

THE CONSTITUTION OF THE FAIR LAWN HIGH SCHOOL STUDENT GOVERNMENT

(Revised, 2002)

PREAMBLE

We, the students of Fair Lawn High School, in order to develop democratic ideals, to teach respect for law and order, to maintain high standards of cooperation, loyalty and school spirit, to prepare for adult life and citizenship, to encourage all worthwhile activities in our school, and to help students prepare for their careers, do form the Constitution of the Fair Lawn High School Student Government.

ARTICLE I: NAME AND FUNCTION

Clause 1: This organization shall be known as the Fair Lawn High School Student Government, hereafter referred to as the Student Government, and shall be a member of the New Jersey Association of Student Councils.

Clause 2: The Student Government, as the school's governing body, shall serve as the umbrella organization for all school councils, clubs, and activities, and all charters for those organizations shall be issued by the Student Government

ARTICLE II: THE LEGISLATIVE BRANCH

SECTION 1: Organization of the Legislative Branch

Clause 1: The legislative powers of the Student Government shall be vested in a General Assembly composed of one Representative from each homeroom, one delegate from each Class Council, preferably the Class President, the appointed Committee Chairpersons, and their respective assistants.

Clause 2: Homeroom Representatives shall be chosen by elections within their homerooms in which the candidates shall have completed all requirements set forth by the Student Government Executive Board and in which a majority vote shall determine the winning candidate. Homeroom Representatives shall serve terms of one year, and elections shall be held at the beginning of each school year.

Clause 3: The General Assembly shall meet not less than once every month in which school is in session, not including the first and final month of session, for the purpose of receiving a report from the Student Government President and Executive Committee and conducting all official business.

Clause 4: The Student Government President shall determine the agenda and order of business for all General Assembly meetings.

Clause 5: For the purpose of debate, the Student Government President shall call and organize additional public meetings at appropriate times as necessary at which Homeroom Representatives may speak and any member of the student body may petition the Student Government on matters of his or her concern.

Clause 6: The proceeding of every meeting shall be recorded and kept on file.

SECTION 2: Powers of the General Assembly

Clause 1: The Student Government General Assembly shall have the power to

- a. Inform the High School Administration, Faculty, and Support Staff of student opinion;
- b. Promote general social life in the school;
- c. Stimulate student interest in activities;
- d. Oversee the operation of clubs and class councils where not governed by the Student Activities Coordinator;
- e. Propose, develop, and implement special all school student activities;
- f. Approve concessions at Student Government activities and sponsor concessions at other activities;
- g. Encourage participation in school elections;
- h. Promote respect for school and private property;
- i. Recommend to the administration on the establishment of various new policies, rules, or regulations as per student opinion;
- j. Conduct surveys of the student body and play an active role in all forums concerning the voicing of student opinion on various issues;
- k. Raise funds where within the jurisdiction of the Student Government and where in accordance with school regulations;
- l. Act in any other capacity for the betterment of Fair Lawn High School;
- m. Pass necessary legislation and resolutions to carry out any of the aforementioned powers.

Clause 2: Because the powers of the Student Government are derived for the Principal and administration, the Principal may veto any measure the Student Government has passed. The Principal, however, must fully explain the reason for the veto.

Clause 3: In the absence of action by the General Assembly in relation to any of the aforesaid powers, the Student Government Executive Board shall be empowered to issue Executive Orders providing for their enforcement.

SECTION 3: Passage of Legislation

Clause 1: In order for any resolution or legislation to be approved by the General Assembly, it must first be introduced by a member of the Assembly or by the Executive Committee.

Clause 2: Upon introduction of any measure, debate shall be scheduled at the desire of the General Assembly by the Student Government Executive Board or shall be included in the report of the Executive Committee at a General Meeting.

Clause 3: In order for action to be taken by the General Assembly, a majority of the membership thereof, composing a quorum, must be present.

Clause 4: For the purpose of a vote, every Homeroom Representative shall have one vote, and only those present shall be permitted to vote.

Clause 5: In the event of the absence of the elected Homeroom Representative from a given homeroom, an alternative Representative, if present at the meeting, shall be permitted to cast a vote in his or her place.

Clause 6: A majority vote shall be necessary among the member present in the General Assembly for the legislation to be adopted. In the event that the votes be equally divided, the Student Government President shall be responsible for casting a deciding vote.

- Clause 7:* Consensus votes on the sense of the Student Government which perform no actual action may also be taken.
- Clause 8:* The Student Government Executive Board may veto any measure passed by the General Assembly, and such veto may be overridden by a 2/3 vote of the members present in the General Assembly at a subsequent General Meeting.
- Clause 9:* Should the General Assembly send any passed legislation to the Student Government Executive Board, and should such legislation not be acted upon within 20 school days of its passage, such legislation shall be deemed approved by the Executive Board.
- Clause 10:* The General Assembly shall have the power to override any Executive Order by 2/3 vote, for which the procedure shall be the same as for passage of legislation.

ARTICLE III: THE EXECUTIVE BRANCH

SECTION 1: Organization of the Executive Branch

- Clause 1:* The executive powers of the Student Government shall be vested in elected officials consisting of five Student Government officers: the President, Vice President, Secretary, Treasurer, and Board of Education Representative.
- Clause 2:* These five members, composing an Executive Board, shall have the power to appoint chairpersons, and other officials, all of whom shall be allotted for by the General Assembly or by Executive Order of the Executive Board.
- Clause 3:* The five Executive Board officers together with the chairpersons of their standing committees, the chairpersons' assistants, and other appointed officials shall compose and Executive Committee responsible for executing and enforcing all actions of the Student Government General Assembly.
- Clause 4:* The members of the Executive Committee shall hold a term of one school year.
- Clause 5:* There shall be at least one Student Government Advisor who shall also act as the Assistant Coordinator of Student Activities of Fair Lawn High School appointed by the Fair Lawn High School administration, in consultation with the Executive Committee. The Principal of Fair Lawn High School shall oversee the actions of the Student Government Advisor at all times.
- Clause 6:* Meetings of the Executive Committee and the Advisor(s) shall be held at least once every month that school is in session.
- Clause 7:* The Executive Board shall maintain and revise, as needed, a list of policies governing the standard operating procedures of the Student Government in areas not specifically governed by this Constitution.
- Clause 8:* The Executive Board shall have the power to issue Executive Orders and to veto actions of the General Assembly, both of which may be overturned by 2/3 of the General Assembly.

SECTION 2: Duties of the Student Government Officers

- Clause 1:* A member of the Student Government in good standing shall have attended at least 60 percent of his or her respective meetings depending on his or her position.
- Clause 2:* The President of Student Government shall be a senior who has been a member of good standing of the Student Government for at least one year prior to running for office.
- Clause 3:* The President of the Student Government

- a. Shall call and preside over all general and executive meetings;
- b. Shall call for a public review of the status of all committees, representatives, and chairpersons as needed;
- c. Shall, with the assistance of the Executive Board and Advisor(s), prepare agenda items for Student Government General meetings;
- d. Shall be the voice of the student body inasmuch as he/she will represent the collective opinion and attitude of either the Executive Board and/or the General Assembly.

Clause 4: The Vice President of the Student Government shall be a junior or a senior who has been a member of good standing of the Student Government for at least one year prior to running for office.

Clause 5: The Vice President of the Student Government

- a. Shall in the absence of the President, assume all the duties of President outlined in this document, and in the permanent absence of the President, assume the position thereof;
- b. Shall serve as liaison to all committee chairpersons and the Student Government President;
- c. Shall keep a monthly record of all committee meetings' times and places;
- d. Shall oversee the operation of all fund raising events of the Student Government with the exception of those governed by the Student Government Treasurer.

Clause 6: The Secretary of Student Government shall be a sophomore, junior, or a senior who has been a member in good standing of the Student Government for at least one year prior to running for office.

Clause 7: The Student Government Secretary

- a. Shall engage in any clerical tasks that will ensure the organization and efficiency of the Student Government;
- b. Shall prepare all agendas, minutes, correspondence, announcements, etc. and keep an accurate record therefor;
- c. Shall keep an accurate record of attendance at all General and Executive Board Meetings;
- d. Shall prepare and send reminders to Homeroom Representatives regarding meetings and events.

Clause 8: The Treasurer of the Student Government shall be a sophomore, junior, or a senior who has been a member in good standing of the Student Government for at least one year prior to running for office.

Clause 9: The Student Government Treasurer

- a. Shall be responsible for the Student Government account;
- b. Shall organize and chair the Earned Interest Account Committee for the purpose of approving expenditures of the Student Activities Earned Interest Account;
- c. Shall keep accurate account books;
- d. Shall prepare deposits for the Student Government treasury (under advisory supervision);
- e. Shall prepare purchase orders and warrants as necessary (under advisory supervision);
- f. Shall prepare reports of all funds expended or acquired through fund raising for the Executive Committee and General Assembly.

Clause 10: The Board of Education Representative of the Student Government shall be a sophomore, junior, or senior who has been a member in good standing of the Student Government for at least one year prior to running for office.

Clause 11: The Board of Education Representative

- a. Shall attend all pertinent Board of Education meetings regularly;
- b. Shall represent the opinions and attitudes of the Executive Board and the General Assembly of the Student Government;
- c. Shall keep an organized file of all Board of Education materials;
- d. Shall report information from the Board of Education to the Executive Board and General Assembly of the Student Government;
- e. Shall serve as the chairperson of a student dialogue committee consisting of member of the Board of Education, class delegates, and the Executive Committee of the Student Government.

Clause 12: Committee Chairpersons of the Student Government Executive Committee shall be members of the Student body who have demonstrated leadership potential to the Student Government Executive Board prior to their appointments

Clause 13: Student Government Committee Chairpersons

- a. Shall call meetings of their committees as needed and preside over them;
- b. Shall, with the help of the Committee Chair Assistant, prepare agendas;
- c. Shall publicize their respective committee meetings;
- d. Shall report to the Vice President of the Student Government their agendas, meeting times, meeting places, etc.
- e. Shall report findings and decisions to the Executive Board and the General Assembly of the Student Government;
- f. Shall prepare all final proposals.

Clause 14: Committee Chair Assistants shall be members of the student body who have demonstrated leadership potential to the Student Government Executive Board prior to their appointments.

Clause 15: Committee Chair Assistants (CCA's)

- a. Shall take on the responsibility of the Committee Chairperson in his/her temporary absence;
- b. Shall help in any clerical tasks that will ensure the organization and efficiency of the committee;
- c. Shall help prepare agendas, correspondence, announcements, etc.
- d. Shall prepare minutes;
- e. Shall keep an accurate record of attendance at Committee meetings;
- f. Shall keep an organized file of all information listed above and report such information to the Student Government Secretary;
- g. Shall prepare and send reminders to Committee members regarding meetings.

Clause 16: Other officials allotted for by the General Assembly or order by the Executive Board and appointed by the Executive Board shall meet all qualifications set by and possess the powers given to them by those bodies.

SECTION 3: Elections

- Clause 1:* All elections for the Executive Board Members of the Student Government and the four Class Councils shall be held jointly under the auspices of the Class and Student Government Advisors.
- Clause 2:* The Student Government shall oversee the implementation of an apparatus that will allow for the opinions of the affected students to be channeled to the Advisors in the event of changes in election procedures.
- Clause 3:* During May and June of each school year, elections for members of the Class Council Executive Boards and Student Government Executive Board shall take place after a campaign period.
- Clause 4:* In the event that more than two individuals wish to run for any particular Executive Board position in either the Class Councils or the Student Government, the Student Government and Class Councils may take steps to narrow an election slate to two individuals, as per Clause 5, thereby ensuring a majority accumulation of votes for one of them.
- Clause 5:* In the case of three or more individuals in any particular election slate, a primary election shall be held within the respective organization, either Student Government or a Class Council, for the appropriate positions. The highest two candidates shall advance to the school-wide election.**
- Clause 6:* No student may submit an application or otherwise run for more than one Student Government or Class Council office during a given election cycle.
- Clause 7:* The Advisors shall maintain, with the input of the affected students, voting requirements that must be met by students wishing to vote.
- Clause 8:* There shall be an assembly at the conclusion of the campaign period at which all student satisfying the voting requirements shall meet to hear the candidates speak on their own behalves for their respective office.
- Clause 9:* At an appropriate time after the aforementioned assemblies, all students meeting voting requirements shall vote by secret ballot for their respective candidates.
- Clause 10:* Due to the different time circumstances under which the Freshman Class Executive Board must be elected, the Advisors shall maintain spate procedures for said election.

SECTION 4: Officer Appointments and Officer Vacancies

- Clause 1:* At an appropriate time, the newly elected Executive Board of the Student Government along with the Student Government Advisor(s) shall interview and appoint all Committee Chairpersons, Committee Chairpersons' Assistants, and other appointed officials of the Student Government Executive Committee.
- Clause 2:* In the event of a vacancy in any elected office besides that of Student Government President at any time during the school year, the Student Government President and the Student Government Advisor(s) shall together nominate an individual to fill that office.
- Clause 3:* Such nomination shall be approved by majority of the General Assembly before appointment of that individual may become valid, even though the individual may serve in their post upon nomination until the General Assembly shall meet.
- Clause 4:* In the event of a vacancy in the office of the President, the Vice President shall assume the position of President.
- Clause 5:* In such event, all previously outlined rules apply to the choice of a Vice President.

Clause 6: In the event of a vacancy in an appointed Student Government position, the Executive Board shall appoint an individual to fill the vacant position.

SECTION 5: Impeachment of Officers

Clause 1: Charges may be brought against any individual who fails to comply with any regulations set forth by the Fair Lawn High School Administration and/or the Fair Lawn High School Student Government.

Clause 2: In cases concerning impeachment of Executive Board Members, their appointed officials, or members of the General Assembly, formal charge shall be brought before the Student Government Advisor.

Clause 3: In all cases of impeachment or expulsion, a request for the resignation of the charged individual shall be made by the Advisor before any official action shall have taken place.

Clause 4: In the even that charges are brought before the Advisor concerning an appointed official of the Student Government, the Executive Board shall have the sole power to remove that individual form office.

Clause 5: The sole powers of impeachment, removal of office, or expulsion of elected officials or of members of the General Assembly of the Student Government shall rest with the Advisor, with the advice of the Executive Board and the General Assembly.

***Clause 6:* Any rulings may first be appealed to the Principal. A final appeal may be made to the Superintendent of Schools, who will hold final words on the impeachment.**

ARTICLE IV: CLASS COUNCILS AND CLUBS

SECTION 1: Class Councils

Clause 1: Every Class of Fair Lawn High School shall be governed by a Class Council.

Clause 2: Each Class Council shall have a Constitution to serve each respective class.

Clause 3: Each Class Council shall have the responsibility of putting their Constitution into effect and making their membership aware thereof.

Clause 4: The Class Councils shall be responsible for governing their respective classes to the best of their ability and in accordance with regulations set by the Student Government and by the Administration of Fair Lawn High School.

SECTION 2: Clubs

Clause 1: The Student Government shall be responsible for overseeing all clubs within Fair Lawn High School

Clause 2: Each club shall be responsible for submitting a charter form to the Student Government and the appropriate Student Government Committee.

Clause 3: Every club shall choose a representative to attend Student Government sponsored Club Summit meetings, which shall be held at appropriate times throughout the year

Clause 4: Clubs that either fail to submit a charter form or neglect to send a representative to the various club summits shall be confronted by the Student Government and its relevant Committee.

SECTION 3: Delegation of Powers

All powers not delegated to the Student Government, or reserved by the Administration of Fair Lawn High School or Board of Education of Fair Lawn, are reserved to the class councils, the clubs, and the students respectively.

ARTICLE V: AMENDMENT TO THIS CONSTITUTION

Clause 1: In the event that a member of the General Assembly or a member of the Executive Board of the Fair Lawn High School Student Government proposes an amendment to this Constitution, a 2/3 vote of the members of the Executive Board shall be necessary before such proposal may be presented to the General Assembly.

Clause 2: Upon presentation to the General Assembly, a proposal to amend this Constitution must receive the concurrence of 2/3 of the members thereof before such amendment may become active.

ARTICLE VI: RATIFICATION OF THIS CONSTITUTION

This Constitution shall become active with the approval of the Principal of Fair Lawn High School, the approval of the current Advisor of the Fair Lawn High School Student Government, and the approval of 2/3 of the member of the current Student Government Executive Board and 2/3 of the members of the newly elected Student Government General Assembly.

Adopted by the Student Government General Assembly Committee on the Constitution with the unanimous consent of the present individuals on the fifteenth day of February in the year of the common era two thousand and two.