



# NORTHWESTERN HIGH SCHOOL TROJAN CONSUL - CONSTITUTION AND BY-LAWS

## ARTICLE I: NAME

The name of this organization is the Trojan Consul of Northwestern High School.

## ARTICLE II: OBJECTIVES

The objectives of Trojan Consul shall be to:

- 1) Provide a democratic forum in which students can address those school-related issues which affect their lives.
- 2) Maintain a continuous communication channel from students to both faculty and administration as well as among the students within the school.
- 3) Offer a year-long program of social functions and community involvement projects for students.
- 4) Train students in the duties and responsibilities of good citizenship using the school environment as the primary training ground.
- 5) Demonstrate morally acceptable behavior.

## ARTICLE III: MEMBERSHIP

**Section 1.** One gains membership in the Trojan Consul upon the completion of the nomination procedure as established by the Consul and is elected under the procedures prescribed by these by-laws.

**Section 2.** Any member will be removed if he/she misses three meetings without presenting reasonable excuses to the advisor. Any disagreement between the member and the advisor over the reasonableness of an excuse will be decided by the assembly.

**Section 3.** Any member is subject to removal at the discretion of the Consul's advisors and the principal. Grounds for dismissal would be any action not becoming of a Consul member, suspension from school for a major offense, failure to maintain appropriate grade point average, continuous misconduct and lack of commitment to the organization, or any behavior not deemed appropriate by the Trojan Consul.

**Section 4.** Upon the creation of a vacancy in position of president, the vice president shall assume all duties and responsibilities immediately. If both offices are vacated simultaneously, the Trojan Consul shall open up nominations for both offices, first accepting nominations for the office of president from among its present membership and holding an election within the Trojan Consul, and then following a similar process to fill the position of vice president. All vacancies in elected offices shall be filled within one (1) week by accepting nominations from the Trojan Consul members to decide upon the person to fill the vacancy. Any vacancies created by a member changing positions through this procedure will be filled as stated by these by-laws.

**Section 5.** All members will adhere to a points system that will be determined at the beginning of each year. The points system will determine the eligibility of membership on a periodic cycle. Any member that does not meet the point requirement for any particular cycle will have to submit a reasonable excuse to the Trojan Consul advisors and executive board.



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## **ARTICLE IV: OFFICERS AND REPRESENTATIVES**

- Section 1.** The elected officers shall be president, vice president, secretary, and treasurer. The appointed officers [committee chairs] shall be selected by the president subject to a majority vote of the executive committee.
- Section 2.** Each class will elect ten (10) at-large representatives to serve on the Consul. In the event that there are not enough representatives to represent a class, then the advisors can permit individuals from other grade levels to be at-large members.
- Section 3.** All elected officers and representatives must be selected according to the election rules established by these by-laws.

## **ARTICLE V: OFFICER RESPONSIBILITIES**

**Section 1. The Trojan Consul President shall:**

- a) Preside at all general meetings and executive committee meetings.
- b) Appoint all standing and special committee chairmen.
- c) Work closely with the vice president, secretary, and treasurer in preparing a workable year-long calendar and budget.
- d) Prepare, with the help of the vice president and the executive committee, an agenda in advance of business meetings.
- e) Explain the use of parliamentary procedure.
- f) Serve as an ex-officio member of all committees. Attendance at two-thirds of the committee meetings is required.
- g) Voice student concerns to the faculty and administration. Attempt to develop programs and policies that will address these concerns.
  - a. Make a monthly statement at the faculty meeting on student affairs.
- h) Keep in touch with the various school clubs and organizations.
- i) Organize, with the vice president, a calendar planning meeting for representatives of all the school clubs to be held at the beginning of the school year.

**Section 2. The Vice President shall:**

- a) Preside as president when the president is absent.
- b) Strive to involve members in discussions.
- c) Work closely with advisors.
- d) Public Relation of Trojan Consul business and events. Ie: infomercial, posters, flyers, etc.

**Section 3. The Secretary shall:**

- a) Keep accurate minutes from meetings.
- b) Keep the current membership attendance roster.
- c) Handle all correspondence.



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## **Section 4. The Treasurer shall:**

- a) Keep accurate records of expenses and income.
- b) Assist in organizing fundraisers.
- c) Records/tallies points earned by classes in competitions.
- d) Present a report at meetings.
- e) Assist with developing a budget, if needed.

## **ARTICLE VI: QUALIFICATIONS FOR OFFICERS AND REPRESENTATIVES**

**Section 1.** Any candidate for a Trojan Consul office must have prior Consul experience either as a representative or as an officer.

**Section 2.** Candidates for Trojan Consul offices must have a 2.75 cumulative grade point average.

**Section 3.** Candidates for Trojan Consul representatives and for class officers must have a 2.0 cumulative grade point average and no record of suspensions for the school year.

**Section 4.** Candidates for Trojan Consul president shall be a rising senior.

**Section 5.** Candidates for Trojan Consul vice president shall be a rising junior.

**Section 6.** Any Trojan Consul member removed from the Consul may not serve on the Consul again.

## **ARTICLE VIII: MEETINGS**

**Section 1.** The executive committee shall meet for business twice a month during the school year. Meetings shall be held on each Tuesday morning preceding "Trojan Way" days. Meetings can be changed to reflect school related holidays and events.

**Section 2.** The Trojan Consul shall meet for business twice a month during the school year unless the assembly decides by a two-thirds vote to forego this schedule for a particular month. Meetings shall be held on the first and third Wednesday of each month and shall be immediately after school. Meetings can be changed to reflect school related holidays and events.

**Section 3.** Special Meetings can be called by the president, the executive committee, the advisor, the principal, or by written request of ten (10) members. The purpose of the meeting shall be stated in the call. No previous notice is necessary if it is held during school. If held after school, at least one (1) day's notice is required.

**Section 4.** All legally elected officers and representatives may vote.

**Section 5.** A majority of the membership constitutes a quorum.



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## **ARTICLE IX: EXECUTIVE COMMITTEE**

- Section 1.** The elected officers and the standing committee chairpersons are the voting members of the executive committee. The advisors are voting members.
- Section 2.** The executive committee shall meet at least two (2) days prior to the regular scheduled Trojan Consul meeting and plan an agenda, which is to be distributed to the members at the meetings.
- Section 3.** The executive committee shall all be subject to the orders of the representative body of the Trojan Consul and none of its acts shall conflict with action taken by the Consul.
- Section 4.** Special Meetings of the executive committee may be called by the president, advisor, principal, or upon written request of any three (3) members.
- Section 5.** The executive committee shall carry out all duties assigned to it in these by-laws and by Trojan Consul.

## **ARTICLE X: COMMITTEES**

- Section 1.** The Northwestern Trojan Consul Committees are as follows:
- Homecoming and Senior Day Committee
  - Public Relations and Teacher Appreciation Committee
  - Fundraising and Election Committee
  - Dance Committee
  - Spirit and Social Committee
- Section 2.** Unless otherwise directed by the assembly, the minimum and maximum number of members of each committee shall be determined by the executive committee.
- Section 3.** Other committees may be appointed by either the Consul or its president as the Consul from time to time deems it necessary to carry on its work.
- Section 4.** The president shall be ex-officio of all committees.
- Section 5.** Each committee will have a standard set of operating instructions for their committee.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the Trojan Consul in all cases in which they are applicable and in which they are not inconsistent with these by-laws and any special rule of order the Trojan Consul may accept.



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## **ARTICLE XII: RELATIONSHIPS WITH THE ADMINISTRATION**

**Section 1.** The principal shall appoint two (2) advisors to aid the Consul in its activities and projects.

**Section 2.** All actions of the Trojan Consul are subject to review and possible veto by the principal and/or advisors.

## **ARTICLE XIII: AMENDMENT OF CONSTITUTION**

**Section 1.** To amend this constitution, the proposed amendment must be presented in writing by a member to the president. The president will present the amendment to the membership at any regular meeting of the Trojan Consul where it must be approved by a two-thirds majority vote for adoption.

## **ARTICLE XIV: ORGANIZATIONS**

**Section 1.** Any group of students or any faculty member interested in organizing a club must submit in writing to the Trojan Consul their reason for wanting to organize this club. The consul shall give its recommendation to the principal, and, if approved by the principal, the club shall have eight (8) weeks to submit its constitution for approval. The organization will coordinate with the Trojan Consul any community service events, school related activities, and projects that benefit Northwestern High School.

### **Code of Conduct**

Some principles that may be used in developing a code of conduct are:

- Upholds fundamentals of morality and ethics
- Complies with school regulations covering property, programs, etc.
- Demonstrates honesty and reliability
- Shows courtesy, concern, and respect for others
- Takes criticism willingly and accepts recommendations graciously
- Exemplifies desirable qualities of behavior such as positive attitude, poise, stability, etc.

Some specific elements of a conduct code may be:

- Providing they are not given with the intent of influencing the leader's performance of official duties, a student leader may, within reason, receive personal gifts or favors from others and need not disclose their existence or value to the student body. It is proper for a student leader to accept a leadership-connected reward (such as a free trip to a conference) when it is offered if to do so reasonably forms a part of the role of informing and representing the student body.



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- The student leader may accept free samples of a product of insubstantial value when they are offered as a form of advertising, but not when offered as an inducement to the leader to recommend the product to the student body. Whenever a student leader disagrees with the student body on a particular issue, it is up to the leader to choose to put personal preferences aside and follow the students' wishes. But it is also the leader's responsibility to make sure the student body is as informed as possible to make sound judgments.
- The Trojan Consul may privately vote on minor decisions affecting the student body. However, meetings involving major issues should include the student body whenever time and circumstances permit. The student body should have advance notice of those meetings along with an agenda. A Trojan Consul advisor has the right to disqualify any of its members, but only for offending written standards developed by the Consul and approved by the body. No member may be disqualified without the due process of first being accorded a fair, public defense against all charges.
- A student leader's first allegiance is to the student body, but the leader is elected to serve the entire school community as well. This includes students, teachers, administrators, parents, alumni, and future students of the school.
- Qualifications for seeking student office, such as prior leadership experience, grade point average, and grade level, should be set solely by the Trojan Consul and abolished if the designated majority of the students do not approve.
- If the student body wishes to have a particular issue challenged, a student leader who feels that a school rule or issue is unfair or unnecessary should challenge that rule or issue on behalf of the student body.
- A student leader must balance personal and official time commitments in a fair and responsible manner and be prepared to make personal sacrifices when necessary.

**Reporter:** Summarizes events sponsored by Trojan Consul, networks with community members and businesses, and sends all organized event photos and press releases to the High School Public Relations coordinator.

**Parliamentarian:** Sees that Robert's Rules of Order are followed at meetings, makes sure that all motions are properly made and acted upon, and assists in getting all members involved in discussions.



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**Trojan Consul Candidacy Application and Requirements\***

1. Completed Application submitted to A-Office before noon (12:00 PM) on \_\_\_\_\_.
2. Updated School Resume
  - What you are involved in at school and in the community.
3. 100 Word Essay for:
  - Why you are the right person for the position that you are running for.
4. Campaign Digital Infomercial:
  - Positive attributes of self
  - No derogatory campaigning against another candidate
  - Viewed and approved by the administration

\* All candidacy requirements must be completed in order for your name to be placed on the official ballot.

**Candidate**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Office desired: \_\_\_\_\_  
(Print Full Name) (Current) (President, V. President, Secretary, Treasurer, At-Large Rep)

**THE FOLLOWING SIGNATURES ARE MANDATORY:**

1. I verify that the student is academically eligible with a "2.75" average or better.
  - Counselor \_\_\_\_\_
2. I verify the student has a good discipline record.
  - Assistant Principal \_\_\_\_\_
3. I endorse this candidate as having high work and moral ethics, honesty, character, and initiative.
  - Teacher \_\_\_\_\_
4. I understand the responsibilities of my child being a class officer/representative.
  - Parent/Guardian Signature \_\_\_\_\_
5. If elected, I understand my responsibilities of being a class officer.
  - Student Signature \_\_\_\_\_

Please complete and return this application to A-Office by: \_\_\_\_\_.