



Kealakehe High School

Petition to Run for 2013-14 Student Council

Thank you for your interest in running for an open position on the 2013-14 Student Council. Please read through this entire packet very carefully. Petitions that are turned in incomplete or late will not be accepted. Currently, there are no openings for the sophomore and junior classes (interested candidates in either of these grades may run for the student body position).

Name _____

CEPA _____

2013/14 Grade _____ Cell _____

Email _____

Eligibility

Any member of the Student Association shall be eligible to run for office, subject to the preceding qualifications. All forms must be turned in by the deadline in order to run for any office. **This packet is due to the SAC office by 1:00PM on Wednesday, August 14.**

Declaration of Candidacy

I hereby declare my candidacy for the following position (select one):

Student Body

____ Treasurer

Senior Class (Class of 2014)

____ Vice President ____ Secretary

Freshmen Class (Class of 2017)

____ President ____ Vice President ____ Secretary ____ Treasurer

Candidate Agreement

- If I am elected, I am willing to fulfill the responsibilities as described in the Constitution of Kealakehe High School. I understand that failure to do so may result in the removal from office.
- If awarded the position of Hawaii State Student Council Representative, I must attend monthly State Student Council meetings that will be held in Honolulu. Transportation will be provided. Chaperones will be certified Department of Education teachers but may not be chaperoned by a Kealakehe High School employee.
- I have read the KHS Constitution (attached).
- I will attend the meetings held on Thursday mornings at 7:15am (8:15 on A/B weeks).
- I understand that I will be dismissed from my duties should I have more than three unexcused meeting absences.
- I understand that my responsibilities begin at the end of this school year (meetings will be held during the summer) and runs through the next school year.
- I understand that meetings may be held before, during, after school and on weekends. There will be times when these meetings will be frequent.
- Transportation to and from meetings will be my responsibility.
- When unable to attend any meeting I will inform the appropriate person.
- My office to which I am elected and my academic studies will be my primary activities during the term of office and will take priority over all other co-curricular activities.
- I will maintain a minimum 2.0 GPA. If my GPA falls below this minimum I will be put on academic probation and subject to grade checks. If my grades do not improve I may be relieved of my duties.
- A PTP check will be done during the third semester. If I fail to make adequate progress or fail to meet any deadlines, I will be relieved of my duties until all requirements are completed.
- I am willing to work with other officers, advisors, administrators, teachers, and students.
- If elected I am willing to attend leadership training camps and workshops. Some of the financial costs will be my responsibility.
- I will fulfill other assignments as needed that may be assigned.
- I have no outstanding dues, fines, uniforms, or other financial obligations.
- Should I incur either a "Class A" or "Class B" (see "Chapter 19") offense I will immediately be removed from my position and will not be able to run for any future position.
- I understand my job responsibilities and acknowledge that I will be asked to resign or may face impeachment proceedings if I fail to fulfill my job.

I have read the above information and agree to adhere to the above agreement. I also declare my candidacy for the above mentioned position.

Candidate Signature

Parent Signature

Detailed Questions and Resume

Please type your responses to the questions below and submit them with your application.

1. Why did you choose to run for this particular position? (250 word maximum)
2. How will you make Kealakehe High School a better place? (250 word maximum)
3. Please submit a copy of your resume. Your resume should include leadership positions that you have held, work experience (if any), and your past and present extracurricular activities both on and off campus.

You must obtain the following signatures from students who feel you are a good candidate. Share with them your plans and what you want to accomplish should you be elected (first line signature of student, second line CEPA teacher of student who signed):

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Constitution of the Student Association of Kealakehe High School

PREAMBLE

We, the students of Kealakehe High School, in order to fulfill our vision of harmony and unity through dynamic education and community; provide a safe environment which expects mutual respect; provide opportunities to develop gifts and talents; and become productive members of our community, do hereby establish this constitution for the promotion of the welfare of our school.

ARTICLE I – NAME

The name of this organization shall be the Student Association of Kealakehe High School

ARTICLE II – PURPOSE

The purpose of this organization shall be:

1. To enrich, empower, and encourage students by promoting excellence in living, learning, and leading.
2. To encourage and strive for total school spirit and loyalty.
3. To better relationships among students, faculty, administration, and the community.
4. To prepare students to be members of an adult community and democratic society.
5. To serve as a vehicle for opportunities in planning, problem solving, and policy-making to create a positive school climate.

ARTICLE III – MEMBERSHIP

All students regularly attending Kealakehe High School who have paid their Student Association dues are members of this Student Association.

ARTICLE IV – DIVISION OF POWERS

The Student Association shall be divided into two branches: an Executive Council and a Climate Council.

Section 1 – Executive Council

- A. The Executive Council shall consist of:
 1. Kealakehe High School Student Association officers,
 2. Student Association advisor,
 3. President of each class, and
 4. District/State officers as ex-officio members
 6. School Community Council (SCC) representatives.
- B. The duties of the Executive Council shall be:
 1. To consider all matters referred to the general student association,
 2. To create an agenda for Climate Council meetings,
 3. To act directly on matters that require emergency action,
 4. To act as a communication link between students and administration, and
 5. To promote leadership.

Section 2 – Climate Council

- A. The Climate Council shall consist of:
 - 1. The members of the Executive Council,
 - 2. One nominated student from each citizenship class,
 - 3. SCC student representatives
- B. The duties of the members of the Climate Council shall be:
 - 1. To attend and participate actively in all Climate Council meetings,
 - 2. To represent and inform their respective citizenship classes on a regular basis
 - 3. To enact student legislation.

ARTICLE V – ULTIMATE AUTHORITY

The principal, who is primarily responsible to the Department of Education and the community, shall have the right for final approval or veto in all matter pertaining to the plans and work of the Student Association of Kealakehe High School.

ARTICLE VI AMENDMENTS AND RATIFICATION

Section 1 – Amendments

- A. Amendments shall be made to this constitution whenever necessary by initiation petitioned and signed by 10 percent of the student body.
- B. Amendments pass by two-thirds vote of the Executive Council and two-thirds of the votes cast by the student body.

Section 2 – Ratification

This constitution shall be ratified upon the approval of **two thirds of the votes casts by** the student body of Kealakehe High School.

BYLAWS

ARTICLE I – OFFICERS

Section 1 – Title

The officers of the Student Association of Kealakehe High School shall be President, Vice President, Secretary, Treasurer, two School Community Council (SCC) representatives and the Hawaii State Student Council Representative.

Section 2 – Powers and Duties

- A. The President shall:
 - 1. Preside over all Executive and Climate Council meetings,
 - 2. Be an ex-officio member of all Student Association committees with the assistance of his/her officers,
 - 3. Appoint with the advice and consent of the Executive Council all standing committee chairperson, and such other committee chairperson and officers whom he may, from time to time, find necessary and advisable to appoint,
 - 4. Establish special committees as needed,
 - 5. Call special meetings when necessary, and
 - 6. See that the constitution and bylaws of the association are faithfully executed, and he/she shall serve in the best interest of members of the Student Association.

- The Vice President shall:
1. Assume the powers and duties of the President in the event of the President's absence, resignation, or disability,
 2. Serve as Parliamentarian of the Student Association, and
 3. Be responsible for the performance of all the standing committees of the Student Association.
- B. The Secretary shall:
1. Keep a complete and accurate set of records including:
 - a. Constitution and by-laws amended
 - b. Minutes and attendance of the Executive Council and Climate Council,
 2. Be responsible for all correspondence,
 3. Prepare and distribute meeting agenda and minutes to all Executive Council officers, Senators, and Administration, and
 4. Keep complete and accurate set of records of attendance at Executive Council and Climate Council meetings.
 5. In the event the SCC Student Representative position is not filled, the secretary will be required fulfill all duties of this position.
- D. The Treasurer shall:
1. Keep a complete and accurate account of all the financial proceedings of this association, and
 2. Prepare, with the recommendation of the Executive Council, a budget for the coming school year at the end of his/her term.
- E. Hawaii State Student Council Representative:
1. Attend state council meetings,
 2. Prepare school reports of state council meetings,
 3. Report back to Executive Council any concerns from the state council.
 4. Complete any other duties the state council requires
- F. School Community Council (SCC) Student Representatives:
1. Attend all SCC meetings,
 2. Establish special committees as deemed by the SCC,
 3. Report the outcome of each SCC meeting to the Executive Council
- G. Director of Public Relations:
1. Maintain the school Facebook account and website
 2. Promote all events through new and traditional methods

Section 3 – Term

The term of office shall be for one school year with a maximum of two years for any one position.

Section 4 – Qualifications

- A. The President, Vice President, Secretary, Treasurer, State Student Council Representative, SCC Representative and Director of Public Relations shall be members of the Student Association of Kealakehe High School and must be willing and able to carry out the duties of their respective office.
- B. Officers must maintain a minimum grade point average of **2.0** with no F's. A probationary period of one quarter may be taken if the preceding qualifications are not met.
- C. A grade check and performance evaluation will be made on the officer on probation every four weeks. If the grades have not improved or if the officer has not assumed responsibilities satisfactorily, further action will be left to the discretion of the advisor and the school administrators.
- D. For matters that reflect unfavorably upon the officer or the school, the officer shall be counseled and appropriate action shall be taken.
- E. Have transportation that will allow the attendance of all meetings.

ARTICLE II – CLIMATE COUNCIL

Section 1 – Powers and Duties

The Climate Council shall be the general recommending body of the Student Association of Kealakehe High School.

Section 2 – Voting

- A. Each Climate Council member shall be entitled to one vote.
- B. All Executive Council members, excluding the President and advisor, shall entitled to one vote. The President shall cast vote in event of a tie.

Section 3 – Meetings

The Climate Council shall meet regularly (at least once a month) at the time and place appointed by the President.

Section 4 – Quorum

Quorum for the transaction of business in the Climate Council shall consist of a simple majority of the members.

Section 5 – Rules

Parliamentary procedures in all meeting shall be based on ROBERT’S RULES OF ORDER, REVISED.

Article III – ELECTIONS

Section 1

All Student Association elections shall be conducted by the Student Association Elections committee.

Section 2 – Eligibility

- A. Any member of the Student Association shall be eligible to run for office, subject to the preceding qualification. Filing for nominations for Student Association of Kealakehe High School can be made by students completing all forms and petitions.

Section 3 – Elections

- A. Election of the Student Association of Kealakehe High School officers shall be by vote of the student body held in May of the prior year.
 1. Voting shall be by secret ballot, in procedures as specified by the Elections committee. All voters, excluding seniors shall be members of the Student Association of Kealakehe High School.
 2. The cast of at least one vote automatically elects any candidate running unopposed in the primary election.
 3. Any candidate may be given a recount upon request if the margin between the candidate and the opponent is 25 votes or less. Upon investigation, a candidate shall be informed of errors of discrepancy in election procedures. Request for either recount or re-vote shall be made no more than two school days following the election.
- B. Climate Council
 1. Members shall be nominated and elected at-large within their Citizenship and Ethical Dilemmas class.
 2. There shall be only one election for Climate Council members. The nominee with the most votes shall be elected.
 3. The elected Climate Council member shall be able to appoint his/her alternate if he/she is unable to attend the meeting. This alternate shall be registered with the Secretary.
 4. In the event of impeachment or resignation of a member, the class shall appoint a new representative, taking into consideration the alternate mentioned in B-3.

ARTICLE IV – VACANCIES

Section 1 – Removal from office

- A. Any officer or Senator shall be subjected to removal from his/her office if shown to be incompetent or negligent in performance of his/her responsibilities and duties.
- B. Any elected member of the Climate Council shall have the power to impeach an officer. If an impeachment is made against any officer, the members of the Climate Council shall take a vote of confidence. If a vote of confidence is not obtained (majority), a faculty administrative impeachment committee shall review the case. Its decision shall be final.
- C. Any Senator (or his/her alternate) who is absent from three Climate Council meeting without any legitimate excuse shall be asked to resign.

Section 2 – Replacement

In the event of a resignation or inability of an officer to discharge the responsibilities and duties of his/her office, the president notwithstanding, a special election shall be held to fill the ensued vacancy within two weeks.

ARTICLE V – STUDENT POSITIONS

In order to promote the welfare of the Student Association, student leadership positions should be distributed among as many students as possible. To fulfill this ideal, no student shall concurrently hold the following student positions:

Student Association officer

Class officer

ARTICLE VI – FINANCES

Section 1 – Revenue

The revenues of the Student Association shall be through the dues paid for by the student members. Other forms of the revenue can be implemented and used in accordance with the Department of Education policies governing funds.

Section 2 – Disbursements

The Climate Council shall make the disbursements for this Student Association. In the event of an emergency when the Climate Council is unable to meet, disbursements shall be made by the Executive Council. Anyone, aside of the Executive Council, who makes an unauthorized non-legitimate emergency expenditure or contract, shall be held responsible for such expenditure or contract. The Executive Council shall inform the Climate Council of all disbursements made. The Climate Council may question any disbursements made by the Executive Council.

Section 3 – Budget

A budget for the Student Association of Kealakehe High School shall be prepared by the treasurer with recommendations from the Executive Council, in the spring and shall be submitted to the Executive Council and Climate Council for approval by a majority vote. Changes in the budget at a later day may be made by a majority vote of the Climate Council.

Section 4 Auditing

The Executive Council shall see that the books of the treasurer are properly audited before the close of the school year.

ARTICLE VII – CLASS COUNCILS

Section 1 – Class officers

Class officers shall consist of a President, Vice President, Secretary, and Treasurer, who together with their advisor(s) shall comprise the Class Executive Council.

Section 2 – Powers and Duties

- A. The President shall:
 - 1. Preside over all Class Executive Council and Class Council meetings,
 - 2. Be an ex-officio member of all Class Council committees with the assistance of the other officers,
 - 3. Appoint with the consensus of the Class Council all committee chairpersons,
 - 4. Establish special committees as needed,
 - 5. Call special meetings when necessary,
 - 6. See that the constitution and the by-laws of the Student Association of Kealakehe High School are faithfully executed and shall serve the best interest of its members.
- B. The Vice President shall:
 - 1. Assume the powers and the duties of the president in the event of the president's absence, resignation, or disability.
 - 2. Serve as Parliamentarian,
 - 3. Oversee the operation of all Class Council committees.
- C. The Secretary shall:
 - 1. Keep a complete and accurate set of records including:
 - a. Minutes of the Class Executive Council and Class Council meetings
 - b. Attendance of the Class Executive Council and Class Council meetings
 - 2. Be responsible for all correspondence and files,
 - 3. Notify members of the Class Executive Council and Class Council meetings, and
 - 4. Prepare and distribute meeting agenda and minutes to all members of the Class Council, respective citizenship teachers, and administration.
- D. The Treasurer shall:
 - 1. Keep a complete and accurate set of records of all financial proceedings,
 - 2. Prepare, with the recommendation of the Class Executive Council, a budget for the school year at the beginning of the term of office.

Section 3 – Term of Office

The term of office shall be one year with a maximum of two years for any one position.

Section 4 – Qualifications

- A. The president, vice-president, secretary, and treasurer shall be due paying members of the Student Association of Kealakehe High School and of their class and must be willing and able to carry out the duties of their respective offices.
- B. Officers must maintain a minimum grade point average of 2.0 with no F's. A probationary period of one quarter may be taken if the preceding qualifications are not met.
- C. A grade check and performance evaluation will be made on the officer on probation every four weeks. If the grades have not improved, or if the officer has not assumed responsibilities satisfactorily, further action will be left to the discretion of the advisor and the school administrators.
- D. For other matters that reflect unfavorably upon the officer or the school, the officer shall be counseled and appropriate action shall be taken.
- E. Obtain transportation for all Student Association of Kealakehe High School meetings.

Section 5 – Eligibility

- A. Any member of the Student Association of Kealakehe High School and their class shall be eligible to run for office, subject to preceding qualifications.
- B. Filing for nominations for Class Council officers can be made by the students completing all forms and petitions.

Section 6 – Elections

Elections of class officers should follow election guidelines established in Article III, Section 3 of By-laws.

Section 7 – Attendance

Each individual council shall take attendance at meetings and follow all the attendance criteria established by each class council.

Section 8 – Voting

- A. All voting at Class Council meetings shall be conducted in according to the guidelines established by each Class Council.
- B. All Class Executive Council members, excluding the president and advisor shall be entitled to vote. The president shall vote in the event of a tie.

Section 9 – Quorum

Quorum for the transaction of business in the Class Council shall consist of a simple majority of its members.

Section 10 – Rules

Parliamentary procedure in all meetings shall be based on **Robert’s Rules of Order, Revised**.

ARTICLE VIII – RATIFICATION AND AMENDMENTS

Section 1 – Ratification

These by-laws shall be ratified upon the approval of two-thirds of the votes cast by the members of the Student Association of Kealakehe High School.

Section 2 – Amendments

These by-laws may be amended at any time by a two-thirds vote in the Climate Council.