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High Tech Los Angeles Student Council Constitution

Article I. Objective

The objective of this council is:

- To represent the student body in their interests and ideas.
- To improve the school as the student body deems fit.
- To create and maintain a positive communicative relationship between students, administrators and the faculty of the school.
- To maintain order and happiness throughout the student body.

Article II. Authority

The Student Council is authorized by the High Tech LA administration to execute the following tasks:

- Establish rules and procedures that govern the HTLA Student Council
- Assign duties to its officers and members
- Establish requirements for membership
- Review the performance of its members
- Penalize its members in accordance with the constitution
- Schedule and oversee elections for its members
- Maintain the Student Council webpage on the HTLA website
- Represent the student body at Parent Organization and School Board meetings
- Host community-building schoolwide events
- Host fundraising events for the benefit of the school community
- Pre-approve student-led events for the school calendar
- Establish and regulate student-led clubs
- Amend the constitution when necessary

Article III. Organization and Membership

Section 1. Organization

This organization shall be comprised of the Student Council members including The Big Four: President, Vice-President, Secretary, and Communications Director. Each grade level shall be represented by three class representatives. All positions are elected into office and must meet all Student Council requirements.

Section 2. Duties of the President

- Preside over council meetings
- Coordinate and communicate with the administration
- Write, finalize, and execute the agenda with the written approval of the Student Council sponsor
- Cast the deciding vote in case of a tie
- Keep the Student Council on track with their responsibilities
- Speak at community meetings when needed
- Assist the sponsor in evaluating the work of the council members and giving performance reviews

Section 3. Duties of the Vice President

- Fill in for President or Secretary when they are absent
- Report updates or information to the student body
- Maintain verbal communication between student body and Student Council
- Speak at community meetings
- Consult with the President when making the agenda

Section 4. Duties of the Secretary

- Document each meeting by taking notes
- Retain all written documents
- Oversee and update the calendar
- Take attendance
- Act as a treasurer
 - Keep track of Student Council funds
 - Deliver a financial report to the Student Council account each month
 - Communicate with the main office regarding the cash box of each class
- Consult with the President when making the agenda

Section 5. Duties of the Communications Director

- Communicate through written word to the public
- Send email updates to the student body
- Oversee visual communication (e.g. completion of posters/flyers)
 - Responsible for making sure they get done on time
- Consult with the President when making the agenda
- Keep the Student Council website up to date

Section 6. Duties of Class Representatives

- Represent and express their class' interests in all aspects of student life
- Facilitate at least three class meetings every year for their respective grade
 - Communicate with class committees regarding the meeting agenda
- Maintain communication between their class committees, class sponsor, and the council
- Keep track of their class' funds

Section 7. Requirements for Membership

- Student Council members are required to maintain a 2.0 GPA with no Ds or Fs.
- Attendance at meetings is required and evaluated in the performance review.
- Members of the council are required to pass a performance review upon every 5 week progress report.
 1. Performance review structure will be decided in the beginning of the year by the Student Council sponsor and the council, but the sponsor will have veto power over all decisions made.
 2. Performance reviews for all members will be given by the sponsor and the Student Council President.
 3. Failure of a performance review will stay on the student's record for the rest of that semester, and then their record will be wiped clean at the start of a new semester.

Section 8. Expectations

All Student Council members are expected:

- To publicize all Student Council events.
- To have a positive attitude towards students and the school.
- To exhibit exemplary behavior in and out of school.
- To attend and actively participate in all Student Council activities.
- To represent their respective class and unify the school as a whole.

Section 9. Vacancies

In the event a Student Council seat is left vacant, the position may be filled.

A. Class Representatives

- See Article V, Section 6: Special Elections

B. Big Four

- To be determined by the Student Council

Article IV. Restrictions and Penalties

Section 1. Restrictions

- Members of the council must abide by the HTLA student handbook.
- Members must not repeatedly violate school rules.

Section 2. Penalties

Student Council members are subject to penalty upon failure of performance reviews.

A. Probation

1. The penalty for a first offense is probation.
2. The probationary period lasts until the end of the semester.
3. During the probationary period, the Student Council member retains all powers but is required to bring up and maintain their performance throughout the semester.

B. Removal from Student Council

- a. Student Council representatives
 - i. The penalty for a second offense is removal from Student Council.
- b. Big Four
 - i. The penalty for a second offense is a vote by Student Council to determine removal from the council.
 - ii. The officer has the opportunity to address the council before an anonymous vote is taken.
 - iii. A majority vote is required to remove the officer from the council.
 - iv. The council's vote is final.

Art V. Elections

Section 1. Requirements to Run

A. All Members

- Have a minimum GPA of 2.0 without D's or F's
- Attend the informational meeting prior to elections
- Contact the Student Council sponsor between the informational meeting and campaign period to place their name on the ballot
- Any candidate who fails to meet the above requirements will be ineligible for the election process.

B. Big Four

- Communications Director and Secretary
 - Minimum 1 year of Student Council experience
- President and Vice President
 - Minimum 2 years of Student Council experience
- Big Four requirements will be effective for Spring 2018 elections.

Section 2. Campaign Rules

- Campaigning may only begin when candidates receive confirmation from the Student Council sponsor that they are on the ballot.
- Prohibited forms of conduct:
 - Derogatory remarks toward other candidates
 - Obstruction or vandalism of an opponent's campaign materials
- Posters must be hung using non-damaging painter's ("blue") tape.
- Violation of any of these rules will result in the candidate's removal from the ballot.

Section 3. Informational Meeting

A. Purpose

- To introduce students to the Student Council's available positions
- To introduce students to the tasks, duties, and commitment involved in Student Council
- To inform candidates of campaign rules and deadlines

B. Frequency

- Held 3 weeks prior to the election
- Once for freshmen candidates at the beginning of the year
- Once for all candidates at the end of the year
 - Dates to be determined by Student Council

Section 4. Electing Class Representatives

- Students have three votes, one for each representative.
- Students may only vote for representatives in their grade.
- If there are only 3 candidates, then they will be appointed without an election.

Section 5. Electing the Big Four

- School-wide election
- Majority vote wins for each position
- The President and Vice President run as a pair
- Secretary and Communications Director run independently

Section 6. Special Elections

- If a representative seat becomes vacant, a special election may be held to fill the position
 - Limit one special election per semester

Article VI. Meetings

Section 1. Frequency

- During advisory
 - Two days per week
- Additional meetings can be scheduled at the discretion of Student Council.

Section 2. Sample Meeting Agenda

1. Secretary takes attendance
2. President calls meeting to order
3. Review old business
 - a. Calendar review
 - b. Student Council-sponsored events update
4. Discuss new business
 - a. Event approval
 - b. Class report
 - c. Sponsor/advisory report
5. President closes the meeting and reviews next steps

Section 3. Quorum

- Three of the Big Four members must be present in order to hold a vote.
- One member from each grade level must be present.

Section 4. Voting Procedure

Student Council procedures attempt to conform to Robert's Rules of Order.

1. A motion is made by a Student Council member.
 - a. If the motion is not seconded, the motion does not move forward.
2. If there is a second to the motion, the President calls for discussion.
 - a. If there is no discussion, the motion is passed by consensus.
3. The President calls on members until all who wish to speak have been heard.
4. The President restates the motion and calls for a vote.
5. Majority vote wins.
 - a. The Secretary should record the results of the vote: number in favor, number opposed, and number abstained.

Section 5. Transparency

- Any HTLA student may sit in on meetings and observe.
- The website is maintained and updated weekly by the Communications Director.

Article VII. Event Planning

Section 1. Fundraising Events

A. Introduction to the tiered system

- All class fundraising events will be placed in a tiered system based on estimated profits.
- The tiers are as follows:
 - Tier 1 (\$25 - \$99)
 - Tier 2 (\$100 - \$249)
 - Tier 3 (\$250 - \$499)
 - Tier 4 (\$500+)

B. Objective of the tiered system

- The objective of the tiered system is to allow each class the opportunity to raise \$7000 for senior prom. A minimum number of events is guaranteed according to the breakdown, but specific events are not guaranteed (e.g. Winter Formal).

C. Tiered system breakdown

- 9th Grade - \$900
 - 15 tier 1
 - 1 tier 2
- 10th Grade - \$1500
 - 15 tier 1
 - 3 tier 2
 - 1 tier 3
- 11th Grade - \$2200
 - 15 tier 1
 - 1 tier 2
 - 2 tier 3
 - 1 tier 4
- 12th Grade - \$2400
 - 10 tier 1
 - 3 tier 3
 - 2 tier 4

Section 2. Event Swapping and Cancellation

A. Event swapping

- Permitted if all parties consent to the swap, with the approval of Student Council.
- Student Council may swap events at their discretion with approval from the Student Council sponsor.

B. Event cancellation

- Responsibility to execute an event is solely up to the class/club hosting the event.
- Student Council is not obligated to reserve a replacement event if a class/club does not successfully host their event.

C. Event cancellation due to conflict

- Events can be moved to a 'blackout' date at the discretion of Student Council.
- Student Council is responsible for allotting 1 blackout date per month when creating the calendar.

Section 3. Tier Evaluation

- At the conclusion of every school year, Student Council will evaluate the tiered system and adjust accordingly.
- Any student may call for an additional evaluation of the tiered system via email request to the Student Council Vice President.
 - i. The Student Council has one month to comply with the request.

Section 4. Event Request Procedure

A. Scheduling events

- Event request forms must be turned into the Student Council sponsor.
- Only event request forms submitted 2 weeks after the first day of school can be guaranteed approval
 - Additional event request forms may be submitted as the year goes on, but may not be guaranteed.
- Student Council will reserve dates for guaranteed tiered system events for classes/clubs that fail to submit event request forms.
- Student Council will release a public calendar by the 4th week of school.
- Fundraising events require an estimated profit margin and corresponding tier indicated on the form.

- If ticket sales are required, then sale dates must be indicated on the form.

B. Punctuality

- Late submissions will be approved if there is room on the calendar
- Priority is given to on-time submissions + reserved events in the tiered system.
- Classes/clubs can submit an unlimited number of additional event request forms.
- Approval of these events is based on calendar availability, first-come-first served, and any further discretion of Student Council.

Section 5. Club Event Planning

- Non-fundraising events
 - Event request forms must be turned in to the Student Council sponsor.
- Fundraising events
 - Event request forms must be turned in to the Student Council sponsor.
 - Joining the tiered system is optional because clubs have diverse budgets.
 - If desired, the club leader must submit a written request accompanied by an annual budget.
 - Student Council will evaluate the club's need to join the tiered system.
 - If approved, Student Council will determine how many events are reserved.
 - A club's membership in the tiered system must be renewed at the end of every school year.
 - If not approved, the club may still request events to be approved at the discretion of Student Council.

Section 6. Event Regulations

- No more than 2 events may occur on the same day.
- On-campus evening events (e.g. school dances) are limited to one per month.
- No Friday events may be scheduled on a three-day weekend.
- All events require a faculty sponsor and administrator present.
- Ticket sales for events may not may not conflict with another fundraiser.

Article VIII. Clubs

Section 1. Club Establishment

A. Requirements

- 15 club members
- Formal presentation to Student Council
- Description of the club
 - Purpose and organization
- Faculty sponsor
- Meeting time and place
- Community event(s) to be scheduled each year
- Estimated budget

B. Procedures

- Club founder(s) will complete a club request form detailing all the requirements.
- Club founder(s) will schedule a presentation to Student Council through the Student Council Vice President.
 - Presenters should be sure to evidence that all requirements have been met.
- Student Council will evaluate the club request/presentation and make a decision within a week of the presentation.
- If the club is approved, the Student Council President communicates with the college counselor and principal about its creation.

Section 2. Established Clubs

- Club representatives must be present at Club Rush.
- Maintain a faculty sponsor
- Maintain a minimum of 15 members
- Host community event(s)
- Submit an evaluation form at the end of each school year to the Student Council Vice President.
 - The evaluation can be used for additional guidance from Student Council.

Article IX. Amendments

1. Any Student Council member may propose an amendment during a meeting.
2. A formal copy of the amendment must be provided to the Student Council for review.
3. New amendments pass with a majority vote.
4. The amendment is approved by the Student Council sponsor and HTLA Principal.
5. The amendment must be ratified by a majority of the student body.
6. The ratified amendment will be added to this constitution.

Article X. Ratification

This constitution was written in 2015 by students who were selected for the Constitutional Convention. All grade levels were represented. This new constitution will be ratified by the student body and faculty. A simple majority is required for ratification.