhile projects designed to foster city-wide student involvement and interest, do hereby establish this constitution for the Intra-City Student Council of Green Bay, WI.

B. Article I - Organization and Purpose of the Council

1. The Intra-City Student Council is the official student voice of the Green Bay Area Public School District, with legislative powers and responsibilities detailed herein.
2. The Intra-City Student Council shall consist of five (5) voting members and one (1) alternate from each of the Green Bay Public High Schools.
3. Each school shall elect five (5) voting members in the spring, to serve from July 1 to June 30 of the following school year. There shall also be one (1) appointed alternate from each school. The members shall be selected in accordance with Article III.

C. Article II – Officers

1. The Officers of the Intra-City Student Council shall be the President, Vice President, and Secretary-Treasurer. The Council shall also have a faculty advisor.
2. Elections for officers shall be held in accordance with Article III.
3. The duties of the President shall be as follows:
 - a. Chair all regular meetings of the Intra-City Student Council.
 - b. Serve as a non-voting student representative on the Green Bay Area School Board.
 - c. Assign and appoint committees and committee leaders as deemed necessary.
 - d. Develop agendas for each Intra-City Student Council meeting, and make provisions for proper distribution of the agendas.

- e. Determine the time and place of meetings, as determined in Article V.
 - f. Coordinate all legislative and governance activities of the Council.
4. The duties of the Vice-President shall be as follows:
- a. Chair all meetings of the Intra-City Student Council in the absence of the President.
 - b. Serve as a non-voting student representative on the Green Bay School Board in the absence of the President.
 - c. Coordinate all non-legislative and community service projects of the Council.
5. The duties of the Secretary-Treasurer shall be as follows:
- a. Serve as a non-voting student representative on the Green Bay School Board in the absence of the President and Vice-President.
 - b. Take minutes of each meeting.
 - c. Distribute minutes of each meeting to all members, the School Board, the Superintendent, the faculty advisor, and all high school principals.
 - d. Manage correspondence to and from the Council.
 - e. Report on all expenditures and incomes of the Council, should the Council have financial accounts.
6. The duties of the Faculty Advisor shall be as follows:
- a. Provide general insight and advice to the Council.
 - b. Develop a procedure to ensure that student representatives will be present at each regular and work session meeting of the School Board, including locating an available member(s) in the event that all three (3) officers are unable to attend.
 - c. Serve as a professional liaison between the administration and the Council.

D. Article III – Elections

1. Election of Members:
- a. Each Green Bay Public High School shall hold open elections in the spring semester for the next year's Intra-City Student Council members on a separate date from the school's building level student council elections.
 - b. Elections must be concluded and the reports provided to the Superintendent no later than the second Monday in May.
 - c. The district shall provide a system of uniform ballots for the Intra City Student Council elections.
 - d. Each school shall make ballots available and accessible to every student in a classroom on the day of election, and can make reasonable provisions for field trips and absences.

- e. Ballots in each school shall consist of the student's name, along with a statement from each candidate not to exceed 30 - 50 words (to be determined by each school). This statement shall appear next to the student's name on the ballot.
- f. Results shall be counted by staff members at each school who are impartial to the outcome of the election.
- g. The top five (5) finishers in the election at each school shall be the members of the Council.
- h. Alternates shall attend all meetings of the Council, but will have a vote only in the event of the absence of one of their school's regular members.

2. Appointment of Alternates:

- a. By the end of each academic year, each school's building level student council shall choose two students to serve as the school's alternates to the ICSC.
 - (1) Any enrolled high school student of the district or incoming ninth grade student may submit his/her name to the building level student council for consideration.
 - (2) The school's building level student council shall interview each candidate, allowing him/her the opportunity to speak.
 - (3) The building level student council shall choose the alternate by majority secret ballot from these applicants.
 - (4) One shall be a high school student; the other an incoming ninth grade student. The first alternate will be the high school student.
- b. In the event of a vacancy on the Council, the first alternate shall automatically become a member of that student's delegation to the Council.
- c. If the position of alternate becomes vacant, the building level student council shall elect a replacement.

3. Election of Officers:

- a. At the first Intra-City Student Council meeting after election of members, all incoming Council members will elect the three officers by secret ballot.
- b. Only incoming Council members shall be eligible to vote or to be elected. However, both outgoing and incoming members may speak during the nomination process.
- c. The President shall be elected first, followed by Vice-President, then Secretary- Treasurer. Any member unsuccessfully running for one office may choose to remain on the ballot for a subsequent office.
- d. All officers will be selected by majority secret ballot. In the event there is not a majority on the first ballot, a runoff election will be held between the top two finishers.

4. Selection of Advisor:

- a. Upon a vacancy in the office of Advisor, the Council shall recommend candidate(s) to become the new advisor.
- b. Regardless of the procedure used to interview potential candidates for Advisor, the entire Council must approve the recommendation(s) or a new Advisor by secret ballot.
- c. The final hiring decision for the advisor of the Intra-City Students will be based on a recommendation made by the Superintendent of Schools and Learning with approval made by the School Board.
- d. Once selected, the Advisor's tenure will continue based on standard District procedures. It is the responsibility of the Council officers to contact the Superintendent if a problem arises in the Advisor-Council relationship.

E. Article IV - Legislative Powers and Responsibilities

1. School Board Seat:

- a. The Intra-City Student Council is entitled to two non-voting seats on the Green Bay Area Public School Board for all open regular and work session meetings that at least one member will be present at these meetings.
 - b. It is the responsibility of the Council to assign up to two students to attend each regular and work session meeting with the understanding that at least one of these members will be present at these meetings.
 - c. The President (or President's replacement under Article II) should be one of the students in attendance at each meeting. The second student may be selected on a rotating basis.
 - d. It is the responsibility of the President to attend as many of these meetings as possible, and to ensure the attendance of an alternate in accordance with Article II as the need arises.
 - e. Through the President, the Council may place items for discussion within the School Board agenda under the agenda section reserved for the "Intra-City Student Council Report".
2. Intra-City Student Council is the official student voice of the Green Bay Area Public Schools. Members are responsible for being in communication with District students about important issues.
3. The Intra-City Student Council reserves the right to circulate petitions among students, or among residents within the boundaries of the Green Bay Area Public School District.
4. Internal committees may be established by the Intra-City Student Council. Committee chairs shall generally be members of the Council, but non-Council members may be placed on committees as well at the discretion of the Council.

5. Whenever possible, student representatives on district-wide committees shall be appointed through the Intra-City Student Council unless circumstances warrant the input of other students that cannot be appointed through the Intra-City Student Council. The Council and its members will seek out student representatives for these committees upon request of the administration or Board.

F. Article V – Meetings

1. The Intra-City Student Council shall meet monthly. This monthly meeting shall be held prior to the date of the School Board work session unless circumstances make this impossible.
2. A quorum for the Council to meet shall consist of 10 voting members, except during the summer months where five members shall make up a quorum.
3. The Council will determine its rules of order.
4. All members must be notified of regular meetings at least one week in advance.
5. Emergency meetings may be called by the President, the School Board, or by the advisor.
6. All members will be notified of the scheduling of an emergency meeting.
7. Quarterly School Board Forums:
 - a. Once per academic quarter, the full Council shall meet with the School Board in order to facilitate discussion of issues important to students.
 - b. These meetings shall be held at a mutually convenient time for the Council and School Board, and members absent from class for this purpose will be considered a "School Function" excused absence by the District.
 - c. All full members of the Council (both elected and appointed) shall attend these meetings.
8. Quarterly Meetings with Administration:
 - a. Once per academic quarter, the officers of the Council shall meet with the district administration to discuss and problem solve on issues relative to district operations.
 - b. These meetings shall be held at times that are mutually convenient for the administration and the students.

G. Article VI - Eligibility and Removal of Members/Officers

1. Attendance shall be taken at all regular meetings of the Council (except during the summer months) and at each of the quarterly School Board forums.

2. A member who must be absent at a meeting must notify the Advisor or President to request an excused absence. The President will decide whether the absence is excused. In the event the President requests an excused absence, the Advisor will decide.
3. Any decision of the President (or Advisor) about an excused absence may be appealed to the Council, which would decide by majority secret ballot.
4. A member may be removed from the Council by a 2/3 vote of the Council following a due process hearing. A due process hearing shall occur automatically if a member accumulates three (3) unexcused absences during a year or receives an out-of-school suspension for a violation of Board policy. However, the Council is not limited to these reasons for calling for a due process removal hearing.
5. An officer may be removed from his/her position by a 2/3 vote of the Council following a due process hearing. Removal from an officer position does not automatically remove the person from the Council.
6. Members are subject to the District's Co-Curricular Code, and have the same appeal rights as any other student involved in a co-curricular activity.

H. Article VII – Ratification

1. This Constitution shall be effective upon ratification by a 2/3 recorded roll call vote of ICSC, and approval by a majority vote of the School Board.
2. The Council may establish bylaws and operating procedures, as long as they do not conflict with the Constitution.
3. This Constitution shall be placed into district administrative rules upon ratification.

I. Article VIII – Amendments

1. Amendments to the Constitution require approval by a 2/3 recorded roll call vote of ICSC and approval by a majority vote of the School Board.
2. This section does not prevent the Council from amending bylaws or internal operating procedures without School Board approval, so long as these changes do not contradict this Constitution.

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