



## Kealakehe High School Petition to Run for Student Council

### Demographics

Name \_\_\_\_\_

Citizenship \_\_\_\_\_

Grade \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

### 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 by 1:00PM on Friday, August 14, 2009.**

### Term

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

### Declaration of Candidacy

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

#### ***Student Body***

\_\_\_\_\_ Treasurer

#### ***Senior Class (Class of 2010)***

\_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer

#### ***Sophomore Class (Class of 2012)***

\_\_\_\_\_ President \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer

#### ***Freshmen Class (Class of 2013)***

\_\_\_\_\_ President \_\_\_\_\_ Vice President \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer

## Candidate Agreement

- If I am elected, I am willing to fulfill the responsibilities as described in the Constitution and by-laws of Kealakehe High School. I understand that failure to do so may result in the removal from office.
- I have read the KHS Constitution and Student Council Bylaws (attached).
- I will attend the meetings held on Friday mornings at 7:15am.
- I understand that I will be dismissed from my duties should I have more than two 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.
- 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 understand that minimum amount of community service hours will be 20 hours per semester.
- I understand that I must log these hours and obtain the appropriate signatures. Failure to do so will result in Council dismissal.
- I have no outstanding dues, fines, uniforms, or other financial obligations.
- 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's Signature**

---

**Parent's Signature**

## Detailed Questions

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

1. Why do you feel that you are qualified for the position for which you have declared your candidacy? (250 word maximum)
2. What are your campaign plans (how will you announce your candidacy, etc.)? (400 word maximum)
3. If you could change one thing about our school what would it be and why? (250 word maximum)

## Resume

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.

## Personal Statement

Please attach a personal statement, no longer than one page, which expresses what you feel you can bring to the Kealakehe High School Student Council. Please comment in particular about your experience with and attitudes about teamwork, cooperation, and accountability. Also address how you can further the **mission** of Kealakehe High School by building a diverse community, supporting creativity, and encouraging learning.

## Additional Information

All packets must be returned to the SAC office by 1:00PM on Friday, August 14, 2009. Incomplete applications will not be accepted and will result in the disqualification of your candidacy.

## Student Council Bylaws

### *LAW I - RULES OF ORDER*

The proceeding of this Association will be governed by Robert's Rules of Order, revised.

### *LAW II - SELECTION OF TIME AND PLACE*

The regular weekly meetings will be conducted before school. Meetings will be held in the library conference room every Friday at 7:15AM.

### *LAW III - FAILURE TO MEET*

If for any reason, other than an illness or family emergency, a Student Council Representative or Officer missing two or more meetings will be replaced by the President and Faculty Advisor. The President will direct the grade to elect a new Representative or the President will appoint a new officer under the direction of the Faculty Advisor. The vice-president will replace the President and the new President will have the power to appoint a replacement for vice-president, if the absences involve the President.

### *LAW IV - DISCIPLINE AND GRADES*

Behavior of Student Council members will reflect GOOD MANNERS and GOOD WILL toward each other and all members of the student body and faculty. Council members, as elected representatives of the school, must maintain a 2.0 grade point average, and model proper attitude and behavior. If a council member's actions require disciplinary action of more than 2 during-school detentions or more than 2 total days of school suspension (in-school or out-of-school) in their year-long term, they will be removed from Student Council.

### *LAW V - ACTIVITIES*

All activities and fundraisers of the School Student Council must meet with the approval and permission of the Faculty Advisor and the Principal. A tentative schedule of yearly activities and fundraisers must be planned by the end of October.

### *LAW VI - AUTHORITY*

Final authority rests with the Superintendent/Principal. Board policies approved by the Board of Education will be adhered to at all times.

## **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. The Big Island Association of Student Councils (BIASC) representative
  5. 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, and two BIASC representatives and two School Community Council (SCC) representatives.

#### 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.
- B. 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.
- C. 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. Notify members of the Executive Council and Climate Council meetings
  - 4. Prepare and distribute meeting agenda and minutes to all Executive Council officers, Senators, and Administration, and
  - 5. Keep complete and accurate set of records of attendance at Executive Council and Climate Council meetings.
  - 6. 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. Big Island Association of Student Councils (BIASC) representative:
  - 1. Attend district council meetings,
  - 2. Prepare school reports of district council meetings,
  - 3. Report back to Executive Council any concerns from the district council.
- F. 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

## 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, and BIASC representative 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 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

Student Association standing committee Chairmen

## **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.